



INSTRUCTIONS FOR LETTER OF INTENT AND DRAFT PROGRAM PLAN

1. You must fill out the Letter of Intent, Sign and Submit to HDS Foundation by **June 30th**.
2. Create a DRAFT Plan for your vision of your BRIDGES Program Class. Be creative and submit your proposal in Word or Power Point format. Our preference is that you submit your Letter of Intent and the Draft Program Plan at the same time. However, if you prefer to submit the Letter of Intent first and submit your proposed draft plan after (on or before July 15th), **please make sure that they both meet the deadline requirements.**
 - a. Be as specific as you can, but we do understand some of these activities will need to be researched and planned in order to get the best fit for your population.
 - b. Tell us what your class culture and population is expected to be. This program is geared for 11th and 12th graders.
3. Teachers and administration will select students on standard diploma without access, whose I.E.P. and profile fit the guidelines as put forth by the B.R.I.D.G.E.S. Program and the HDS Foundation. Parents will be given a packet, a questionnaire, The HDS Photo Video Waivers, Class demographics, etc. as part of the class requirements, so please keep this in mind. Parent engagement is very important.
4. School/Class should have a schedule that provides a minimum of 4-5 hours per week. To achieve this with A/B scheduling, it is recommended that all students in the class be scheduled for the same lunch. Lunch on days that class will meet will be grouped with the B.R.I.D.G.E.S. class, and students will be able to eat together on a C.B.I. or with their peers or buddies on campus or in the classroom. This ensures that there will be enough hours per week practicing the skills they have been learning.
5. Provide a High-Level Budget on how your intent to spend the funds if awarded. For example, it can be "\$" amount for prom, "\$" amount for community-based field trip, "\$" amount for transportation, "\$" amount for parties and social events, etc.
6. School/Class should create an account where the money will be deposited and accessible to teachers for use during activities and for qualified expenditures of the B.R.I.D.G.E.S. Grant We can explain to you later the type of account and how to advise your administration so that you can have access to the funds throughout the year.
7. Provide us any additional information which you feel might be beneficial to us in better understanding your class goals.
8. If you have any questions, please email Liz Falk, Program Manager: liz@HDSFoundation.org.



Letter of Intent – Annual Grant

Thank you for taking an interest in the HDS Foundation’s BRIDGES Program. Each year, we provide a Grant to a classroom that meets the BRIDGES Program Goals. If you are applying for the BRIDGES Grant, you must download and read the Grant to make sure that you can meet the Program Requirements. To be considered for the Grant, please submit this Letter of Intent, together with the required DRAFT Program Plan, to the HDS Foundation by **June 30th**. You can upload this letter and the Plan(s) on our website at www.hdsfoundation.org/hds-bridges-grant/ or email Liz Falk, Program Manager: liz@HDSFoundation.org.

APPLICANT NAME		
SCHOOL		
ADDRESS		
CITY STATE ZIP		
APPLICANT EMAIL		
APPLICANT PHONE		
CLASS/# STUDENTS		
ACADEMIC YEAR		

Check One

NEW APPLICANT

RECURRING APPLICANT

PRINCIPAL	
EMAIL	
PHONE	
ESE DIRECTOR	
EMAIL	
PHONE	

- I have downloaded a copy of the B.R.I.D.G.E.S Grant.
- I have read the B.R.I.D.G.E.S. Grant and acknowledge that I can carry out the program requirements.

Signature of Applicant

Date