

Grant Usage Guidelines

- If a Read Conmigo grant is awarded, funds from The Kemper Foundation can only be used for the purposes described below (also noted in the budget description in the application).
 - Grant funds can be used for: classroom resources and materials that support bilingual learning (e.g., supplies, books, lesson plans, technology and field trips); and/or professional development for the teacher that supports their bilingual program(s), including instruction, training, conferences, seminars or materials, including books or curriculum-related references.
 - Grant funds cannot be used for general operations; capital projects; endowments; fundraising events or similar activities; religious or political projects; teaching assistants; individuals for personal use; summer projects; non-bilingual program club activities; salaries; facility maintenance; or education research.
- Prior to the end of the school year, grant recipients must submit an outcome report. The report must be completed in the application portal and explain how the grant helped to advance Spanish-English bilingual literacy in the classroom. Recipients will receive a report request from The Kemper Foundation by email 30 days before the conclusion of the school year, and the report must be completed before the final day of the academic year. Receipts for the materials and services identified in the application proposal/budget must be submitted with the report.
- Unexpended grant funds will not be allocated to projects or purposes outside of those described in the application without the approval of The Kemper Foundation. Requests should be sent to readconmigo@thekemperfoundation.org.
- Should a grant recipient or their school choose to share with The Kemper Foundation photos of a class, students, or other elements related to Read Conmigo, or comments about the program, permission is granted to The Kemper Foundation to use these items for the purpose of promoting the charitable aims of the Foundation and its philanthropic partners. The grant recipient and/or their school is responsible for



obtaining the proper permissions/photo releases specific to the school before materials are sent to The Kemper Foundation.

- If a teacher leaves their school before the end of the academic year, they must notify The Kemper Foundation within 10 days of giving notice to their school. Unused grant funding may need to be returned to The Kemper Foundation; this will be decided on a case-by-case basis.