



Providing Monetary Aid, Teaching Tools and Enriching Resources for Our Schools

## **Ossining MATTERS Education Foundation** ***Application Funding Packet***

### **2025-2026 School Year**

**\*\*Applications are due WEDNESDAY, May 14, 2025 by 11:59 PM\*\***  
**Decisions will be announced in early June 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, speak with the Ossining MATTERS Liaison for your building:

Park School	Katharine Burke	<a href="mailto:k.milcarek.burke@gmail.com">k.milcarek.burke@gmail.com</a>
Brookside School	Rebecca Raymond	<a href="mailto:rebeccajraymond@gmail.com">rebeccajraymond@gmail.com</a>
Roosevelt School	Caroline Turner	<a href="mailto:carolinegoteam@gmail.com">carolinegoteam@gmail.com</a>
Anne Dorner Middle School	Catherine Cioffi	<a href="mailto:catherine.cioffi@gmail.com">catherine.cioffi@gmail.com</a>
Ossining High School	Aaron Spring	<a href="mailto:a.spring.ossining@gmail.com">a.spring.ossining@gmail.com</a>
Claremont School	Braulio Carrero	<a href="mailto:brauliojr1215@gmail.com">brauliojr1215@gmail.com</a>
District	Gina Balog-Sartario	<a href="mailto:gbalog1113@gmail.com">gbalog1113@gmail.com</a>

If you need further assistance with specific portions of the application, you may also contact the Ossining MATTERS Funding Committee Chair, Rebecca Raymond 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. We are committed to supporting as many innovative educational projects as possible and strongly encourage all staff to submit proposals.

# Ossining MATTERS Education Foundation

## *Funding Application Process*

### Where do you find the application?

The application is available on the Ossining MATTERS [website](#). Please download and save a copy of this Google Doc application to your computer, renaming it with your project's name and academic year (e.g., *Music at Claremont 2025-2026*). Type your responses directly into the document before submitting.

### Application Guidelines

- Grant proposals must be for projects to be implemented during the 2025-26 school year.
- Before completing your application, discuss your project idea with your supervisor (if applicable) and your principal to assess feasibility and refine details.
- The building principal must sign your completed application, confirming awareness of the request before submission.

### Application Submission Deadline

*Your application is due Wednesday, May 14, 2025 by 11:59 PM*

- Submit your completed application via email to [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org)
- Printed hard copies are no longer required—applications must be submitted via email.
- Once your application is received, you will receive a confirmation email. If you do not receive confirmation, please contact us directly.
- Late applications received after May 14, 2025, will not be reviewed. If you would like to be considered for an extension, please contact the grants committee prior to the deadline.

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

### Review and Selection Process

- The **Ossining MATTERS Grants Committee** will review applications and make recommendations to the **Board of Directors**.
- The **Board of Directors** will make the **final funding decisions**.

### Notification Timeline

- All applicants will be notified at a **special meeting of the Board of Directors in mid-June 2025** (location to be determined).
- You will also receive an email notification **by early June 2025** regarding the decision.

### Requirements for Funded Projects

If your project is approved, you must:

1. **Create all purchase orders by November 1, 2025.**
2. **Spend all granted funds by the end of June 2026.**
3. **Maintain careful records** of expenses and staff time (if applicable).
4. **Provide a mid-year update** via email to [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org) by **Jan. 30, 2026**.
5. **Submit a final evaluation report** via email, including an **expense report**, by **June 12, 2026**.

For any questions, please contact [grants@ossiningmatters.org](mailto:grants@ossiningmatters.org).

# **Ossining MATTERS Education Foundation**

## ***Funding Criteria***

**Foundation Mission:** 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 their 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 only. Parents and community members can initiate projects, 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 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 remember 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 reapply annually. 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 critical 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



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## Funding Application 2025-2026 School Year

<b>Title of Project:</b>	Brookside Summer Camp Scholarships
<b>Amount Requested:</b>	2,010.00

<b><u>Applicant Name(s)</u></b> Marcela Briones-Levin	<b><u>Position(s) Held</u></b> School Social Worker
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<b><u>Contact Person</u></b> <b>(Choose one)</b>	Marcela Briones-Levin		
<b>Email address:</b>	mlevin@ossiningufsd.org		
<b>Telephone number:</b>	914-762-5780 - extension 5306		
<b>School: Brookside Elementary School</b>		<b>Position: School Social Worker</b>	

### **SIGNATURES**

**Applicant:** \_\_\_\_\_ **Date:** 4/1/2025

**Building Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*After your principal has signed the application, email your completed application to:*  
[grants@ossiningmatters.org](mailto:grants@ossiningmatters.org)

<b>Grade Level(s): 1st &amp; 2nd graders</b>	<b># of Students Participating: 29 students</b>
<b>Proposed Start Date: 6/30/2025</b>	<b>Proposed Completion Date: 8/8/2025</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 need to purchase materials, explain what you would buy and how it will be used.

Ossining Recreation Center.



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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? If so, 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 how 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, 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 the planning and contact time on the two charts below.

For the 2025-2026 school year, teachers will be paid using the summer/before/after school rate for both planning time and contact time. **Please refer to your union contract regarding rate and step.** 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.

- 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 Cost:</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 Cost:</b>				\$

<b>Total Teacher and Staff Planning and Contract Costs (A+B):</b>	\$
<b>FICA @ 7.65%</b> (Apply 7.65% to the Total of A+B):	
<b>TRS @ 17.75%</b> (Apply 17.75% to the Total of A+B):	
<b>TOTAL Teacher &amp; Staff Planning and Contract Costs with FICA &amp; TRS:</b>	

- 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.

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

**D. Cost of Purchased Services:** list the name of the outside consultant/performer (and explain their role or purpose) and 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>Total Purchased Services Cost:</b>				<b>\$</b>

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

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