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**ERB INSTITUTE**  
UNIVERSITY OF MICHIGAN

## **Erb Internship Funding Guidelines – Summer 2023**

*The application deadline to be considered for funding is **Friday, April 28 at 5pm ET**. Applications will be accepted on a rolling basis.*

### **Objectives**

The Erb Institute aims to develop leaders capable of contributing to many kinds of organizations, including nonprofit, hybrid and government agencies as well as private businesses. Therefore, the Institute provides internship stipends intended to encourage MBA/MS students to take internships in qualifying organizations that offer valuable learning and professional development experiences but pay less than typical corporate internships.

### **Overview**

Qualifying internship employers include nonprofits, government agencies, NGOs, early stage start-ups who align with the vision and mission of the institute or organizations that enhance our efforts in the DEI/Sustainability space.

Institute funding is capped at a maximum of \$5,000 per student for the duration of the internship. In most cases, the Institute stipend will not exceed compensation paid by the employer (i.e. Erb will only match employer funding dollar-for-dollar). Exceptions include low-budget nonprofits and government agencies with restrictive intern compensation rules.

Students who receive funding from the Erb Institute have the option to receive 50% up front (Spring Term), and the remaining 50% upon completion of the internship and submission of a MarCom deliverable (blog post or social media take-over).

By the beginning of fall semester, stipend recipients must **update their Erb database profile, submit their final deliverable to the MarComm team, and submit a copy of a thank-you note to the Erb donor whose grant funded the internship.**

### **Disbursement of Funding**

Students may request to receive up to 50% of their stipend at the beginning of the summer (by indicating so on the application); the remaining 50% will be disbursed after reporting requirements are satisfied (as stated above).

### **Timeline**

**Final deadline – April 28, 2023, 5PM ET:**

Submit the [Erb funding application](#) (with offer letter). The award amount will depend on a combination of matching requirements, funds availability and number of applicants.

## Deliverables

In addition to updating your Erb database profile for your internship, we ask that you complete at least one short communications deliverable. Suggestions include: a blog or blog series, a Twitter or Instagram takeover, etc. Note that you must confirm your deliverable with the Erb Student Alumni Affairs team and Erb MarComm team. These are due when you return to campus in the fall and must be submitted in order to receive your funding or final 50% of your funding.

## Applications for Internships with Social Venture Startups, B+I, ZLI

The Erb Institute cooperates with the Ross Zell Lurie Institute and Ross B+I to provide support for internship funding. *Please note that ZLI, Erb and B+I are in regular communication regarding funding decisions for summer internship support. We may share application information with other Ross units in order to provide equitable funding to all students. Students are not eligible to receive more than \$14,000 in total if receiving funding from multiple programs.*

## Eligibility Requirements

### Organizational Eligibility:

The general requirement, which applies to all Erb-stipend applicants, is that the employer **and** the substance of the student's internship must have relevance to the Erb Institute's mission and program areas:

- Must be a federal tax-exempt nonprofit, government, or equivalent international nonprofit/NGO status; **OR**
- A qualifying private-sector organization that aligns with the vision and mission of the Erb Institute (see examples below)
  - Start-up organization as defined by ZLI Marcel Gani program
  - Private-sector organizations in which a student can demonstrate that the employer does not have the resources to fully fund the intern. Preference is given to an early-stage organization with fewer than 50 employees, pre-profit or marginally profitable, in which the student intern can make a significant impact over the course of the summer. B-Corp and L3C status are favored.
  - Must not be an organization or work of a nature that would jeopardize the Erb Institute or University of Michigan's nonprofit status or reputation.

### Other Requirements and Guidelines:

- Erb funding is limited and every effort will be made to divide it equitably among students who apply.
- Students may receive up to \$500 in non-cash compensation from their employer (e.g., subsidized or free housing) over the course of the summer without counting it toward the \$14,000 earnings cap.
- **Exemption from employer matching requirements:** Organizations may be exempt from matching or exceeding the Erb stipend if they are:
  - Non-profit organizations with annual budgets under \$5 million and/or fewer than 10% of employees earning over \$50k a year.
  - Governmental organizations that have formal pre-existing internship salary guidelines/grades that apply (without exception) to all summer interns. ***Proof of these***

***guidelines must be provided in order for this matching requirement to be waived or adjusted.***

- o Organizations that the students are starting themselves, such that they can be considered self-employed.
- o Private-sector organizations, with the sole exception of student self-employment situations, are never exempt from the employer matching requirement.
- **Relevance to mission**
  - o Nonprofit and government internships are presumed eligible for Erb internship funding, although the Erb Managing Director or Associate Director of Student-Alumni Affairs may require additional substantiation from the student applicant.
  - o For-profit ventures must positively demonstrate relevance to the Erb Institute mission to qualify for internship stipends.