

Terms & Conditions

Klett World Languages Award in Leadership and Program Innovation in Spanish and Portuguese

1. Organizer

The **Klett World Languages Award in Leadership and Program Innovation** is an initiative of **Klett World Languages (KWL)**. While current editions may be offered in collaboration with organizations such as the **American Association of Teachers of Spanish and Portuguese (AATSP)**, the award is solely created, funded, and managed by KWL.

2. Purpose

This award recognizes exceptional Spanish and Portuguese language programs at U.S. K-12 schools, as well as 2- and 4-year colleges and universities, that demonstrate:

- Innovative approaches to curriculum or instruction
 - Increased access, equity, or student engagement
 - Measurable programmatic impact
 - Strong leadership and sustainable implementation
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3. Award Details

- Each award recipient institution will receive **\$1,000 USD**.
- **Funds are issued directly to the awardee's institutions or department**, not to individuals.
- Awards are disbursed via institutional check.
- Payment will be issued within 30 days of receipt of all required documentation from the recipient institution (e.g., a completed W-9 or an institutional payment form).

- **Funds may be used at the department's or program's discretion** to support the recognized initiative.
 - The award is **not subject to renewal**, and there are **no post-award reporting requirements**, unless otherwise specified.
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4. Eligibility

- Open to accredited K–12 schools and 2- and 4-year institutions of higher education in the United States and Canada offering Spanish or Portuguese language programs.
 - Faculty, department chairs, or administrators may submit nominations.
 - Self-nominations are accepted and encouraged.
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5. Submission Guidelines

- **Format:** Submit **one (1) PDF dossier** (max **10 pages**) by email to **grants@klettwl.com**.

Required contents (combine into a single PDF):

1. Cover Page (1 page)

- Institution/School/District
- Category (**K–12** or **Higher Education**)
- Program name
- Main contact (name, title, email, phone)

2. Program Overview (1–2 pages)

- Brief description of the program and what makes it innovative
- Goals addressed (e.g., student engagement, enrollment, curricular redesign, access/inclusion)

3. Impact Summary (1–2 pages)

- Concrete outcomes (e.g., enrollment/retention data, student learning evidence, recognitions)
- Optional short testimonials (students, teachers, administrators)

4. Supporting Evidence (optional, up to 5 pages)

- Photos, sample materials, brief excerpts, or links to webpages/media

Email subject line:

Klett–AATSP Award Application – [Institution/School/District] – [K–12 or Higher Ed]

File name:

InstitutionName_AwardApplication_[K12 or HigherEd].pdf

6. Evaluation Criteria

Applications will be reviewed by a panel selected by KWL based on the following:

1. Creativity and originality in program design
 2. Evidence of growth or positive outcomes
 3. Strong program leadership and collaboration
 4. Sustainability and scalability
 5. Alignment with contemporary language education practices
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7. Recognition and Promotion

- Award recipients will be notified directly and publicly announced.
- **A summary of the winning project may be featured in future KWL and/or AATSP communications**, with the recipient's approval.

- Recipients may be invited to participate in written or virtual promotional initiatives (optional).
 - **KWL retains the right to publicly reference the award and the winning program.**
 - **Recipients retain full ownership of their project and all submitted materials.**
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8. Use of Materials

By applying, institutions grant KWL a **non-exclusive, royalty-free license** to describe or summarize the winning initiative for promotional, educational, or informational purposes. No proprietary content will be shared without permission.

9. Privacy and Data

All nomination materials will be treated confidentially and handled in accordance with KWL's privacy policies. Awardee names, institutions, and brief program summaries may be publicized.

10. Limitation of Liability

KWL is not responsible for technical issues or submission errors. All judging decisions are final and not subject to appeal.

11. Modification

KWL reserves the right to update or modify the award structure, deadlines, or criteria at any time. All changes will be posted on the official award website.

12. Governing Law

These terms are governed by the laws of the State of Illinois, United States.

13. Contact

For questions or assistance, please email **grants@klettwl.com** with the subject line *KWL Award Inquiry*.