



# MAINE MUNICIPAL ASSOCIATION SINCE 1936

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**TO:** Members of the Maine Municipal Association  
**FROM:** Peter Osborne, Director of Educational Services  
**DATE:** January 8, 2025  
**RE:** 2025 MMA Municipal Government Internship Grant Program

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The Maine Municipal Association is pleased to build upon the success of its Summer Municipal Intern Grant Award in summer 2025 in collaboration with the Margaret Chase Smith Policy Center. MMA's Executive Committee remains committed to supporting Maine's towns and cities with municipal workforce recruitment and development. As part of MMA's ongoing efforts, we especially understand the importance of municipal government internships as a way to introduce students to careers in municipal government, make professional connections, and engage in meaningful work experiences. Towns and cities gain from the opportunity to hire students with fresh perspectives who can contribute to the community. In 2024, MMA made four intern grant awards to the towns of Casco, China, Northport, and Oakland.

### **Internship Grant Overview:**

In 2025, the MMA Municipal Government Internship Grant Program will provide four \$4,300 grants to MMA member municipalities who host an intern through the Margaret Chase Smith Policy Center Government Internship Program. These grants are intended to partially offset costs associated with the intern's salary and the MCS Policy Center administrative fee, and to support training and professional development activities for the intern during the internship period. During their internship and for one year after, interns in these municipalities will also receive a complimentary MMA student membership and will have their registration fees waived for MMA trainings, conferences, and Convention.

### **How to be Considered for an Internship Grant:**

Municipalities must complete the Margaret Chase Smith Policy Center's Intern Request Form and Municipal Signature Form by the March 1 deadline. Within the Intern Request Form, please select that your municipality would like to be considered for an MMA Municipal Government Internship Grant. Indicating this interest gives the Margaret Chase Smith Policy Center permission to share your forms with MMA, who will convene a committee to consider applications and decide on award recipients. This committee will make award decisions based on the quality of the proposed internship experience; the intended impact of the intern's work on the community; and the potential for the internship to provide meaningful exposure to municipal careers. The committee will also work to balance geography and municipality size in determining award recipients.

Award recipients will be notified of their grant award by April 1, 2025. Disbursement of the grant is contingent on the successful placement of an intern in the municipality and awards will be presented at the conclusion of the completed summer internship program in August 2025.

Members should contact Peter Osborne, Director of Educational Services at MMA, at [posborne@memun.org](mailto:posborne@memun.org) or 207-623-8428 for more information or with questions regarding this grant. For more about the Margaret Chase Smith Policy Center's Government Summer Internship Program and its deadlines, please visit <https://mcspolicycenter.umaine.edu/maine-government-summer-internship-program/>.