



Hispanic Association of Colleges and Universities
Dominion Energy Summer Bridge Program
Proposal Application

Institution Name: _____

Institution Address: _____

Point of Contact (Name & Title): _____

POC's email: _____ POC's Phone: _____

2nd POC's email: _____ 2nd POC's Phone: _____

Scope of Work (Please address the following questions in your proposal.):

- **Goals and Objectives:** What are the goals and objectives of your program? How does this program fit into the priorities/initiatives for your college or university? Is this program similar to or in collaboration with any other program on your campus?
- **Recruitment:** How many students will your proposed Summer Bridge Program serve per year? Please note that a minimum of 60 students must be served each year. What grades will you recruit students from? What schools/school districts/programs could you potentially partner with to recruit from. Are these feeder programs an existing partner/feeder for your institution?
- **Program Structure:** What modality will your Summer Bridge Program utilize (in-person, hybrid or virtual)? How will you incorporate career awareness in STEM and/or green/renewable energy fields into your program? How will you cultivate parent engagement? How will your program incorporate student support?
- **Program Curriculum:** What will a typical day/week look like? What colleges or departments will you collaborate with to implement this program? What college courses will your program offer?
- **Program Evaluation:** What specific metrics will you utilize to measure the success of your program? What do you envision as your evaluation plan?
- Please be as detailed as possible.

Budget

- Please number of staff, type of staff, number of hours per week and number of weeks when calculating include costs associated with faculty and staff (i.e., tutors and mentors).
- If the program will be held in person, please include expenses for facilities (i.e., computer labs, classrooms, laboratory space, study space).
- If the program will be held virtually, please include any expenses related to hardware (i.e., laptops, tablets, internet/wi-fi access) and software/platform licenses.
- What fees will your university or college charge for access to student services?
- Don't forget to allocate funds for dining, transportation, etc. if needed.
- Our limit for indirect costs is 15%.
- This is only an estimate, not the final expense.
- Please submit a budget in Excel or Word.

Additional Information:

- What is your plan for sustainability? How will you be able to continue or grow this project beyond the funding period?
- Please share with us any additional information that is relevant to this request.

Please submit your final proposal by **Friday, March 4, 2022**, to Jeanette Morales, Executive Director for Student & PK-12 Services, at jeanette.morales@hacu.net. Any questions or comments can also be directed to Ms. Morales.