

## Grant Usage Guidelines

- If a Read Conmigo grant is awarded, funds from The Kemper Foundation can be used only for the purposes described below.
  - **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, or seminars.
  - **Grant funds cannot be used for:** general operations, capital projects, endowments, fundraising events or similar activities, religious or political projects, teaching assistants, personal use, summer projects, non-bilingual program club activities, salaries, facility maintenance, or education research.
  - **Funds can only be used for items outlined in your budget.**
- 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](mailto:readconmigo@thekemperfoundation.org). Additionally, unbudgeted expenses must be approved via the same email address.
- All grant recipients must submit an outcomes 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 CyberGrants platform. 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, and receipts must account for the full amount of the grant awarded (\$3,000).
- 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.