

2020 Iowa Newspaper Foundation Internship Matching Funds Program

# Host Newspaper Application

**Application postmark deadline: October 30, 2019**

Download application form at [www.inanews.com/foundation/internships](http://www.inanews.com/foundation/internships)

The Iowa Newspaper Foundation's mission is to "champion and improve the quality and future of Iowa's newspaper enterprises and the communities they serve and to raise funds to fulfill this mission." Thanks to the work of the INF's Next Generation Task Force, eight Iowa newspapers will receive matching funds from the Foundation to host a paid student intern for eight weeks during the summer of 2020. Participating newspapers will be chosen after completing the application below and will be selected by a committee of peers. Preferential consideration will be given to those newspapers not awarded an INF internship the prior year.

The successful newspapers will interview and select their own student interns, and the INF will provide matching funds of up to \$1,000 to the selected newspapers.

Please complete the application below and return to Jana Shepherd, INF Program Director, no later than October 30, 2019. You can email Jana at [jshepherd@inanews.com](mailto:jshepherd@inanews.com).

## CONTACT INFORMATION

Newspaper: \_\_\_\_\_

Publisher/GM name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and title of student intern's supervisor: \_\_\_\_\_

Supervisor's phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## INTERNSHIP DESCRIPTION

Type of experience the student intern would receive (check all that apply):

Reporting    Photography    Layout/design    Advertising    Multimedia journalism

Does your newspaper have a website?    Yes    No

If yes, provide the URL: [www.](http://www.)\_\_\_\_\_

With which of the following multimedia would the student intern have an opportunity to work? (check all that apply)

Video    Website design    Blog    Online advertising    Facebook    Twitter

Other (please describe): \_\_\_\_\_

Please describe the types of computer software the student intern would be using:

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Has your newspaper hired an intern(s) in the past?  Yes  No

If yes, what type of work have you typically assigned to the intern(s)?

If no, what has kept you from hiring an intern?

## NEWSPAPER DESCRIPTION

Please respond to the following requests for information in a written statement and attach it to your application. While your response can be brief, please provide enough information so that those reviewing the application can get an accurate picture of the internship experience.

Describe your newspaper(s): (circulation, online offerings, staff size, community characteristics, etc.).

Describe the anticipated student intern job responsibilities.

What special training and experiences do you feel your newspaper(s) can provide to the student intern?

Please list the three primary things you hope the student intern will learn while working for your newspaper(s):

## AGREEMENT

**A host newspaper receiving matching funds from the Iowa Newspaper Foundation agrees to the following:**

The student intern will be paid a minimum of \$8/hour. Interns will work a minimum of 30 hours per week for eight weeks.

All funds received from the Iowa Newspaper Foundation will be used to pay the student intern.

All income taxes, Social Security and worker’s compensation costs will be paid by the newspaper (not from the funds provided by INF).

At the conclusion of the internship, the paper will provide the INF with a payroll report detailing the pay provided to the student intern. Host newspapers will also submit a follow-up report to INF summarizing the student’s responsibilities during the Internship, three things the student learned, etc.

Should the intern’s employment end any time prior to the scheduled time-frame, the newspaper must notify the INF and return all remaining funds to the INF at 319 East 5th Street, Des Moines, Iowa 50309.

Publisher’s signature \_\_\_\_\_ Date \_\_\_\_\_

**Email completed application to: [jshepherd@inaneews.com](mailto:jshepherd@inaneews.com)**

**OR**

**Postmark deadline: October 30, 2019**

**Mail completed application to:**

**Jana Shepherd**

**Iowa Newspaper Association**

**319 East 5th Street**

**Des Moines, Iowa 50309**