



## What Is CCI Summer Internship Funding?

The Center for Careers and Internships (CCI) provides competitive funding to support unpaid or underpaid summer internships that help students explore career interests and gain practical, hands-on experience.

Funding awards are intended to help offset living and travel expenses so that students can pursue meaningful opportunities that might otherwise be financially out of reach.

## CCI Competitive Internship Grants

- **\$4000 Summer Internship Grants** – For 8-week+ internships (30+ hours/week)
- **\$1000 First Year Explore Grants** – For 4-week+ internships (25+ hours/week)
- **\$1000 Arts Grants** – For short-term arts experiences (e.g., residencies, apprenticeships, festivals)

## Eligibility

### General Requirements

- You must **have accepted and committed to an internship offer** before applying.
- Must be **enrolled at Middlebury in both Spring '26 and Fall '26** (not transferring or graduating).
- You **cannot** have previously received a \$4000 CCI competitive grant.

### By Grant Type

- **\$4000 Summer Internship Grants** – For Sophomore Febs through Senior Febs.  
*Internship must be at least 8 weeks and 30 hours/week.*  
Meeting with a CCI (or CTLR Health Professions/Science Research advisor) to discuss your plan is strongly recommended.
- **\$1000 First Year Explore Grants** – For First-Years and Sophomore Febs.  
*The internship must be at least 4 weeks long and require 25 hours/week.*  
Meeting with a CCI (or CTLR Health Professions/Science Research advisor) to discuss your plan is required.
- **\$1000 Arts Grants** – For short-term experiential opportunities in the arts.

### Before You Apply

- ✓ **Your résumé MUST** be approved by a [CCI Peer Career Advisor](#) **BEFORE** submitting your application in MiddApply. Attach your approved résumé to your application. (If your résumé was approved last year and updated with new experiences, it remains valid.)
- ✓ Write a 500-word proposal (see “Proposal Prompts” below). You will paste the proposal directly into MiddApply.
- ✓ If your internship is outside the U.S., review the [international FAQs](#) and complete the [International Activity Approval Form](#) (if required).

Questions? Email [internships@middlebury.edu](mailto:internships@middlebury.edu).

## How to Apply

### Deadline: April 2, 2026

Submit your application as soon as your internship is confirmed.

1. Log into [MiddApply](#) with your Middlebury credentials.
2. Select **CCI Application for Funding/Credit**.
3. Complete all required questions.
4. Upload your CCI-approved résumé.
5. Paste your proposal essay into the application.
6. Review and sign the **Internship Funding Agreement** before submitting.

## After You Apply

### Banking Info

Enter your direct deposit information in Oracle at [go/directdepositfunding](https://middlebury.edu/go/directdepositfunding).

Note: This is different from payroll. If you've already been paid through Accounts Payable (e.g., grant or reimbursement), do **not** re-register unless your banking info has changed. For questions, contact Accounts Payable directly (not CCI) at [ap@gmhec.org](mailto:ap@gmhec.org).

### Travel Registration

If your internship will take place in-person outside the 48 contiguous U.S. states, complete the [Travel Registration Form](#) (this includes Alaska, Hawaii, and Puerto Rico).

### Important Dates

- **Funding decisions announced:** May 1, 2026 (via an Outlook email).
- **Mandatory Pre-Internship Training:** Tuesday, May 5, from 6:00-7:30 pm, Dana Auditorium, Sunderland. *Failure to attend may result in loss of funding. Contact CCI if you have an unavoidable conflict.*
- **Funds distributed:** Funding awards will be distributed around June 5, 2026 (via direct deposit).

### Application Evaluation

Incomplete applications or those that don't follow directions will not be reviewed. Applications are reviewed based on:

- Financial need.
- Quality of proposal and résumé.
- Engagement with CCI.

If CCI emails you with questions, you must respond within 24 hours or your application will be denied. Check your Middlebury email—including Junk and Clutter folders—daily.

### Proposal Prompts (500–700 words)

#### \$4000 Summer Internship Grant:

- Describe your organization (mission, goals, size, website).
- Explain your role and responsibilities.
- Identify three learning goals and how this experience connects to your Middlebury education. How will you apply your liberal arts learning? Cite connections to coursework, major, or academic plans.
- How might this experience connect to your goals after Middlebury?
- If relevant, explain why funding is necessary.

#### \$1000 First-Year Explore Grant:

- What path do you want to explore and why?
- Describe your organization (mission, goals, size, website).
- Explain your role and responsibilities.
- Identify three learning goals and how this experience connects to your Middlebury education or future plans.
- If relevant, explain why funding is necessary.

#### \$1000 Arts Grant:

- Describe the program or organization and your role.
- What do you hope to learn or create?
- List three skills you hope to develop and explain how your liberal arts background informs your work.
- How might this experience shape your future goals?
- If relevant, explain why funding is necessary.

**Questions?** Visit [go/summerfunding](https://middlebury.edu/go/summerfunding) for detailed FAQs or email [internships@middlebury.edu](mailto:internships@middlebury.edu). You can also schedule a meeting with any [CCI Advisor](#).