**IMAA DS4Y: Internship Funding Application Form**

*Note that this document is for drafting purposes only – please submit applications via Jotform at* [*https://www.imaa.ca/ds4y-program-overview/*](https://www.imaa.ca/ds4y-program-overview/)

Employer Information

1. Legal Business Name
2. Doing Business As (if applicable)
3. Website
4. Location (Province/territory, city name)
5. Registration Number / Business Number
6. Employer type: For Profit / Non Profit
7. Number of current employees (must be no more than 500)

Contact Information

1. Contact Name
2. Mailing Address
3. Business Address (Optional, if different from mailing address)
4. Contact telephone
5. Contact email

History and Capacity

1. Please describe your company/organization's history and mandate.
2. Please describe your company/organization's capacity to provide intern training and support. Please include any prior experiences of hosting interns (if applicable).

Governance and Policies

1. Please upload your company/organization's \*anti-harassment\* policy and procedure documents, or provide a statement on the subject if no policy is currently in place.
2. Please upload your company/organization's \*anti-oppression\* policy and procedure documents, or provide a statement on the subject if no policy is currently in place.

Internship Proposal

1. Title of the internship
2. Number of positions with this title (If applying for multiple internships with DIFFERENT titles and roles, please use separate application forms)
3. What project or activity will the intern be engaged in?
4. Please provide a brief job description
5. Please provide a point-form work plan for the duration of the internship. If funds are requested for training purposes, please include all training within this plan.
6. What digital skills is the participant expected to develop during the internship? (select all that apply)
   * software/app development
   * web development
   * 3D fabrication or modelling
   * video game design
   * network systems administration
   * adaptive technologies
   * web-based learning
   * physical computing
   * VR/AR/XR/immersive technologie
   * video mapping
   * video on demand
   * metadata/discoverability
   * database optimization
   * machine learning
   * interactive technology
   * other
7. How will the participant develop this (these) digital skill(s) during the internship?
8. What "soft skills" is the participant expected to develop during the internship? (For example: decision-making skills, conflict resolution, time management, basic math and budgeting, file management, analysis/synthesis...)
9. What specific experience does the employer have in imparting the digital and soft skill(s) identified above?
10. How will the internship benefit the participant's general work experience and future employability?
11. Do you anticipate future employment prospects for the participant within the organization post-internship?

Training, Mentorship and Support

1. What specialized digital training will be provided to the participant as part of the proposed internship?
2. Who will provide this training? If a staff person with your company/organization, please describe this person's prior experience or capacity in digital skills and/or soft skills.
3. If you are requesting funds for training costs in the Budget section (below), please provide a point-form proposed training plan.
4. What supports will you offer the intern to prepare them for future employment in the sector post-internship?
5. Has your company/organization implemented health and safety measures to respect COVID-19 related public health directives? Please describe these briefly.

Regional and Sectoral Impact

1. How will the internship benefit your sector of activities, your community, and/or your region?

Recruitment & Hiring Process

1. How/where will you advertise details about the internship opportunity? (e.g. project description, application and selection process, wages and other terms)
2. How will you ensure that the job positing will be accessible to candidates from under-represented groups (Indigenous people, official language minorities, people with disabilities, racialized persons, women)?
3. What are the current demographics of your organization or company's leadership team in terms of equity (Indigenous people, official language minorities, persons with disabilities, racialized persons, women)?
4. What specific outreach strategies will you undertake to recruit from the under-represented groups identified above?

Budget

1. Please upload your completed budget form. (Budget form can be found at <https://www.imaa.ca/ds4y-program-overview/>)