



**KEYSTONE  
INNOVATION  
ZONE**

**SOUTHSIDE BETHLEHEM**

**Student Internship Grant  
Program Guidelines**

It is the mission of the Southside Bethlehem Keystone Innovation Zone (KIZ) to foster innovation and create entrepreneurial opportunities by aligning the combined resources of educational institutions, the public sector, and the private sector.

In support of this mission, the KIZ awards Student Internship Grants to assist eligible companies in the commercialization of innovative technologies that possess promise for technology transfer into the marketplace. Student Internship Grants are typically available up to \$2,500 for undergraduate-level students and up to \$3,750 for graduate-level students. The purpose of this program is to support the development of innovative, revenue-generating, and marketable technologies, support company growth, facilitate job creation within the KIZ and the Commonwealth of Pennsylvania, and to provide local undergraduate-level/graduate-level students with an opportunity to gain real-world experience by working for an exciting start-up company. Funding for this program is provided exclusively by the KIZ's Primary Partners.

## **Eligibility Requirements**

Eligible Applicants for Student Internship Grants must be:

- ❖ an entity that meets the following requirements:
  - Located within the [geographical boundaries](#) of the KIZ
  - Operational for less than 8 years
  - Operating within one of the State-approved industry clusters. Further preference will be given to the following industry clusters approved by the Southside Bethlehem KIZ:
    - Information Technology
    - Financial Services
    - Advanced Materials
    - Nanotechnology
    - Opto/Micro Electronics
    - Life Sciences
    - Energy
  - Meets any other requirements that may be specified
- ❖ a Primary Partner that clearly demonstrates an ability to generate innovative, revenue-generating, and marketable technologies. The potential should exist to transfer the technology to a spin-off company and/or pursue licensing opportunities.

## **Student Intern Selection**

The intern selected must meet the following requirements:

- ❖ Currently enrolled in a Lehigh Valley Institution of Higher Education (IHE):
  - [Lehigh Valley Internship Resources Guide](#)
  - Lehigh University
  - Northampton Community College
  - Moravian College

- East Stroudsburg University (Lehigh Valley Center)
- Lafayette College
- Muhlenberg College
- Cedar Crest College
- DeSales University
- Penn State University (Lehigh Valley)
- Lehigh Carbon Community College
- ❖ An enrolled student that is a resident of the City of Bethlehem
- ❖ An undergraduate-level student seeking an Associate's or Bachelor's Degree or a graduate-level student seeking a Master's Degree
- ❖ At least 80% of the internship will take place at the Applicant's locations within the KIZ

## **Proposal Format**

Applicants must submit a written proposal to the KIZ Director in the following format:

### **1. Applicant Information**

- ❖ Name
- ❖ Location(s)
  - Headquarters
  - Office space
  - Lab space
- ❖ Employment specific to each location

### **2. Applicant Overview**

- ❖ Provide a complete history of the Applicant
- ❖ Identify key members of the Applicant's management team, identify their roles, and briefly discuss their backgrounds

### **3. KIZ Relationship**

- ❖ Describe how the Applicant will work to advance the mission of the KIZ

### **4. Identification of Project**

- ❖ Describe the project that funding is being requested for. The following should be included, but not limited to:
  - Project description
  - Market opportunities
  - Analysis of competition
  - Revenue model
  - Cost of goods sold (if applicable)
  - Project timeline
  - Deliverables and expected outcomes
- ❖ Explain the process that would be established to post the internship opportunity and select an intern
- ❖ List the desired attributes and qualities of the intern being sought
- ❖ Elaborate on the intern's expected role in advancing the project
- ❖ Clearly outline the following expectations of the intern:
  - Goals/Deliverables

- Learning Objectives
  - ❖ Identify the individual(s) responsible for supervising the intern and ensuring that the experience is mutually beneficial
  - ❖ Identify the location(s) that the intern will be working at
- 5. Intellectual Property**
- ❖ Identify any Intellectual Property owned by the Applicant and/or expected to be owned as a result of this project
- 6. Project Budget**
- ❖ Budget Spreadsheet (Attachment A)
    - Matching Funds for the project are not required but the leveraging of additional funds may increase the competitiveness of the proposal
    - In-kind services may be leveraged as Matching Funds and must be clearly documented
    - Only funds for gross wages incurred by the intern will be reimbursed

**Required Attachments:**

- ❖ **KIZ Eligibility Form (Attachment B)**
- ❖ **Business Plan**
- ❖ **Resumes for Key Management Team**

**Proposal Consideration Process**

1. Applicant must submit a written proposal to the KIZ Director using the format above.
2. Proposals will be reviewed by the KIZ Director.
3. The KIZ Director will follow-up with the Applicant to notify them of the decision that has been made.
4. The Applicant will select an intern and send their resume to the KIZ Director for approval.

**Reimbursement Process**

The KIZ Student Internship Grant operates as a reimbursement program for costs incurred during the grant contract period.

1. An invoice is issued from the Company to the Bethlehem Economic Development Corporation with supporting documentation and proof-of-payment.
  - ❖ Invoice
    - Issued to:

Bethlehem Economic Development Corporation  
10 East Church St.  
Bethlehem, PA 18018

- Issued by the Company from their headquarters' address
- Period Beginning & Period Ending
- Hours Worked



- Wages Earned
  - Pay Period
  - Total amount requested
  - ❖ Supporting documentation that demonstrates eligible costs have been incurred
    - Invoices
    - Work/Hour Log
    - Payroll Summary
  - ❖ Proof-of-payment must be provided
    - Cancelled checks
    - Bank Statements
2. If documentation provided is satisfactory to the KIZ Director, the check will be processed and sent via U.S. Mail to the Company.

## **Reporting Requirements**

When issuing the final invoice, the Company and Student will furnish their respective Reporting Requirements to the KIZ Director.

[Company Reporting Requirements](#)

[Student Reporting Requirements](#)

## State Partner



## Primary Partners



## Advisory Partners



THE RISING TIDE



# Attachment A

<u>KIZ Internship Budget</u>				
<u>Line Item</u>	<u>KIZ Funds</u>	<u>Matching Funds</u>	<u>Total Project Cost</u>	<u>Source (Match)*</u>
			\$0	
			\$0	
			\$0	
<b>Totals</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	
<u>KIZ Internship Details</u>				
<u>Details</u>	<u>KIZ</u>	<u>Matching</u>	<u>Total</u>	
Duration (# of weeks)			0	
Hours (per week)			0	
Wages (per hour)**			0	

\* Matching Funds could include: Wages, Training, Equipment, Supplies, etc.

\*\* Wages must comply with the Pennsylvania Minimum Wage Act

# Attachment B

## ELIGIBILITY FORM

### COMPANY INFORMATION

Name: <input style="width: 100%;" type="text"/>		
Company FEIN: <input style="width: 150px;" type="text"/>	FEIN Filing Date: <input style="width: 100px;" type="text"/>	
Company Address: <input style="width: 250px;" type="text"/>	Suite: <input style="width: 100px;" type="text"/>	
City: <input style="width: 100px;" type="text"/>	State: <input style="width: 100px;" type="text"/>	ZIP Code: <input style="width: 100px;" type="text"/>
Company HQ Address: <b>[only complete if different from above]</b>		Suite: <input style="width: 100px;" type="text"/>
City: <input style="width: 100px;" type="text"/>	State: <input style="width: 100px;" type="text"/>	ZIP Code: <input style="width: 100px;" type="text"/>
Date Located at Address: <input style="width: 100px;" type="text"/>	#of Employees Working in KIZ: <input style="width: 100px;" type="text"/>	# of Employees in Company: <input style="width: 100px;" type="text"/>
Company Description: <input style="width: 100%;" type="text"/>		
NAICS Code: <input style="width: 100px;" type="text"/>	NAICS Description: <input style="width: 100%;" type="text"/>	
Identify the Following Industry Clusters that are Applicable to your Company: <input type="checkbox"/> Information Technology/Financial Services <input type="checkbox"/> Advanced Materials/Nanotechnology <input type="checkbox"/> Opto/Micro Electronics <input type="checkbox"/> Life Sciences <input type="checkbox"/> Energy		
Description of any Patents, Trademarks, Copyrights: <input style="width: 100%;" type="text"/>		
Description of Innovative Nature of Company: <input style="width: 100%;" type="text"/>		
Employment Goals: <input style="width: 100%;" type="text"/>		
How Did You Hear About the KIZ? <input style="width: 100%;" type="text"/>		

### APPLICANT INFORMATION

Name: <input style="width: 100%;" type="text"/>	Title: <input style="width: 100%;" type="text"/>
Phone: <input style="width: 100%;" type="text"/>	Email: <input style="width: 100%;" type="text"/>
Name: <b>[complete if CEO/President is different than above]</b>	Title: <input style="width: 100%;" type="text"/>
Phone: <input style="width: 100%;" type="text"/>	E-mail: <input style="width: 100%;" type="text"/>

### AUTHORIZATION

By signing this document, I approve this information and certify that it is correct to the extent of my knowledge.

Company:

Name:

Title:

Signature:

Date:

**REQUIRED DOCUMENTATION:**

- ❖ Business Plan
- ❖ Proof of ownership/lease
- ❖ Proof of FEIN filing date

