

## CCHD INTERNSHIP GRANT AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the United States Conference of Catholic Bishops (“USCCB”), a nonprofit corporation organized under the laws of the District of Columbia and exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code, through its Catholic Campaign for Human Development (“CCHD”), and the (Arch)Diocese of \_\_\_\_\_ (“Diocese”), which hereby mutually agree as follows:

1. Award of Grant. USCCB/CCHD agrees to award a grant of \$\_\_\_\_\_ to the Diocese for the sole purpose of assisting the Diocese to fund a diocesan intern position as described in its grant application.
2. Payment of Grant. The timing of payment of the grant depends on the duration of the internship. For a summer internship, USCCB/CCHD agrees to pay the full amount of the grant to the Diocese in mid-May of the year of the internship. For an internship lasting for an entire academic year, USCCB/CCHD agrees to pay to the Diocese one-half of the grant in May of the year in which the internship will commence and one-half of the grant in January of the following year.
3. Diocesan Responsibilities. The Diocese agrees to assume the following responsibilities:
  - (a) By April 11, to recruit and select an appropriate intern who is Catholic.
  - (b) To pay its intern at a rate of no less than \$12 per hour;
  - (c) To determine, in consultation with its own legal, finance and/or human resources advisors, the proper employment status of the intern, as well as its wage and hour, state, federal and local income and employment tax and withholding, and related obligations with respect to payment of the intern; depending on your state law and your intern’s employment status, you may be required to compensate your intern for participation in required events at CCHD orientation;
  - (d) To designate a director or supervisor for the intern who has significant knowledge of CCHD, its history, mission, and programs, and to notify USCCB/CCHD of the name and contact information of the designated director or supervisor;
  - (e) To provide, on no less than a weekly basis, guidance on the intern’s projects and opportunities for reflection on Catholic social teaching and its relationship to the mandate and work of CCHD;
  - (f) To notify USCCB/CCHD of any material change in the intern projects as described in the grant application;
  - (g) To notify USCCB/CCHD immediately if the internship is terminated prematurely (whether by the intern or the Diocese) and to refund to USCCB/CCHD any unused portion the grant within 14 business days of such termination;
  - (h) To ensure participation by the intern in one conference call per semester with USCCB/CCHD for reflection on projects’ accomplishment in light of faith and Catholic social teaching;
  - (i) By April 30, to ensure participation by the intern in the National Intern Orientation in Washington, DC on May 30 to June 1, 2018, to assist the intern in making travel arrangements to attend the orientation, and to pay for the intern’s travel expenses to this event using monies from the intern grant awarded; and
  - (j) To provide or ensure the provision of the following reports to USCCB/CCHD:

- i. CCHD Intern Work Plan – due within the first two weeks of the commencement of the internship
  - ii. CCHD Intern Final Report – due (from the intern) by the last day of the internship
  - iii. Director or Supervisor’s Internship Evaluation – due by the last day of the internship
4. Notification to USCCB/CCHD. All notices, reports, or other communications with USCCB/CCHD as required under this Agreement shall be made to:

Jill Rauh  
 Dept. of Justice, Peace and Human Development  
 United States Conference of Catholic Bishops  
 3211 4<sup>th</sup> Street, NE  
 Washington, DC 20017  
[jrauh@usccb.org](mailto:jrauh@usccb.org)

5. Termination of Grant. Failure of the Diocese to comply with any terms of this Agreement will result in termination of the grant by USCCB/CCHD. Upon termination of the grant for violation of the terms of this Agreement, the Diocese agrees to refund to USCCB/CCHD any unused portion of the grant.

The undersigned represent that they are authorized to execute this Agreement.

USCCB/CCHD:

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Diocese:

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

CCHD Diocesan Director:  
 (if different than above)

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_