

## Frequently Asked Questions (FAQs)

### **About The Kemper Foundation**

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/dual-language educator grant program. The grant opportunity is for elementary (K-5) teachers in Spanish-English bilingual classrooms. Annually, up to 100 grants of \$3,000 will be awarded for classroom tools, resources and materials, and professional development opportunities.

### **Q: Why is The Kemper Foundation giving grants to benefit Spanish-English bilingual education teachers?**

**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 to eligible bilingual teachers in the following locations:

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

### **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:

- Must be employed by an accredited K-5 public or charter school as a licensed teacher in a Spanish-English bilingual class setting in:
  - California: Los Angeles, Orange, Riverside, San Bernardino, or Ventura County
  - Florida: Broward or Miami-Dade County
  - Texas: Dallas County
- A minimum of two years' prior teaching experience in a K-5 Spanish-English bilingual class setting at a public or charter school by the end of the school year during which a grant application is submitted.
- At least 50% of teaching time must be dedicated to providing group instruction to students (one-on-one instructional time does not count toward this time requirement).
- Teachers who are immediate family members of employees of the Kemper family of insurance companies are not eligible to receive a grant. The Kemper family of companies includes Kemper Corporation, Kemper Auto, Infinity, a Kemper Company (CA), 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 [Eligibility Requirements](#) for more information.*

### **Grant Usage**

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

**A:** The intention of the Read Conmigo grant program is to provide funds for teachers of Spanish-English bilingual classes for tools, resources, and supplies, as well as professional development opportunities. Items approved for funding include:

- Classroom resources and materials **that support bilingual learning** (e.g., supplies, books, lesson plans, furniture, technology, and field trips)
- Professional development instruction, training, conferences, and seminars
- See full Grant Usage Guidelines on The Kemper Foundation website for more information.

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

**A:** This program does not provide funding 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.

**Q: May I change budget items that were listed in my proposal if I determine something is no longer available or applicable for my classroom, or a professional development opportunity has passed or is no longer applicable?**

**A:** Changes must be requested before a purchase is made and be approved by the Read Conmigo Team. All items requested must be eligible according to our Grant Usage Guidelines. You may submit your change request to [readconmigo@thekemperfoundation.org](mailto:readconmigo@thekemperfoundation.org).

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

**A:** The funds must be used by the end of the academic year in which the grant is awarded.

**Q: What happens if the grant funds are not spent by the end of the academic school year?**

**A:** If a teacher is unable to utilize all the grant funds by the fund usage deadline, any leftover funds may be reallocated to the school at the discretion of The Kemper Foundation.

**Q: Can funds still be used if a teacher leaves their school or changes schools before the end of the academic year after being awarded a grant?**

**A:** If a teacher leaves their school or moves to a different school before the end of the academic year, they must notify The Kemper Foundation as soon as possible or within 10 days of giving notice to their current school. Unused grant funding may need to be returned to The Kemper Foundation; this will be determined on a case-by-case basis.

*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, teachers can 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: How does a teacher 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. Next to "First Time User?" please click "Create your password" to set up your applicant account. Next steps will be provided on the platform.

**Q: Whom do I contact for technical issues on 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 log back into the grant platform if I previously applied for a Read Conmigo grant or drafted an application in the past?**

**A:** The Kemper Foundation has changed grant platforms from YourCause to CyberGrants. If you received a grant in the Spring 2022, Fall 2022, or Spring 2023 grant cycles, please create a new account.

If you received a grant in the Fall 2023 or Spring 2024 grant cycles, you should have received an email from CyberGrants with instructions on how to login to your account. With that account, you can submit your Outcomes Report and apply for a new grant, if desired.

**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: 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.

**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 emailed 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 in the application process?**

**A:** The Foundation should be contacted if applicants have technical difficulties or 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).

**Q: It's Saturday, June 1<sup>st</sup>, 2024; why can I not access my application in CyberGrants?**

**A:** CyberGrants is performing scheduled maintenance from 9:00 am to 5:00 pm EST on Saturday, June, 1<sup>st</sup>, 2024. During that time, applicants cannot access the system.

### **Grant 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. Schools will be required to confirm recipients' employment, and the selected recipients will need to 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 and submitted a W-9 form if required, The Kemper Foundation will issue funds to recipients either through an electronic or physical check sent through the United States Postal Service, depending on the recipient's preference.

***Please note: Checks are made out to individual teachers, 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.

### **Reporting Requirements for Grant Recipients**

#### **Q: Are there reporting requirements for teachers that receive grants?**

**A:** Yes, teachers receiving grants will be required to provide The Kemper Foundation with a grant outcome report including a summary of how the grant funds were utilized and receipts for items purchased. 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.

***Please note: Receipts submitted for the outcome report must total the full amount of the grant (\$3,000).***