Ossining
MATTERS
Education Foundation

Providing **M**onetary **A**id, **T**eaching **T**ools and **E**nriching **R**esources for our **S**chools

APPLICATION FUNDING PACKET
SUMMER 2025

Applications are due on November 15, 2024
Decisions will be announced late January 2025

Included in this packet:
- **Description of the funding application process**
- **Criteria used to evaluate applications**
- **Application form (download the application, name it, save it, and complete it on the computer)**

If you have any questions about the application process, please speak with the Ossining MATTERS Liaison for your building:

- PARK: Katharine Burke   k.milcarek.burke@gmail.com
- BROOKSIDE: Violeta Talavera   msvtalavera@gmail.com
- CLAREMONT: Gina Balog-Sartario   gbalog1113@gmail.com
- ROOSEVELT   Caroline Turner   carolinegoteam@gmail.com
- AMD: Gina Balog-Sartario   gbalog1113@gmail.com
- OHS: Rebecca Raymond   rebeccajraymond@gmail.com
- DISTRICT: Gina Balog-Sartario   gbalog1113@gmail.com

If you need further assistance with specific portions of the application, you may also contact the Ossining MATTERS Grants Committee Chair, Rebecca Raymond at grants@ossiningmatters.org. Additional information about Ossining MATTERS and previously funded projects is available at www.ossiningmatters.org.

We look forward to receiving an application from you and working together to enrich the education of Ossining's students. Please be assured that it is our goal to fund as many projects as possible. We encourage you to apply.

Please type your answers on the computer and email the saved and completed application to Rebecca Raymond at grants@ossiningmatters.org. No printed hard copies are required this year. Please submit only via email.

FUNDING CRITERIA

Foundation Mission: All applicants for funding should keep in mind the mission of Ossining MATTERS, Inc.:
● To support and enrich the learning opportunities for all children in the Ossining School District
● To ensure that each student realizes his or her fullest potential.

The foundation's goal is to provide an ongoing source of funds to the Ossining School District for programs and equipment that are beyond the scope of the district's budget. Programs will be in the areas of (but not limited to) academics, cultural arts, and athletics.

Applicant Eligibility: Funding requests must be submitted by Ossining Union Free School District administration or staff. Projects can be initiated by parents and members of the community but only through and in partnership with district staff. Both individual and collaborative efforts will be considered.

Eligible Projects: We hope you have explored other funding sources prior to submitting an application to Ossining MATTERS. Proposals should demonstrate how the project will enrich student learning opportunities **above and beyond** that provided by the school district. Projects should also be consistent with district and foundation goals. Please note that all items purchased and programs developed with foundation funds become the property of the Ossining School District. Please keep in mind that funding requests for student transportation cannot be considered at this time.

Ossining MATTERS will consider funding successful projects for a maximum of three years. Applicants must reapply annually. Funding for previously funded projects is not guaranteed.

Evaluation criteria: Priority will be given to a proposal that satisfies several of the following:
● Reaches many students (e.g., a whole grade or more than one class)
● Makes a meaningful difference or serves important needs
● Has potential long-term benefits for the participating students and the district
● Is a program that can be replicated, expanded, or reused in the future
● Presents a specific and detailed method of evaluation
● Is exciting, creative, and generates enthusiasm for learning

If your project is funded, you will be required to do the following:
● Create all purchase orders by the end of August 2025
● Spend all of the money granted to you by the end of October 2025
● Keep careful records of expenses and staff-time (if appropriate)
● Keep Ossining MATTERS updated regularly about the progress and timing of your project
● Submit an Ossining MATTERS evaluation form that includes an expense report after completing your project. A copy of the evaluation form will be available on our website during the year.

2025 SUMMER PROGRAM FUNDING APPLICATION

Please type directly into this document.
All text fields will expand to accommodate your answers.

Title of Project:	
Amount Requested:	

<u>Applicant Name(s)</u>	<u>Position(s) Held</u>

<u>Contact Person</u> **(choose one)**		
Email address:		
Telephone number:		
School:	**Position:**	

SIGNATURES

Applicant: **Date:**

I have reviewed this application.
There is currently no funding available from the district for this project.

Building Principal:.   **Date:**

After your principal has signed the application, email your completed application to grants@ossiningmatters.org

Grade Level(s):	Number of Students Participating:
Proposed Start Date:	Proposed Completion Date:

1. **Why do you need funding for this project now and can't wait to be considered in our standard funding cycle? Please explain the reason(s) this project qualifies as time-sensitive or urgent.**

2. **What are the specific objectives of your project?**

3. **Please describe your project in detail: what will be happening; when will it happen (over what period of time, how many sessions, etc.); which students will be participating; and how they will be selected? If a consultant will be hired, please describe his/her role in your project. If you need to purchase materials, explain what you would buy and how it will be used.**

4. **Why do you want to do this project? How will the participants benefit? Convince us why we should fund this project.**

5. **How will you evaluate the success of your project and whether your objectives were met?**

6. **Have you asked the school district or your principal for funding for this project? If so, what was the response?**

7. **Have you approached other sources besides the school district to fund this project? If yes, whom have you approached, and what is the status of the request?**

8. **If Ossining MATTERS is not able to fully fund your project, please explain how the project could be modified to reduce costs but still be implemented.**

PROJECT BUDGET

STAFF COSTS FOR OSSINING SCHOOL DISTRICT EMPLOYEES: List people involved in the project, their responsibilities, specific time commitments, and any costs, if applicable. Please note that teachers cannot be paid for planning or contact time that occurs during school hours or other district-contracted activities before or after school. Please separate any planning or contact time on the two charts below.

A. **Planning Time: Planning time should be limited to items such as curriculum development for new programs.**

Staff	Responsibilities	Planning Hours	Hourly Rate	Total Cost
	Total Teacher and Staff Planning Costs:			$

B. **Contact Time: Contact time is limited to direct contact with students or parents in programs conducted before or after school hours and not during district-contracted activities.**

Staff	Responsibilities	Contact Hours	Hourly Rate	Total Cost
	Total Teacher and Staff Contact Costs:			$

Total Teacher and Staff Planning and Contact Costs (A + B): $

FICA @ 7.65%:
(Apply 7.65% to the Total of A+B)
TRS @ 12%:
(Apply 12% to the Total of A+B)

TOTAL Teacher & Staff Planning and Contact Costs with FICA & TRS $

C. **COST OF EQUIPMENT AND SUPPLIES: List items to be purchased (and explain their purpose when not self-evident), quantities to be purchased, and cost.**

Item	Purpose	Quantity	Total Cost
Total Equipment/Supplies Costs:			$

D. **COST OF PURCHASED SERVICES: List name of outside consultant/performer (and explain role or purpose) and total hours. Indicate rate, specifying whether cost is per hour or flat rate, and total cost.**

Name of Service/Person	Role	Total Hours	Rate	Total Cost
Total Purchased Services Costs:				$

E. **TRAVEL COSTS: Please describe the reasons for any travel expenses for staff and/or consultants. List the travel method, the rate, and the total cost.**
Note: Ossining MATTERS does not pay for student transportation

Total Travel Costs	$

Grand Total Costs (A+B+C+D+E):	$