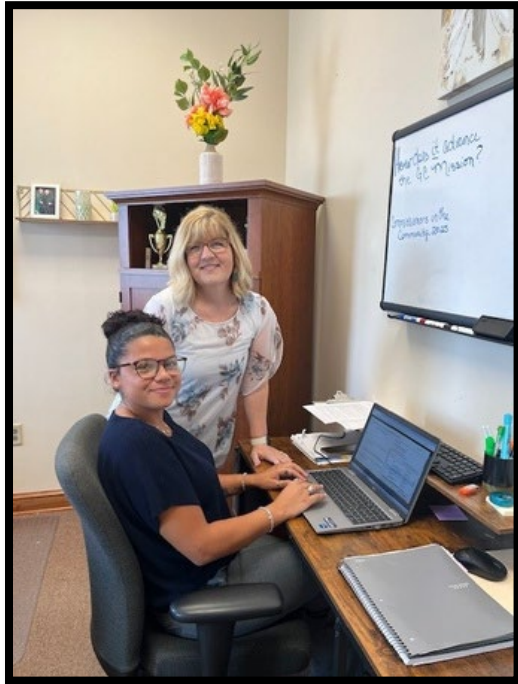
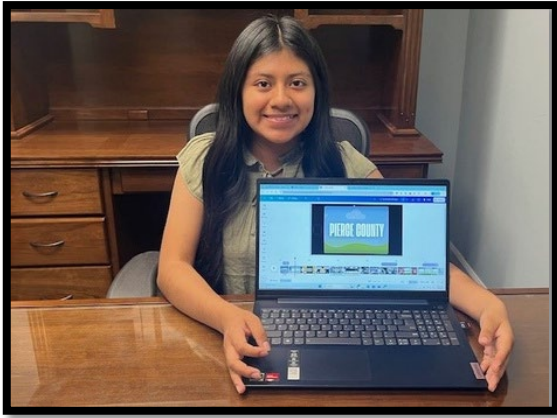




2026 GCIP Grant Overview

Grant Information &
Application Process Review



GCIP Overview

- Created in 2010
- Funded through ACCG Civic Affairs Foundation
- Over 600 Internship Positions
- 94 Counties
- 30+ County Departments and Offices



Sample Projects

- Social media campaigns/communications
- Update/creation of guides, handbooks, policies, forms, ordinances
- GIS/land use projects
- Senior services projects
- Budget, finance, and accounting projects
- Record retention/county ordinance codification projects
- Human resources projects
- Law clerkships and legal resource projects
- Development of new programs



Think Outside the Box!

- Art installations
- History centers
- Tourism
- Mental health
- Archaeology
- Cybersecurity
- Public education campaigns
- Multimedia production
- Artificial Intelligence (AI)
- Animal services
- Recycling initiatives

Outstanding 2025 Applications: Chatham County

In Chatham County, Georgia Southern MFA candidate Caitlin Burks worked on a visual education project in the county's magistrate court. Burks created educational materials and videos to promote legal literacy and court accessibility.

Burks developed a series of informative videos to explain court processes and how to prepare for civil/small claims cases. Burks collaborated with staff to ensure legal accuracy and enhanced existing visual content to meet the county's evolving needs.



Outstanding 2025 Applications: Colquitt County

Ronit Sarkar, a master's candidate in business analytics at the University of Massachusetts Amherst, interned for the Moultrie-Colquitt County Parks and Recreation Authority (MCCPRA). During his internship, Sarkar developed an analytics platform to assess the socio-economic impact of the recreation authority.

He analyzed and published data on the authority, using software to track revenue, facility usage, and programs. Sarkar also compiled reports on the financial benefits of the authority and created a dashboard that displays the impact of tournaments and services provided by MCCPRA.



Outstanding 2025 Applications: Gwinnett County

UGA biochemistry and molecular biology major Joshua Close worked in the Gwinnett County Department of Water Resources Research Laboratory. During his internship, Close prepared and performed daily water quality analyses. He also acquired field samples at locations throughout the county for testing.

Close created and revised a standard operating procedure for the THM 1000 Analyzer, a key piece of laboratory equipment. He completed numerous tests, kept proper documentation, and ensured the equipment was correctly calibrated.





2026 Grant Timeline

- Grant Application Deadline: **Monday, October 20, 2025**
- Grant Award Notification Date: **Friday, January 9, 2026**
- 2026 Internship Cycle: **May 1, 2026 - September 1, 2026**



Grant Funding

Total cost of internship = \$3,000 (plus FICA and WC supplement)

- **Minimum** pay rate of \$15 per hour

Counties may also contribute funding in two ways:

1. Partially fund the total cost of the internship
2. Provide additional funding on top of the total grant amount



Application Process



Who Can Apply?

- Any county office or department
- County collaborative partnerships
 - Universities/Colleges
 - Regional commissions
 - Multiple counties



Available Internships

1. General Grant
2. Kundell Environmental Management Grant

Kundell Environmental Management Grant

Grant applications for the Kundell grant must include a project that has an environmental impact.

Former projects include:

- Monitoring county streams
- Creating a litter index
- Mapping erosion and sedimentation
- Evaluating county water system
- Analyzing and researching recycling center usage



Completing the Grant Application

Grant applications are now only accepted through our online portal.

gcip.civicaffairs.org

ACCG Civic Affairs Foundation

Welcome, ▾

[Home](#)

Grant Application

Upload Documents

Grant Overview

Contract Materials
Checklist

Tutorial

Georgia County Internship Portal

Welcome to the Georgia County Internship Program (GCIP) Online Grant Management Portal!

This portal is your one-stop hub for all things GCIP: apply for grants, submit required forms, and manage your awarded grant. All GCIP documents and materials must be completed and submitted here.

Need help getting started? View [step-by-step tutorials here](#). The portal is regularly updated with new features and improvements, and we'll keep you informed of any changes.

The portal was created with convenience and ease in mind. If you are having difficulty or need assistance, please contact Liz Greene at egreene@accg.org or Michele NeSmith at mnesmith@accg.org.

What's on the portal?

NEW: Grant Application

- Process and Guidelines - Review application requirements, eligibility criteria, and submission steps.
- Submit Application - Complete and submit your GCIP grant application.
- View Applications - Access all applications you have submitted.

Upload Documents

- View awarded internships(s) and upload required documents, including the grant agreement, job description, intern and county information form, etc.
- Verify that your documents are successfully uploaded and access previously submitted files and forms.

Grant Overview

- Grant Memo - Summary of the program with key dates and deadlines.
- Internships FAQs - Answers to common questions about hiring, work hours, intern qualifications, and more.
- Supervisors Guide - Tips for interviewing students, preparing for an intern's arrival, and creating a successful internship experience
- Recruitment Assistance - Helpful links and resources to support intern recruitment

Contract Materials Checklist

- View all required materials for completing a GCIP grant, along with submission deadlines.

Portal Pointers

1. **Pick a Primary Person** – Each application/internship can only be managed by one user, so decide in advance who will manage submissions (or share an account)
2. **Check Before You Submit** – Read all application guidelines and review your application before submitting
3. **Reach Out** – If something's not working, let us know!

Contact Liz Greene:

egreene@accg.org

(470) 720-1076

What to Include in the Project Description



Detailed overview of the project(s) the intern will complete



Description of the need for the project(s)



Statement of the overall benefit the project(s) will provide to the county and the intern



Description of partnership arrangement if the project(s) involve a partnership with other entities



Best Practices in Writing Your Grant

- Be clear
- Describe the project in detail
- Use understandable terms and descriptions for a lay person
- Ensure the intern has an active role in the project
- Ensure the project is suitable for an intern

Award Winning Project Description

Intern Title: Solicitor General Legal Intern

Intern Position Description: An intern in the Solicitor General's Office will participate in trial preparation, research, written motion preparation, and drafting appellate briefs. The intern will review police investigations and learn how to identify the proper charges to file or whether the case will not be prosecuted. The intern will learn the intricacies of a fast-paced court system by shadowing attorneys that are in court daily. They will learn how cases are investigated, accused, prepared for trial, negotiated and resolved. They will see the interaction between prosecutors and defense attorneys and learn how that relationship resolves cases fairly and efficiently. They will observe the jury trial system and how a case moves from arrest to trial. The interns will participate in this process and gain valuable experience in the criminal justice dynamic.

Award Winning Project Description

Intern Title: Communications Intern

Intern Position Description: The intern will assist in the creation, editing, and distribution of digital content to enhance the county's public outreach and transparency. They will work closely with the Communications Director to enhance and manage social media platforms, produce video content, and engage with the community.

Key Responsibilities:

Video Production: Assist in shooting, editing, and producing short videos highlighting county events, programs, or public service announcements.

Social Media Content Creation and Organization: Develop a social media organizational platform account to manage workflow and content strategies to include the development and implementation of project management and online task management for the communications team.

Create social media campaigns for ongoing initiatives. Monitor engagement metrics and analyze the performance of posts, then help create content that enhance the metric results.

Award Winning Project Description

Community Engagement: Assist in planning and promoting public engagement events, both online and in person. Design and distribute surveys or polls to gather feedback from the community.

Project-Based Deliverable: By the end of the internship, the intern will complete a Digital Communications Campaign for one of the county's initiatives. This campaign will include video content, social media engagement, and a community feedback component. They will present their work to the County's Communications Department, highlighting the impact and reach of their efforts.

Award Winning Project Description

Intern Title: Engineering Intern

Intern Position Description: The intern will assist the County Engineer and Development Engineers with plan reviews for permitting, assist with Erosion & Sedimentation (E&S) inspections at larger developments such as distribution facilities and subdivisions. In addition, the intern would be exposed to AutoCAD, taught some of the fundamentals of the software, and asked to complete design revisions in accordance with the County Standard Construction Details or provide help with the layout of county transportation projects.

The intern would be taught the proper BMP measures that are standard on any construction site, the importance of keeping sediment on site, as it is a pollution source, and trained in the proper method of performing site inspections (e.g. photos, documentation, communication).

Award Winning Project Description

Office work combined with field work is essential to the overall understanding of the engineering process. The intern will be trained in plan review and shown in the field what they are reviewing and why. They will be taught the development process and the steps taken on the front end, which is often overlooked in college courses. The intern will also be taught the steps engineers have to take when developing a design concept (e.g. floodplains, wetlands, site constraints), getting site plans approved and getting the project permitted prior to starting construction. Regardless of what engineering branch the intern decides to pursue, this role would be beneficial to their overall development as an engineer.



Mistakes to Avoid

- All fluff and no substance
- Projects that are mostly data entry or administrative work
- Proposals that are unfilled county positions and not internships
- Projects for elected officials that are not related to county government
- Projects too complex for an intern
- Campaign/political work

Hit or Miss: Record Management

HIT

- Create/update a records management ordinance or policy
- Review records retention policy against the local government records retention policy and update as needed
- Create a searchable records system
- Create a public service infographic/guide on how to request or find county records
- Research and prepare ordinances to be codified through Municode

MISS

- Scan original documents to create a digital record
- Upload digital records into a database
- Key in identifiable information and keywords to support record searches
- Archive digital records on local server for backup
- File and organize documents to be easier to find

Hit or Miss: Parks and Recreation

HIT

- Create a new parks and recreation policy/guidebook/system/program
- Create/manage a parks and recreation survey, analyze results, and create a report on its findings
- Research and compare parks and recreation services in other counties and cities and report findings
- Create videos, marketing or social media campaigns for parks and recreation
- Research and track how parks and recreation services and programs are being used and report findings

MISS

- Work as a camp counselor
- Help coordinate recreation or summer camp programs
- Oversee camp/park concessions
- Help maintain or upgrade park facilities
- Help fill gaps caused by vacancies in the parks and recreation office
- Maintain or build trails

Hit or Miss: Human Resources

HIT

- Help update, create, review, and cross reference job descriptions, functions, and pay scales
- Help create/update HR policies and guides
- Research and compare county salaries/systems to other counties/markets
- Assist with the creation of wellness programs
- Assist with the creation of new HR systems and programs
- Create, manage, and analyze HR surveys and survey data and report findings

MISS

- Conduct and complete a full salary classification study
- Help fill gaps caused by vacancies in the HR department
- Projects that solely require the intern to manage a job fair
- Projects that solely require the input of data into different systems
- Filing and organizing projects



Grant Review Process



Grant Award Factors

- Competitiveness of a county's proposed intern project
- Uniqueness of project
- Impact and benefit to the county of the project(s) proposed
- Benefit to the intern
- Ability to provide support needed to intern to complete project(s)
- Partnerships
- Matching funds or increased funding by county
- Previous participation in program
- New participation in program



After Award Notification



Next Steps

- Board of commissioners adopts grant agreement, signs, and returns to Foundation
- Advertise position
- Submit copy of job description to Foundation for statewide exposure
- **Recruit and hire intern**



Who can apply for GCIP internships?

- College and graduate students
- Technical college students
- Recent college graduates
- High school students 16 years of age or older dually enrolled in a college or university

How to Recruit Interns



- Use **Handshake** and other web-based college recruitment job sites
- Advertise on county website
- Advertise through local and social media (Facebook, Instagram, TikTok)
- Contact local universities, technical colleges, and high schools
- Focus on recruiting as early as possible



Further questions?

Please contact Michele NeSmith:

mnesmith@accg.org or (404) 992-8737



<https://www.gcip.civicaffairs.org>