



## **Career Accelerator Internship Grant Program – Eligibility and Requirements**

Any New Jersey based company who is in good standing with the State, can offer a structured learning experience as detailed below, and the ability to comply with the requirements of the grant.

To be eligible for this grant, the applicant must meet the following criteria:

- **Direct Employer:** The applicant must be the direct employer of the employees for whom the grant is being sought. This means that the applicant must have a direct employment relationship with the individuals who will benefit from the grant.
- **No Third-Party Staffing Agencies:** Third-party staffing agencies, temporary employment agencies, and any entities that provide employees to other organizations on a contractual or temporary basis are not eligible to apply for this grant. The grant is intended for employers who directly hire and employ individuals.
- **Self-Application:** The applicant must be applying for the grant on behalf of their own organization and its employees. Applications submitted on behalf of client organizations or other entities will not be considered.
- **Proof of Employment:** Applicants must provide documentation that demonstrates a direct employment relationship with the employees for whom the grant is requested. This may include payroll records, employment contracts, or other relevant documentation.
- **Organizational Integrity:** The applicant organization must operate in compliance with all applicable laws and regulations. Any history of significant legal or ethical violations may impact eligibility.

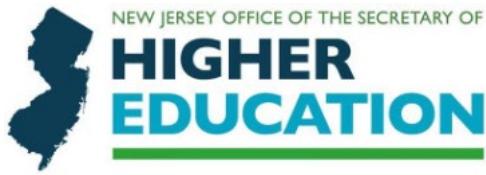
### **Ineligible Employers**

The following types of employers are not eligible to apply for this grant:

- Third-party staffing agencies
- Temporary employment agencies
- Employers applying on behalf of client organizations
- Any entity that does not have a direct employment relationship with the individuals who would benefit from the grant

Other eligibility requirements include:

- The employer must be located in New Jersey
- The employer must identify as a for-profit corporation, non-profit organization, not-for-profit organization, or small business
- The employer must be able to provide copies of the following documents issued by the State of New Jersey: Certificate of Formation, Business Registration Certificate, and proof of any certification (M/WBE, VOB, DVOB, SBE, ESBE, DBE, LGTBQ+, UEZ) if applicable.
- The employer must provide their W-9.
- The employer must be able to pay their intern as a W-2 employee.
- The employer must provide their NAICS code.



- The employer must be willing to provide an educational internship experience that fosters the skills necessary to succeed in the employer's industry.
- The employer must have or be willing to register with the State of New Jersey as a non-procurement vendor.
- The employer must designate a point of contact(s) for communication and supervision.

### **Student Eligibility**

- Current NJ undergraduate student
- Current NJ graduate student
- Recent NJ college graduate: must have graduated less than one year prior to start of the internship experience (May 2025-May 2026 graduates)
- A current undergraduate student who is a permanent NJ resident

### **Application Materials**

- Fill out the [FY26 CAIGP Application](#)
- Complete the [Internship Description Form](#)
  - You will be required to upload your internship descriptions in the application, but this form is also required for each internship you are requesting funding

### **Recruiting**

- Post open position(s) with Career Centers-OSHE will assist
- Connect with local Career Services offices to promote position
- Collect applications, review resumes, and conduct interviews
- Make offer to student for internship experience
- Complete [Internship hiring verification form](#).

**PLEASE NOTE:** Funds will not be disbursed until this form is completed for each intern you hire