Grant Usage Guidelines

- If a Read Conmigo grant is awarded, funds from The Kemper Foundation can be used only for the purposes described below. This information is also included in the budget description section of the application.

  - **Grant funds can be used for:** classroom resources and materials that support bilingual learning (e.g., supplies, books, lesson plans, furniture, technology and field trips); and/or professional development for the teacher that supports their bilingual program(s), including instruction, training, conferences, seminars or materials.

  - **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.

- 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. Additionally, unbudgeted expenses must be approved via the same email address.

- All grant recipients must submit an outcome report detailing fund usage and how the grant helped to advance Spanish-English bilingual literacy in the classroom. The report must be completed in the application portal. All grant recipients will receive a report request from The Kemper Foundation by email 30 days before the report is due. Grant recipients must complete and submit the report 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.

- 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.