



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

## **APPLICATION FUNDING PACKET FOR 2023-2024 SCHOOL YEAR**

**Applications are due on MONDAY, May 22, 2023**  
**Decisions will be announced in early June 2023**

### **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, speak with the Ossining MATTERS' Liaison for your building:

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

If you need further assistance with specific portions of the application, you may also contact the Ossining MATTERS Funding Committee Chair, Peggy Monastra at [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org). Additional information about Ossining MATTERS and previously funded projects is available at [www.ossiningmatters.org](http://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 and we encourage you to apply.



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## FUNDING APPLICATION PROCESS

**Where do you find the application?** The application is also available on the Ossining MATTERS website: [www.ossiningmatters.org](http://www.ossiningmatters.org). Please save the application to your computer, **renaming it with your project's name and academic year. For example, Music at Claremont 2023-2024.** Type your answers directly into the document, saving it using this new name.

**How do you get started?** Proposals must be for projects to be implemented during the 2023-2024 school year. You should first discuss your project idea with your supervisor (where applicable) and your principal to explore its viability and to refine it, if necessary. The building principal needs to sign your completed application as an indication that he or she is aware of the request prior to submission.

**When is your application due and how do you submit it?**

**Your application is due on Monday May 22, 2023.**

Your completed application must be emailed to [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org) by 11:59 PM, May 22, 2023. **(No printed hard copies are required this year. Please submit only via email.)** Once your application is received you will receive a confirmation email. If you do not receive confirmation, please contact us directly.

Applications received after the deadline of May 22, 2023, will not be reviewed. You are encouraged to be as clear and specific as possible in your application.

If you have questions or would like some assistance in the development of your proposal, please contact Peggy Monastra, [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org), well in advance of the proposal due date for advice.

**How will decisions be made?** The Ossining MATTERS Funding Committee will review your application and make recommendations to the Ossining MATTERS Board of Directors. The Ossining MATTERS Board of Directors will make final decisions about all grant applications.

**How and when will you be notified?** You will be notified of the decision via email by mid-June 2023.

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

- Create all purchase orders by November 1, 2023.
- Spend all of the money granted to you by the end of June 2024.
- Keep careful records of expenses and staff time (if appropriate).
- Contact your building liaison halfway through your project to give an update.
- Contact your building liaison at the end of your project to **provide an evaluation report, no later than June 12, 2024.** Include an expense report with the evaluation report at the end of your project.
- **As part of our continuing effort to inform our community about the programs supported by Ossining MATTERS, we ask that you please acknowledge Ossining MATTERS in any literature, social media posts, announcements, and promotional materials about your program.**



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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 only. 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:** 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.

Ossining MATTERS will consider funding successful projects for a maximum of three years. Projects may be funded beyond the three-year limit if deemed appropriate by the Ossining MATTERS Board of Directors. 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 at least 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 it a program or materials that can be replicated, expanded, or reused in the future?
- Presents a specific and detailed method of evaluation
- Is exciting, and creative and will generate enthusiasm for learning



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**FUNDING APPLICATION  
For 2023-2024 School Year**

<b>Title of Project:</b>	
<b>Amount Requested:</b>	

<b><u>Applicant Name(s)</u></b>	<b><u>Position(s) Held</u></b>
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<b><u>Contact Person</u></b> (Choose one)	
<b>E-mail address:</b>	
<b>Telephone number:</b>	
<b>School:</b>	<b>Position:</b>

<b><u>SIGNATURES</u></b>	
<b>Applicant:</b> _____	<b>Date:</b> _____
<i>I am aware of this application; there are no district funds currently available for this project.</i>	
<b>Building Principal:</b> _____	<b>Date:</b> _____

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

<b>Grade Level(s):</b>	<b>Number of Students Participating:</b>
<b>Proposed Start Date:</b>	<b>Proposed Completion Date:</b>

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

**2. 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.**

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

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

**5. Have you asked the school district or your principal for funding for this project?  
What was the response?**

**6. 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?**

**7. If Ossining MATTERS is not able to fully fund your project, please explain the ways it 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, 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. For the 2023-2024 school year, teachers will be paid using the summer/before/after school rate for both planning time and contact time. Please contact Rebekah Mancini in the Business Office at 941-7700 to confirm the rate for each of the participants. The rate varies for teachers and staff depending upon their level of experience. Teaching Assistants will be paid at their summer/before/after school rate. **In addition, please be sure to include 17.75% TRS and 7.65% FICA in the hourly rate to cover benefits and other withholdings required.**

**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>
<b>Total Teacher and Staff Planning Costs:</b>				

**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>
<b>Total Teacher and Staff Contact Costs:</b>				<b>\$</b>

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



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>
<b><i>Total Equipment/Supplies Costs:</i></b>			

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>
<b><i>Total Purchased Services Costs:</i></b>				<b>\$</b>

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.

<b><i>Total Travel Costs</i></b>	<b>\$</b>
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<b><i>Grand Total Costs (A+B+C+D+E):</i></b>	<b>\$</b>
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