

## Internship Position: European Grants & Policy Writing Intern

### Overview

We are seeking a **second year master student intern** to join our team and support the **writing and development of grant proposals for European funding programmes**. This position is ideal for students with a strong interest in **EU policies, public funding, and project development**, whose academic program **requires a mandatory internship**.

The intern will gain hands-on experience working on real funding applications, contributing to research, drafting, and coordination tasks related to European grants.

### Internship Details

- **Duration:** 3 months
- **Working Hours:** Depending on the country and how many hours their program requires. However, the baseline is 35 Hours
- **Location:** Remote – applicants must be based within **European Central Time (CET ±2 hour)**
- **Eligibility:** Final-year students with a **mandatory internship requirement, Master students are an asset**
- **Members of the LGBTIQ+ and BIPOC communities are encouraged to apply.**
- **Deadline to Apply: May 25th, 13:00 CEST.**

### Fields of Study

Applicants must be enrolled in (or closely related to):

- Law
- Public Policy
- International Relations
- European Studies
- Gender Studies
- Social Sciences

### Key Activities & Responsibilities

#### Grant Writing & Proposal Development

- Support the drafting of **European funding proposals** (e.g. Erasmus+, CERV, Horizon Europe, etc.)
- Assist in writing key sections of proposals, including:
  - Needs analysis and problem statements
  - Objectives and expected results
  - Policy relevance and EU added value
  - Gender equality, inclusion, and impact sections
- Edit, proofread, and refine proposal texts to ensure clarity, coherence, and compliance with guidelines

### **Research & Analysis**

- Conduct background research on **EU policies, calls for proposals, and funding priorities**
- Analyse call documents, guidelines, and eligibility criteria
- Collect and summarise relevant policy documents, reports, and data
- Support mapping of stakeholders, partners, and target groups

### **Administrative & Coordination Support**

- Assist with proposal timelines, checklists, and internal coordination
- Support the collection of partner information and required documents
- Help ensure proposals meet formal and technical requirements
- Contribute to internal documentation and knowledge management

### **Collaboration & Learning**

- Work closely with the grants and project development team
- Participate in internal meetings and brainstorming sessions
- Receive feedback and revise written contributions accordingly
- Gain practical insight into the full **EU grant application process**

### **Required Qualifications**

- Final-year student in one of the eligible fields
- Internship must be a **mandatory requirement** of the study program
- **English level: minimum C1 or IELTS 7.0-8.0 or TOEFL IBT 95-115** (written and spoken) or the Master's program is in English.
- Excellent writing, editing, and analytical skills

- Basic understanding of **European funding mechanisms and grant processes is an asset but not a requirement.**
- Strong attention to detail and ability to work independently
- Ability to manage deadlines within a part-time schedule

#### **What We Offer**

- Flexible remote working
- Hands-on experience with real European funding applications
- Mentorship and structured feedback on writing and analysis
- Practical exposure to EU policies, funding instruments, and project design
- A collaborative, international working environment
- Stipend: 500 Euros per month

Send your application (Curriculum Vitae and Motivation letter) to:  
[info@rainbowcities.com](mailto:info@rainbowcities.com)

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