**Proposing to Work with Hillsborough County Public Schools**

This template should be completed and submitted with the draft of your letter of support to Amie Wilbanks, Director of Grants & Research ([Amie.Wilbanks@hcps.net](mailto:Amie.Wilbanks@hcps.net)) no later than the **close of business at 4:00 PM on Tuesday, September 16, 2025.**

**Please describe any previous experience (if any) that your organization has in providing services to students in Hillsborough County Public Schools.**

**What focus area will your grant support (Children are Ready to Learn & Succeed)?**

**List the school(s) you are proposing to serve.**

**List the number of students and grade level(s) of participants that you propose to serve at each school site.**

**Who is your target audience? (grade, topic, gender)**

**What is the primary focus of your program?**

**When/how frequently will you engage with students? (once a week, twice a month, once a month)**

**Where will your mentoring services only take place on campus during the school day( bell to bell)? If no, please explain.**

**What rooms/areas of the school will be utilized?**

**How will your program impact student achievement?**

**Is your mentoring program research or evidence based? If yes, how does research support your services with students?**

**Describe the experience and/or education/certifications required for adults that will implement your program and work with participating students.**

**What data will your program be collecting about the student participants?**

**What is your organization's protocol/system of how you progress monitor and measure your impact on student achievement?**

**How does your program align with the HCPS strategic plan? See link to see strategic plan:** <https://tinyurl.com/3as8mb9y>

**How will your program address attendance, behavior and course progression (Elementary School) or course completion (Middle/High School)?**

**Describe the specific commitments or expectations you are asking the district to make in support of your program.**

Template for HCPS Letter of Support

Date

(Organization’s Full Mailing Address)

Dear (Organization Contact Person):

I am writing this letter in support of the (Grant Project Name) project being developed by (Full

Name of Grant Applicant) for (time frame). The purpose of the project is (Insert purpose here –).

(In paragraph 2, provide a brief summary of the project design that you are proposing. Describe the organization’s relationship with HCPS and provide details as to how HCPS has successfully partnered with the organization in past projects.)

(In paragraph 3, articulate the specific commitments HCPS is expected to make to the implementation of the proposed project should it be selected for funding.) Per HCPS School Board policies, a funded grant must submit a formal research request to the district for the purpose of an internal review. This review may necessitate further action on behalf of the requestor before the project is initiated.

On behalf of Hillsborough County Public Schools (HCPS), I wholeheartedly endorse this project.

I urge you to give this proposal your full consideration, as it will support our district’s vision of

Preparing Students for Life. (Modify this closing paragraph to align with your proposed project,

i.e., alignment with your organization’s vision or mission, etc.)

Sincerely,

Van Ayres

Superintendent