Georgia Press Educational Foundation
2027 Internship Program
Host Newspaper Application

Georgia Press Educational Foundation

To be considered for an internship grant, please return this application by **February 1** deadline to sireland@gapress.org.

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

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 dutires 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? _____

Internship History

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

If yes, which year(s): _____

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 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.