

# Georgia Press Educational Foundation 2025 Internship Program Host Newspaper Application



To be considered for an internship grant, please return this application by **March 1** deadline to [sireland@gapress.org](mailto:sireland@gapress.org).

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## Newspaper Profile

Newspaper: \_\_\_\_\_ Participate in Statewide Classifieds?    Yes    No

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Year Established: \_\_\_\_\_

Publisher/General Manager: \_\_\_\_\_

Editor/Managing Editor: \_\_\_\_\_

Advertising Manager: \_\_\_\_\_

Total number of staff members:    \_\_\_\_\_ Editorial    \_\_\_\_\_ Advertising    \_\_\_\_\_ Photography    \_\_\_\_\_ Other

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## Intern Preference

Check one:    Editorial    Advertising    Photography    Circulation    Digital

Have you selected an intern for this program?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

If "yes," provide name. \_\_\_\_\_

Will you need our assistance in locating an intern?

If you desire an editorial intern, is there a special area of expertise (such as sports, features, human interest, or hard news) that you prefer? \_\_\_\_\_

Will your newspaper supply a camera to a photography intern?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

List the intern's expected duties or attach a job description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern's supervisor/mentor (name and title): \_\_\_\_\_

## About Your Publication

Describe your community and your newspaper: \_\_\_\_\_

\_\_\_\_\_

What type of computer will the intern use? \_\_\_\_\_

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## Internship History

Has your newspaper ever hosted an intern through the GPEF grant program? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, which year(s): \_\_\_\_\_

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## The Agreement

In applying as a host newspaper, your newspaper agrees to the following conditions:

- \* Interview intern applicants and select an intern.
- \* Apply all funds received from the Georgia Press Educational Foundation to the salary of the student intern.
- \* Reimburse travel-related expenses from the newspaper's own funds, not from the GPEF funds.
- \* Pay all local income taxes, Social Security and worker's compensation costs.
- \* Provide GPEF with a regular payroll schedule showing that the student intern was paid as required by the policies and procedures and that the host newspapers paid their portion where applicable.
- \* Submit all appropriate paperwork to GPEF at the published intervals to be issued grant payment. (GPEF checks will be withheld until all necessary documents have been submitted.)
- \* Should the intern's employment end any time prior to the scheduled eight-week period, all remaining GPEF funds must be returned to the Georgia Press Educational Foundation, Inc.
- \* Provide the intern with a designated supervisor/mentor who will provide regular guidance to the intern on the specifics of the required job duties and regular critiques on their work performance and products, including photos, stories, interviews and other assignments.

(Newspaper Name) \_\_\_\_\_ hereby agrees to accept the terms and conditions of the internship program stated above if selected to receive an internship grant from the Georgia Press Educational Foundation, Inc.

Publisher's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Return your application by.... EMAIL to [sireland@gapress.org](mailto:sireland@gapress.org) or  
MAIL to: Internships, Georgia Press Educational Foundation  
P.O. Box 4003, Marietta, GA 30061.

If you have any questions, please call Sean Ireland at 770-454-6776 or email [sireland@gapress.org](mailto:sireland@gapress.org).