

## Grant Usage Guidelines

The Read Conmigo grant program provides 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

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.

Once awarded, Read Conmigo grant recipients agree to the following requirements:

1. Funds must be used in alignment with the submitted application and budget. 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.
2. 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 or a professional development conference).
3. 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.
4. 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.

Of 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.