



NAGARA INTERNSHIP PROGRAM INSTITUTION APPLICATION FORM

Contact Information

Institution Name			
Address		Phone	
		Email	
Point Person Name		Title	

Institution Information

Brief Description of Institution (what is the mission, how does it relate to government records)

Institution Website	
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Approximate Number of Employees	
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Number of Employees with Records/Archival Work as Primary Job Function	
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Has the institution had interns in the past?	Yes	No	(if no, skip to Project Information)
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If yes, was the intern paid?	Yes	No	(if no, skip to Project Information)
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If the intern was paid, what was the source of funding?	
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Is the institution able to solicit and identify student candidates for the internship? (Please list near by institutions of higher learning, as well as a brief plan for soliciting candidates. Note – current employees or volunteers of the winning institution cannot apply for the internship) (attach extra pages as necessary)

Project Information

Name of Project

Description of Project (attach extra pages if necessary)

Duties of Student (attach extra pages if necessary)

Timeline Description (estimated timeline/work description for student)