

## **Read Conmigo Educator Grant Usage Guidelines**

The Read Conmigo Educator Grants support educators in dual-language (Spanish-English) programs at public and charter elementary schools. Grant applications are accepted twice annually in the spring and the fall.

Each year, The Kemper Foundation awards up to 100 Read Conmigo Educator Grants of \$3,000 each. Grant funds must be used towards classroom resources and/or professional development that advance dual-language (Spanish-English) education for bilingual students.

### ***Classroom Resources***

Examples of eligible uses:

- Audiovisual equipment
- Books
- Computers
- Field Trip(s)
- Furniture
- Games
- Lesson plans
- Manipulatives
- Technology

### ***Professional Development***

Examples of eligible uses:

- Conference(s)/Seminar(s)/Workshop(s)
- Continuing Education Courses

The Read Conmigo Educator Grants cannot be used for the following:

- General operations
- Capital projects or facility maintenance
- Endowments
- Fundraising events or similar activities
- Religious or political projects
- Salaries, staff stipends, and/or substitute teacher costs
- Gift cards
- Personal use
- Education research
- Field trips to amusement parks
- Summer projects
- Non-bilingual program club activities

Read Conmigo Educator Grant recipients agree to the following requirements:

1. **Use of Funds:** Grant funds must be used in alignment with the approved application and budget. Any budget changes require prior approval from The Kemper Foundation, which can be requested by contacting [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org). Revisions must be approved prior to fund use.  
***Note:** Using funds in a way that does not align with the approved application and budget, or without prior written approval from The Kemper Foundation, is considered misuse of funds. Such actions may require the recipient to immediately return the misused funds and could result in disqualification from future grant opportunities.*
2. **Fund Expenditure Deadline:** All grant funds must be expended within 90 days of receiving payment unless designated for a time-specific event (e.g., field trips, professional development).
3. **Grant Impact Report:** Recipients must submit a grant impact report near the end of the school year. The Kemper Foundation will send you a link to the report form by email 30 days prior to the due date.
4. **Documentation of Expenditures:** Recipients must retain and submit all itemized receipts related to grant expenditures with the grant impact report. Submitted receipts must total \$3,000.

**Note:** 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.