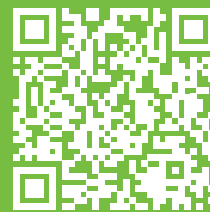




SMALL BUSINESS INTERNSHIP FUND



APPLY TODAY!



EMPOWERING GROWTH THROUGH INTERNSHIPS

Connecting Small Businesses
with the Brightest Local Talent

ABOUT THE PROGRAM

The Greater Scranton Chamber of Commerce, in collaboration with the University of Scranton's Small Business Development Center (SBDC), is proud to present the Small Business Internship Fund. This initiative offers Chamber member businesses an invaluable opportunity to host interns while receiving financial support.

Launched in 2019, the fund was created as part of the Chamber's 150th anniversary celebrations, made possible by sponsorships from the local business community. Designed to connect the region's "best and brightest" students with Chamber member businesses, the program empowers organizations to build their talent pipeline while contributing to workforce development in our area. If you are a business considering hosting an intern, explore the many opportunities available through the Small Business Internship Fund.

BUSINESS CRITERIA

To participate in the Small Business Internship Fund, businesses must:

- Be a member in good standing with The Greater Scranton Chamber of Commerce for the past year.
- Operate as a for-profit business.
- Meet the U.S. Small Business Administration size standards based on NAICS
- Collaborate with Chamber staff and the University of Scranton SBDC, completing any required documentation.
- Agree to allow photos and business name used for public relations purposes.

STUDENT ELIGIBILITY CRITERIA

Students interested in participating in the Small Business Internship Fund must meet at least one of the following requirements:

- Be a resident of Lackawanna County currently enrolled in a college or university.
- Be a student currently enrolled in a Lackawanna County college or university.
- Be a student enrolled at a Chamber member college or university.
- Be a 2025 college graduate and a resident of Lackawanna County.

INTERNSHIP OPPORTUNITIES

The Small Business Internship Fund offers two types of internship opportunities:

Traditional internships

- Eligible businesses can receive \$750.
- Students must complete a minimum of 100 hours of work at a rate of \$12.50 per hour.
- Employers are responsible for paying interns through payroll, with pay stubs reflecting taxes and deductions.
- Businesses may host up to two funded internships per calendar year.
- Funds are reimbursed to the employer after the intern successfully completes 100 hours.

Micro-internships

- Micro-internships are project-based and completed remotely by the intern.
- Eligible businesses can receive \$250 in matching funds, requiring a \$250 employer match for a total of \$500 per project.
- Interns are paid as independent contractors, following IRS guidelines.
- Businesses may engage in up to two funded micro-internships per calendar year.
- Funds are reimbursed to the employer upon project completion.

Note: Reimbursement checks will be issued to the business name listed on the application.

