

## Frequently Asked Questions (FAQs)

### **About the Read Conmigo Program**

#### **Q: What is The Kemper Foundation?**

**A:** The Kemper Foundation is the philanthropic partner of Kemper Corporation. Through community outreach and financial support, we aim to strengthen our communities and make a meaningful difference in people's lives. We support causes and non-profit organizations advancing our three focus areas of education, health, and community development.

#### **Q: What is the Read Conmigo program?**

**A:** Read Conmigo is The Kemper Foundation's bilingual educator grant program. The grant opportunity is for eligible K-5 public and charter schoolteachers of dual-language (Spanish-English) classrooms. Annually, The Kemper Foundation awards up to 100 grants of \$3,000 for classroom resources, tools, and materials, and/or professional development.

#### **Q: Why is The Kemper Foundation giving grants to benefit dual-language (Spanish-English) education?**

**A:** The Kemper Foundation endorses the distinct educational, social, and financial benefits of bilingualism in Hispanic and Latino families. Read Conmigo grants are focused on advancing bilingual literacy by giving teachers much-needed resources for improved learning opportunities.

#### **Q: Where are Read Conmigo grants available?**

**A:** Read Conmigo grants are available in the Dallas, Greater Los Angeles, and Miami areas which include:

- Dallas County, Texas
- Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties, California
- Broward and Miami-Dade counties, Florida

#### **Q: Does this Read Conmigo program allow me to get free books?**

**A:** At this time, the focus of the Read Conmigo program is on bilingual educator grants.

#### **Q: I have feedback or a suggestion about the Read Conmigo Program. Where can I send it?**

**A:** Please e-mail [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org) to send feedback and suggestions.

### **Eligibility**

**Q: Who is eligible to apply for a Read Conmigo grant?**

**A:** Eligibility requirements:

- Applicant must be a full-time, licensed teacher in a dual-language (Spanish-English) classroom
- Applicant must be employed by an accredited K-5 public or charter school in one of the following locations:
  - Dallas County, Texas
  - Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties, California
  - Broward and Miami-Dade counties, Florida
- Applicant must have at least two years' experience as a K-5 teacher in a dual-language (Spanish-English) classroom by the end of the school year during which the application is submitted. (Note: student and substitute teaching do not count.)
- At least 50% of an applicant's teaching time must be dedicated to providing group instruction to students (one-on-one instructional time does not count toward this time requirement).
- School administrators (e.g., principals), specialized instructional support personnel, and education support professionals are not eligible to apply.
- Applicants who are immediate family members of employees of any of the Kemper family of companies are not eligible for the grant\*

\*Kemper Corporation and its businesses, including Kemper Auto, Infinity A Kemper Company (CA only), Kemper Personal Insurance, and Kemper Life.

**Q: I am a transitional kindergarten (TK) teacher. Am I eligible for the Read Conmigo grant?**

**A:** Yes, TK teachers are eligible.

*Please review our [Grant Eligibility Requirements](#) for more information.*

### **Grant Usage**

**Q: What are the Read Conmigo grants intended to fund?**

**A:** The Read Conmigo grants provide funding for classroom resources, tools, and materials, and/or professional development that support bilingual learning. Items approved for funding include:

- Audiovisual equipment, books, computers, field trip(s), furniture, games, lesson plans, manipulatives, and technology
- Conference(s)/seminar(s)/workshop(s) and continuing education courses

**Q: What is excluded from Read Conmigo grant funding?**

**A:** Read Conmigo grant funds cannot be used for general operations, capital projects, endowments, fundraising events or similar activities, religious or political projects, teaching assistants, personal use, gift cards, summer projects, non-bilingual program club activities, salaries, facility maintenance, or education research.

**Q: Will a Read Conmigo grant fund travel, lodging, and meals if I'm applying for a professional development conference?**

**A:** Yes, applicants may request reasonable travel, lodging, and meal expenses if applying for a professional development conference.

**Q: If my budget needs have changed (i.e. items are no longer needed or I cannot attend a professional development opportunity), may I request a budget revision?**

**A:** If budget needs have changed, recipients must request approval from The Kemper Foundation for any items not originally included in the budget. To request a change, recipients can contact The Kemper Foundation at [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org). All changes must receive approval prior to purchase.

**Q: In what period of time do the grant funds need to be used?**

**A:** Grant funds must be expended within 90 days of receiving payment unless funds are for a time-specific event (i.e., expenses related to a field trip and/or a professional development conference). If a recipient is unable to utilize all the grant funds by the fund usage deadline, contact The Kemper Foundation at [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org)

**Q: Can funds still be used if a recipient leaves their school or changes schools after being awarded a grant?**

**A:** If a recipient 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.

**Q: Are there reporting requirements for Read Conmigo grant recipients?**

**A:** Yes, near the end of the school year, recipients will be required to complete an outcome report detailing the impact of their grant and use of funds. The Kemper Foundation will send recipients a reminder 30 days prior to the due date with a link to the report form. Recipients must keep all itemized receipts from grant-related purchases and submit them with the outcome report. Please note that submitted receipts must total \$3,000.

*Please review our [Grant Usage Guidelines](#) for more information.*

### **Application-Related**

**Q: What is the deadline for the grant application process?**

**A:** Application submission deadlines for the fall and spring grant cycles are listed on [The Kemper Foundation website](#).

**Q: Can I apply for a Read Conmigo grant in the fall and spring during the same academic year?**

**A:** Yes, applicants may apply for a grant in the fall and spring during the same academic year but may only be awarded one grant per academic school year.

**Q: Can I apply for a grant that's for an amount other than \$3,000?**

**A:** At this time, all Read Conmigo grants are for \$3,000, and an applicant's proposed budget must total \$3,000.

**Q: Can I request professional development for myself and other teachers at my school?**

**A:** No, applicants may only request professional development for themselves. Grant funds cannot support school-wide or team-based professional development opportunities. The Kemper Foundation requires all applicants to apply on their own behalf.

**Q: Can I use AI services (like ChatGPT) to help me write my grant application?**

**A:** The Kemper Foundation strongly encourages applicants to write the core content of their applications themselves. We understand that AI tools can be helpful for drafting or revising grammar, but it's important that your application reflects your unique voice and vision for your grant.

**Q: How is grant status communicated to applicants?**

**A:** Applicants will receive communications at specific points in the grant selection process:

- Upon submitting a grant application, applicants will receive a confirmation email.
- After consideration by our grant selection committee, applicants will receive an email notification indicating the decision on their grant application. This decision will be communicated within 60 business days of the grant application deadline.

**Q: When should applicants contact The Kemper Foundation during the application process?**

**A:** The Foundation should be contacted if applicants have questions while submitting an application or if a grant decision has not been provided within 60 business days after the application deadline. The Kemper Foundation can be contacted at [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org).

### **Granting Process**

#### **Q: What is the selection process for awarding a grant?**

**A:** After the submission deadline, a selection committee comprised of officers from The Kemper Foundation and Read Conmigo program partners will review the submitted eligible applications and identify the grant recipients. The Kemper Foundation will confirm applicants' employment with the contact identified on the application. Selected recipients will complete grant acceptance forms in the CyberGrants platform, and in some cases attach a W-9 form (if funding will be provided for professional development).

#### **Q: How are the grants distributed?**

**A:** Once recipients have completed the grant acceptance forms, The Kemper Foundation will issue funds to recipients either through a virtual check (sent via e-mail) or a physical check (sent via mail), depending on the recipient's preference. ***Please note: Checks are made out to individual recipients, not to schools.***

#### **Q: Is feedback available to an applicant for a declined grant request?**

**A:** The Kemper Foundation is unable to provide each applicant specific feedback beyond what is included in the decision communication.

### **CyberGrants Questions**

#### **Q: How do I begin the grant application process?**

**A:** Click the "Apply Now" link found on [The Kemper Foundation website](#). This links to an eligibility quiz within the CyberGrants platform. Please answer the questions to verify eligibility, and once confirmed, follow the link to the grant application page.

If you're applying for the first time or received a grant in the Spring 2022, Fall 2022, or Spring 2023 grant cycles and did not apply for a Fall 2024 grant, next to "First Time User?" please click "Create your password" to set up your applicant account.

If you received a grant in the Fall 2023 or Spring 2024 grant cycles or applied for a Fall 2024 grant, please utilize the same CyberGrants login information as used for your outcome report and/or application.

#### **Q: What if I forget my password for the CyberGrants platform?**

**A:** On the login page of the CyberGrants platform, you can click "Forgot your password?" underneath the login button. Please follow instructions to reset your password.

**Q: Who do I contact for technical issues with the CyberGrants platform?**

**A:** At the bottom of each page in CyberGrants, you can click “Need Support?” to request help. This will open a new window with some frequently asked questions. If your question is not addressed on that document, please click “I still have a question” at the bottom of the page. This will route you to a support request ticket. Please fill out the form and CyberGrants support team will reach out to you. Under “Organization Name,” please fill out your full name. In addition, please use your address to fill out “Organization Address,” “Organization City,” “Organization State/Province,” and “Organization Zip/Postal Code.”

You may also reach out to The Kemper Foundation for support at

[readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org).

**Q: How do I fill out the Contact Information section of the application?**

**A:** In the Contact Information section, you will need to designate yourself as the primary contact for the application. Click the gray “Create New” button and fill out the required information. Then, click the red “Save and Proceed” button and check the box next to your contact information.

**Q: In the budget section, what do I do if my item link is too long?**

**A:** The platform only allows 250 characters for the item link. If your link is too long, we suggest using a URL shortener such as bitly.com.

**Q: Can an applicant review their application in its entirety before submission?**

**A:** Yes, you can review the information in your application at any time during the process by logging into CyberGrants and accessing your application.

**Q: Can an incomplete grant application be saved and returned to at a later time?**

**A:** Yes, your application is automatically saved, and you can return to your application by logging into the CyberGrants platform with your username and password.