



SPENCER EDUCATIONAL FOUNDATION

December 6, 2024

Martin County Board of County Commissioners

Tanyi Grimm

Deputy Director of HR/Risk

tgrimm@martin.fl.us

RE: 2025 Internship Grant Award Letter

Dear Tanyi,

On behalf of Spencer's Internship Committee, I am pleased to inform you that your proposal for a **2025 Risk Management Internship Grant** has been accepted. Congratulations! The Spencer Internship Committee has granted the full award amount (**\$7,500**) and expects that this will be reflected in an increased hourly wage for your selected intern. The full grant award amount is to be applied towards the experience of the intern and to make your Risk Management internship program more robust. Please review the below terms and conditions for full details.

The grant award is subject to the following conditions:

1. The grant will be issued to your company **upon receipt of the selected intern's resume, college transcript, email address, and phone number**. We will communicate with you further to determine payment details.
2. Identification, vetting, and employment selection of the intern is determined by you. Employers are required to identify a suitable intern **within 90 days of receiving this letter** or forfeit the grant. If you need suggestions of colleges to contact for potential internship candidates, please let me know.
3. You have the flexibility to select the intern of your choice; however, we recommend that the student intern has a cumulative GPA of 2.7 or higher from an accredited college or university and is majoring in business-related studies. Your selected intern must be a current student or have just graduated in May 2025.
4. The internship will be **10 weeks** in duration at **40 hours per week**, as stated in your application.
5. Our committee has asked that all internship grant recipients pay their Risk Management interns **at least \$16 per hour** (at the very minimum). It is expected that the majority of the grant funding will be applied toward the intern's wages, so please consider increasing your intern's wage rate as you finalize the internship details.
6. The internship position must be within the Risk Management function of your organization and must be centered around meaningful projects and responsibilities in Risk Management. **Administrative tasks should comprise no more than 25% of the intern's time.**
7. The entirety of the Internship Grant **MUST** be applied to the experience of the intern. Any remaining funds not applied towards the intern salary must be creatively applied towards beneficial



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professional/learning experiences. Past examples have included attendance at local risk management or insurance events, support of a student to take a course toward a professional designation, etc. ***Please note that we do not allow funds to be spent on permanent equipment/technology.*** You will be asked to supply a final report and budget at the culmination of the internship, and a partial refund will be requested if the grant funding was not spent entirely on the intern and internship experience.

8. We require that you share the mission of the Spencer Educational Foundation with your student intern, and ensure they are aware that the internship funding was made available because of a grant from Spencer. Please inform them of our student resources, including Scholarship opportunities which they can apply directly for.
9. Every summer, we host a Virtual Campus, which consists of a series of educational and networking webinars tailored for college students and recent graduates. These live sessions provide a valuable opportunity for young individuals to learn, network, and grow. Please encourage your intern to attend our Virtual Campus sessions each week. The sessions will be held from 1:00 to 2:00 p.m. ET every Thursday. Registration details and other information can be found at www.spencered.org/virtual-campus.
10. You are required to complete an **Employer Final Report** online form within 10 days after the internship has culminated. Interns will also be required to complete a final report, which will be sent to them directly via email. Please ensure that your intern has completed the Spencer survey in the final week of the internship. *Consideration for future funding will be determined, in part, by receipt of these final reports.*
11. All awards are subject to 2025 budget approval by Spencer's board of directors.

Through our internship program, we aim to provide meaningful opportunities in the Risk Management field to students as they contemplate their career options. Thank you for your role in providing valuable, real-world Risk Management experience to a student!

If you have any questions about this award, please feel free to reach out to me.

All the best,

Daniel F. Perez

Daniel F. Perez
Program Administrator
Spencer Educational Foundation



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If the above terms accurately reflect your understanding of the grant award, please sign and date this agreement below and send an executed copy to my attention at daniel@spencerred.org.

Martin County Board of County Commissioners
Tanyi Grimm
Deputy Director of HR/Risk

Date

ATTEST:

BOARD OF COUNTY COMMISSIONERS
MARTIN COUNTY, FLORIDA

CAROLYN TIMMANN, CLERK OF THE
CIRCUIT COURT AND COMPTROLLER

SARAH HEARD, CHAIR

APPROVED AS TO FORM & LEGAL SUFFICIENCY:

SARAH W. WOODS, COUNTY ATTORNEY