



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

APPLICATION FUNDING PACKET

2023-24 Special Funding Requests *Outside of Annual Cycle*

Special requests for funding outside of our usual funding cycle (March–May) will be considered by Ossining MATTERS, Inc. These requests must be for urgent or time-sensitive situations that require funding that can’t wait until the next cycle.

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

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|--------------|----------------------------------|--|
| • PARK: | Diana Lopez (914) 625-0488 | dlop627@gmail.com |
| • BROOKSIDE: | Gina Sartario (914) 963-9672 | gbalog1113@gmail.com |
| • CLAREMONT: | Gina Sartario (914) 963-9672 | gbalog1113@gmail.com |
| • ROOSEVELT: | Cesar Capio (917) 698-2511 | cesarcapiojr@yahoo.com |
| • AMD: | Peggy Monastra (646) 567-8859 | peggy@monasgood.com |
| • OHS: | Miriam Risko (914) 325-9376 | miriam@riskomusic.com |
| • DISTRICT: | Karina Lott-Gratz (917) 509-6585 | lott2025@yahoo.com |

Process and Timing:

- Applicants must contact the appropriate School Liaison listed above to discuss their project prior to submitting an Out of Cycle application. After Ossining MATTERS (OM) receives your completed application, you will be notified whether or not the application will be included in the agenda of the next OM Board meeting. These meetings occur monthly.
- The completed application must be received at least a week in advance of the meeting so that that the application can be distributed to all board members for review prior to the meeting.
- Applicants must discuss their proposal with their principal or supervisor and the application must be signed by him/her prior to submission.

Decision:

- In most cases, a decision will be made at the Ossining MATTERS Board meeting and a reply will be given to the applicant within a few days after the meeting. There may be occasions, however, where additional information will be requested, causing a delay in the decision.



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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 goal of the foundation 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 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 through district staff. Both individual and collaborative efforts will be considered.

Eligible Projects: We hope that where feasible, 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 which is 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 re-apply annually and 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/material that can be replicated, expanded, or reused in the future
- Presents a specific and detailed method of evaluation
- Is exciting, creative and will generate enthusiasm for learning

If your project is funded, you will be required to do the following:

- Create all purchase orders by the end of April 2024.
- Spend all of the money granted to you by the June 20, 2024.
- 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, at the completion of your project. A copy of the evaluation form will be available on our website during the year.

Please email the saved and completed application to grants@ossiningmatters.org

Please also send a signed hard copy to

Ossining MATTERS Grants, P.O. Box 1012, Ossining, NY 10562.



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FUNDING APPLICATION
2023-24 Special Funding Requests *Outside of Annual Cycle*
(For consideration at next Ossining MATTERS Board meeting)

*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)	
E-mail address:	
Telephone number:	
School:	Position:

<u>SIGNATURES</u>	
Applicant: _____	Date: _____
<i>I have reviewed this application. There is currently no funding available from the district for this project.</i>	
Building Principal: _____	Date: _____

After your principal has signed the application, email your completed application to grants@ossiningmatters.org and send a signed hard copy to Ossining MATTERS, co/ Peggy Monastra, PO Box 1012, Ossining, NY 10562

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 would like to purchase materials, explain what you would like to 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 any 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 the ways the project could be modified to reduce costs but still be implemented?**

If more rows are needed in the following project budget tables, from the Tools menu select "Unprotect Document", and then place the cursor in the last row of the table and from the Table menu, select "Insert" then "Rows Below." When you have completed adding rows, from the Tools menu select "Protect Document," choose "Forms" and press OK.

PROJECT BUDGET

STAFF COSTS FOR OSSINING SCHOOL DISTRICT EMPLOYEES: List people involved in the project, their responsibilities, their 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 during other district contracted activities that occur 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.

<u>Staff</u>	<u>Responsibilities</u>	<u>Planning Hours</u>	<u>Hourly Rate</u>	<u>Total Cost</u>
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.

<u>Staff</u>	<u>Responsibilities</u>	<u>Contact Hours</u>	<u>Hourly Rate</u>	<u>Total Cost</u>
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 @ 17.75%: (Apply 17.75% 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 purpose of them when not self-evident), quantities to be purchased and cost.

<u>Item</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Total Cost</u>
<i>Total Equipment/Supplies Costs:</i>			\$

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

<u>Name of Service/Person</u>	<u>Role</u>	<u>Total Hours</u>	<u>Rate</u>	<u>Total Cost</u>
<i>Total Purchased Services Costs:</i>				\$

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.

<i>Total Travel Costs</i>	\$
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<i>Grand Total Costs (A+B+C+D+E):</i>	\$
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Please email the completed application to grants@ossiningmatters.org and send a signed hard copy to Ossining MATTERS, c/o Peggy Monastra, PO Box 1012, Ossining, NY 10562