1. **Name of Host:** Tompkins County Government/Department of Administration.

2. **Host Background Information:** Local government entity carrying out a broad range of activities and program coordination to support local citizens and the public good. See Section 1 of the following online document for more details: [http://www.tompkins-co.org/ctyadmin/Budget/documents/2012AdoptedBudget-PublicFriendlyVersion.pdf](http://www.tompkins-co.org/ctyadmin/Budget/documents/2012AdoptedBudget-PublicFriendlyVersion.pdf) Also see this link for a list of County departments and services: [http://www.tompkins-co.org/](http://www.tompkins-co.org/)

3. **Internship Project Title:** Assignment No. 2013.01—Grants Development and Management Center Project

4. **Internship/Project Context:**
   Local county government is in need of a central grants development resource that provides an assortment of funding information and grant preparation tools to assist the various county departments with the development of creative, competitive, and compelling grant applications. Specific objectives for having a central resource include:
   - To build organizational capacity for grants development “readiness.”
   - To establish a central repository for all county-related grant application and award information that can be used for forecasting, planning, and development.
   - To provide guidance and leadership to smaller county departments with less grant development experience and/or fewer staff able to prepare an application solely on their own.

   The Center is primarily Web-based. The Web structure is in place, but it needs to be populated (see [http://www.tompkins-co.org/ctyadmin/Grants/index.htm](http://www.tompkins-co.org/ctyadmin/Grants/index.htm)). Given the dynamic complexity of grantsmanship, there is need for the mining of more information to make the Center the robust resource it is intended to be.

5. **Description of the Work:** Conduct research for the County’s Grants Development and Management Center Website and prepare content for Web posting. The work of the Research Intern includes:
   - Conducting online research of state, federal, and foundation grant sites that correspond to key County programs and services and prepare content for uploading to the County Grants Development and Management Center Web pages.
   - Conducting online research of grant development tools, guidelines, training opportunities, and other similar resources and, as appropriate, prepare the content for posting to the County Web page or prepare links to this information from the County Web page.
   - Conducting online research of other similar Web-based grant development sites and identifying ideas for enhancing the Web presence of the Tompkins County Grants Development and Management Center site.  
- Gather data related to grant applications submitted and awards received by County Departments and assisting with updates to the County grant database.

- Assisting with activities for encouraging use of the Center, such as launching an online survey about staff grant development experience and need for resources, and summarizing results; updating related policy and procedures; preparing “outreach” messaging promoting the features and benefits of the Center.

- Attending County-related meetings as needed to perform the work.

6. Basic Qualifications and Preferred Experience:
   - Excellent writing skills
   - Solid Web searching skills
   - Some knowledge of grant development helpful, but not required
   - Knowledge/experience preparing Web content a plus
   - Knowledge of Web content management software very helpful
   - Ability to interact with all staff levels and with elected and appointed local government officials
   - Attention to detail

7. Work Schedule: It is the expectation of the CALS NYS Internship Program that interns will devote 32 hours (80%) of a standard 40-hour work week to the responsibilities of their position and 8 hours (20%) to the community engagement project. It is preferable that the 20% release time be taken either in one eight-hour day or two, 4-hour half days. The host will work with the intern to meet this expectation.

8. Expected Outcomes (for intern):
   - General understanding of local government programs and services
   - Funding sources specific to local government programming and services
   - Funding distinctions between Federal, State, and Foundation grant programs
   - Tools, skills, resources needed to produce a competitive grant application that meets funder requirements
   - Potential challenges and barriers that affect local government’s ability to compete for funding

9. Location of Assignment: 125 East Court Street (Old Jail Bldg.), 3rd Floor, Ithaca, NY.

10. Other: All interns are required to sign a Waiver and Hold Harmless Agreement that (a) holds harmless Tompkins County, its employees, volunteers, other participants, and elected officials for any bodily injury or property damage that is not the direct result of the negligence of Tompkins County, and (b) requires appropriate handing of any confidential information encountered as part of assigned work responsibilities.