



2024 Skills to Build Internships

Tech Skilling Grant Checklist

Presented by



Position Requirements

- Working hours of up to 29 hrs/week
- Length of internship is up to 3 months
- Position description is available
- Position description aligns with a grant eligible tech occupation

Employer Requirements

- Must be in continuous operation for at least 12 months
- Share FEIN (W-9) with grant team
- Submit monthly intern progress report via short, template-guided reporting
- Be willing to have interns paid directly through the grant

Talent Requirements

- Submit bi-weekly timesheet for hours worked
- Live in Southeastern Wisconsin (Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Waukesha and Washington counties)
- Be willing and eligible to enroll in the Skills to Build Grant Program

MKE Tech Hub Coalition is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language, please contact us at contact@mketech.org.

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