

Municipal Internship Program

2020 Grant Application Guidelines



The Municipal Internship Program provides support to municipalities and planning service agencies to recruit, train, and retain competent municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector. Working closely with staff, council, and senior management in a municipality or a planning service agency is a valuable experience for new professionals pursuing a career in the municipal sector.

The Municipal Internship Program has three streams:

- **Administrator:** A one year program for post-secondary graduates from any discipline. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.
- **Finance Officer:** A one year program for post-secondary graduates from finance or accounting programs. Host organizations help train and develop interns by providing them with learning opportunities in the finance department and exposure to other key functional areas of municipal operations and management.
- **Land Use Planner:** A two year program for post-secondary graduates from a land use planning or related program. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis) or the term may be split into two six-month blocks. Program staff can provide recommendations on collaborative hosting arrangements.

Eligibility

The following entities are eligible to apply to host a municipal intern:

- Municipalities (cities, towns, villages, municipal districts, and specialized municipalities);
- the Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board (Land Use Planner Stream only); and
- municipally-controlled planning service agencies (Land Use Planner stream only).

Applicants must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land Use Planner	Between 5,000 and 125,000

Partnering to Host an Intern

Collaboration with another municipality is not required to host an intern if the municipality has the capacity and desire to host on its own. A municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship Program [website](#) for information on these functional areas and program expectations.

If choosing to collaborate, one municipality is to be named the managing partner. This municipality must meet the minimum population requirement for the stream being applied for and is responsible for submitting the application. Informal collaboration is also encouraged; however, such an arrangement is not considered a partnership as just one of the municipalities is considered to be the host.

Required Host Characteristics

To be considered as a host for an intern, the organization must demonstrate:

- A strong council-administration relationship exists and there is a strong commitment from both groups to have an intern;
- An organizational commitment to the Internship program's vision and goals;
- The organization undertakes the majority of their planning in-house and have a senior planner on staff (Land Use Planner stream only);
- A dedicated supervisor is appointed for the intern. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream); a senior financial officer (Finance Officer stream); or a senior planner (Land Use Planner stream);
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern.

Grant Funding

Grant funding is available as follows:

- Administrators: \$43,000 (12 month program)
- Finance Officers: \$43,000 (12 month program)
- Land Use Planners: \$66,000 (24 month program)

Grant amounts are allocated as follows*:

- Salary: \$35,000
- Benefits: \$2,000
- Intern Expenses: \$6,000 (incl. recruitment, relocation, professional development, safety equipment, association membership fees, electronic equipment)

* Grant funding for the Land Use Planner stream is provided in two installments. Year 1 allocations are as outlined above. Year 2 allocations are \$20,000 (salary), \$2,000 (benefits), and \$1,000 (professional development expenses).

Application and Approval Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate Application Form is required for each stream.

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

Applications are due by October 1, 2019 and are evaluated after the deadline. Host organizations are selected and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year. Final acceptance of applications is contingent on the approval of program funding through the 2019-20 provincial budget.

Conditional Grant Agreement (CGA) and Use of Grant Funds

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, eligible expenses, and reporting requirements.

Amending an Agreement

If the project scope or time period to use grant funds change after project approval, an amendment is required. The amendment request should be submitted prior to the CGA project completion date. Questions regarding scope and time changes can be directed to a Municipal Affairs Grant Advisor.

Use of Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Eligible internship expenses are outlined in the Application Form.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements.

Payments

Grant payments will be made following legislative approval of the provincial budget and Ministerial authorization. Payments for approved applications will be made based on the conditions of the CGA. Typically the grant payment is made within one month following the execution of the CGA, unless stated otherwise.

Credit Items

Income earned on deposited or invested MI grant funds must be reported under Credit Items on the SFE. The amount of income earned on the funds becomes part of the total grant funding available for the project.

Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.

Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible internship expenditures effective January 1 of the hosting year. Note that interns may start their employment between April 15 and June 1, 2020 (or prior to Intern Orientation, whichever comes first). Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date.

Any grant funds unexpended upon completion or termination of the internship shall be returned to the Government of Alberta.

Reporting

Statement of Funding and Expenditures (SFE)

The Internship grant recipient must submit an SFE at the conclusion of the internship hosting period.

The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be signed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation for hosting costs must be retained by the municipalities for a minimum of three years following completion of the project.

The SFE may be subject to review by the Provincial Auditor General.

Program Reporting

The grant recipient must submit the following program reporting, to be completed by the intern supervisor (non-financial):

- An interim program report at 6 months.
- A final program report at 12 months (at 24 months for Land Use Planner stream).

The host organization will be notified when reporting is due and templates will be provided.