

Career Accelerator Internship Grant Program – Employer Guidelines Summer 2025

Background

The Office of the Secretary of Higher Education (OSHE) **NJ Career Accelerator Internship Grant Program** provides funding to New Jersey employers interested in hosting undergraduate and graduate interns. Funding is available to New Jersey-based companies, non-profits, not-for-profits, and small businesses that are hiring interns for summer 2025 (May – August). The purpose of this funding is to provide New Jersey based companies the opportunity to offer structured learning experiences to undergraduate students, graduate students, and recent grads who attend a New Jersey institution of higher education or are a New Jersey resident attending an institution outside of the state. An internship should consist of the following:

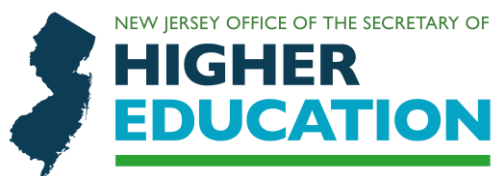
- A structured learning experience that allows students to apply knowledge learned in the classroom
- Skills and knowledge learned must be transferrable to other employment opportunities
- Clearly defined learning objectives/goals
- A designated supervisor(s) who is a professional with expertise and education and/or professional background in the field who will provide routine feedback to the student(s)
- Resources, equipment, and facilities provided by the employer that support the learning objectives/goals

Employer Eligibility Criteria

Any New Jersey based company who is in good standing with the State, can offer a structured learning experience as detailed above, and the ability to comply with the requirements of 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 provide their NAICS code.
- The employer must upload each internship description they are seeking funding for, which should include the following information: Please upload your internship description(s) here. Each internship description should include the following:
 - Company & Contact Information
 - Summary (Overview of position)
 - Responsibilities, duties, and projects (bullet points preferred)



Desired major(s)

How to apply

A sample internship description can be found here:

- 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

Funding Availability

The funding structure has been designed to align with the [national salary average](#) for undergraduate interns. Interns must be paid \$20.00 an hour and should work between 150-200 hours over a minimum of 10 weeks between May and August. Participating employers will be reimbursed up to 100 percent of wages paid to interns, with a reimbursement rate up to \$4000 per student. Requests for the number of interns cannot exceed the following ranges:

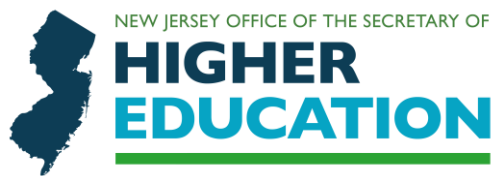
FTE	Number of Interns you can request
<10	2 or less
10-20	5 or less
20-50	10 or less
51-100	15 or less
>100	No more than 20

Grant funds are to be used solely to cover the salaries of interns. The funding cannot be used for any administrative costs or payroll taxes.

Upon submission of the grant application, selection of the applicant as a grant recipient, completion of the new hire form(s), completion of the student letter of commitment, and the the execution of the Grant Agreement, funds for intern salaries will be disbursed to employers at the start of the internship. OSHE will not disburse funds until all steps are complete, including verification that you have filled all funded internships with eligible students. The new hire form for every intern hired is due no later than **Friday, March 28, 2025 at 5:00 p.m.**

Funds are scheduled to disburse on a rolling basis (weekly) during the months of April and May. All funds must be expended by August 29, 2025. Any funds remaining as of September 5, 2025 must be returned to OSHE by September 30, 2025.

Application Information



Applications will be reviewed for completeness and eligibility. It should be noted that OSHE, in administering this grant program will not serve as a matching intermediary between employers and potential interns.

The application can be found here: [NJ Career Accelerator Internship Grant Program 2025 Employer Application](#) and will include the following documents to be uploaded: Certificate of formation from the State of New Jersey, Business Registration Certificate, any Business Certifications through the state (M/WBR, SBE, VOB/DVOB, LGBTQ+, DBE, or UEZ), and a W-9.

Additionally, employers will have the opportunity to register for one of the following 30 minute webinars to learn more. The webinars will provide information on the program, including program priorities and application requirements

CAIGP Informational Session

January 9, 2024 at 1:00 p.m.

Register [here](#)

January 15, 2024 at 10:00 a.m.

Register [here](#)

OSHE will host additional webinars for grantees that focus on Best Practices in Recruiting, Best Practices in Onboarding, and Best Practices in Supervision. The links and dates for these will be sent if you are awarded grant funding through CAIGP.

A maximum of one (1) applicant per employment entity may be submitted.

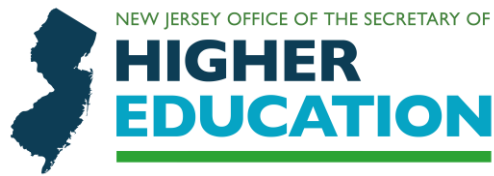
The application for this grant program can be found [here](#).

Application Submission Deadline

Applications must be received by 5:00 p.m. on **January 31, 2025** via the [OSHE's secure application](#). You will also need to provide a description for each position you are requesting funding for with your application. OSHE reserves the right to reject any incomplete application or any application otherwise not in conformance with the requirements of this Notice of Grant Opportunity.

Employers will be notified of the status of their grant application on or before **February 19, 2025**.

Information Sessions



OSHE will host two sessions (registration links above) to review the guidelines and application process. OSHE will also host one on one virtual meetings to assist with any questions about the program application, process, or required documentation. You can schedule your meeting by clicking this [link](#). Select Nicole Bailey as the staff option and you will see available meeting times.

Reporting Requirements:

If selected as a grant recipient, an employer must submit a final report to OSHE upon the conclusion of the program, in addition to an evaluation form for each intern hired. The grant recipient will also be required to provide an expenditure report at the conclusion of the internship. The required reports will be submitted using a form and format prescribed by OSHE that will be made available to employers upon selection as grant recipients.

Please contact Internship Program Manager, Nikki Bailey at Nicole.Bailey@oshe.nj.gov with any questions.