

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
- Gift cards
- Personal use
- Salaries, staff stipends, and/or substitute teacher costs
- Education research
- Tuition
- Field trips to amusement parks
- Summer projects
- Non-bilingual program club activities

If awarded, Read Conmigo Educator Grant recipients agree to the following grant conditions:

1. **Fund Disbursement:** Grant funds will be disbursed in your name via physical check or e-check.
2. **Use of Funds:** Grant funds must be used in alignment with the approved application and budget.
***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.*
3. **Budget Revisions:** Any budget changes require prior approval from The Kemper Foundation, which can be requested by contacting readconmigo@thekemperfoundation.org. Revision requests must be submitted within 30 days of receiving payment and are subject to the discretion of The Kemper Foundation. Grant funds may not be spent on revisions without written approval.
***Note:** Once funds have been disbursed, allocations for professional development and classroom resources are fixed and cannot be reallocated. For example, if you are awarded \$2,000 in classroom resources and \$1,000 in professional development, those amounts must remain dedicated to their original purposes.*
4. **Fund Expenditure Deadline:** All grant funds must be expended within 90 days of receiving payment unless designated for a time-specific event (i.e., field trips, professional development).
5. **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 by email 30 days prior to the due date.
6. **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.
7. **Change in Employment Status:** 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 funds may need to be returned to The Kemper Foundation; this will be decided on a case-by-case basis.