



**CHARGE ON  
TOGETHER**

# ANNUAL FUNDING OPPORTUNITIES

Thanks to the generous support from CFES families and donors, the CFES PTO is proud to sponsor two types of grant funding each year to enhance teachers' and staff members' abilities to provide an engaging, enriching learning experience for students.

## TEACHER/ SPECIALIST REIMBURSEMENTS

Teacher/ Specialist Reimbursements are funds that offset classroom and curricular expenses incurred by teachers and professional staff throughout the year.

### WHO CAN ACCESS THEM?

These funds can be accessed by:

- Grade-level teachers
- Special Education teachers, leads, and reading specialists
- Special Area Teachers
- Professional staff who provide education to the school community (i.e. counselors, nurses, psychologists)

### GRANT AMOUNTS

- Up to \$150 a year can be reimbursed\*
- Does not roll over annually...use it or lose it!

*\* Partial reimbursements of \$75 for part-time or shared professionals.*

### HOW DO THEY WORK?

The reimbursement is readily available at the start of the school year.

1. Teacher/specialist purchases item(s) and gets receipt(s)
2. Teachers submit receipts and a short reimbursement form via email to [cfespto@ucfsd.net](mailto:cfespto@ucfsd.net)
3. PTO Treasurer provides reimbursement as Venmo (preferred) or as a check.

### TIMEFRAME

- Access funds once the school year starts.
- Deadline for receipt submission is April 30.

The PTO asks that teachers submit their receipts either:

- When their maximum amount has been met OR
- During the two reimbursement periods at the end of Fall and Spring Semester. (A reminder email will be sent)

## CLASS & CURRICULAR ENRICHMENT GRANTS

Enrichment grants are for programs, projects, or materials that enhance the learning environment and experience of students and address specific, currently unmet needs.

### WHO CAN ACCESS THEM?

Anyone in the school staff community may apply for enrichment grants that benefit single classes or subsets of students.

- Applications are competitive; submission does not guarantee that requests will be granted.

### GRANT AMOUNTS

- No stated minimum or maximum dollar amount
- PTO will consider full or partial funding options
- Applicants should provide detailed budgets

### HOW DO THEY WORK?

For the primary Fall granting period:

1. Applicants complete online submission form
2. Applications are reviewed by Principal and PTO Board
3. PTO Board votes to fully fund, partially fund, or decline to fund projects.
4. Successful applicants purchase and get reimbursed for approved items.
5. Grant recipients complete a short follow-up impact report to document the impact on students/ school.

### TIMEFRAME

- Grant applications due by October 3.
- Application review/vote at October PTO meeting.
- The primary granting period is in the fall; if funding remains in the spring, an additional cycle may occur.
- Follow-up report by April 30 to be shared at the May PTO meeting.

**QUESTIONS? EMAIL [CFESPTO@UCFSD.NET](mailto:CFESPTO@UCFSD.NET)**