

LAI Request for Event Funding

General Guidelines and Conditions

- Complete the form in its entirety. If there are portions you cannot complete, please provide an explanation for the missing information.
- The focus of the event must be Latin American, Iberian or US Latino/Hispano.
- The event for which funds are requested must be free and open to the public.
- Only one request per form may be submitted.
- Request must be submitted at least one month before the event date. Retroactive requests will not be considered.
- If requesting funds for a speaker, a CV must accompany the request.
- Maximum funding per request is \$500.
- Request must clearly address evaluation criteria listed on LAII website at <http://laii.unm.edu/funding/event.php>.
- Submit the completed request form and all supplementary materials to the LAII Operations Committee at commlaii@unm.edu

Requester Information

Date Submitted _____

Name _____

Email Address _____

Phone _____

Position at UNM Faculty Student Staff

Amount Requested from LAII _____

Event Information

Focus/Content of Event Latin America Iberia US Southwest/Latino

Title of Event _____

Date and Time of Event _____

Location of Event _____

Description of Event

Provide an overview of the event, addressing relevance to Latin America, Iberia, or US Southwest/ Latino and the benefits to the UNM community. If the event is a guest speaker, provide an overview of the speaker's background and qualifications, and submit a copy of the CV with the request.

Will this event benefit the off-campus community?

No

Yes

If Yes, explain how.

Budget Information

Provide a budget for the event and indicate the amount requested from LAII, as well as from other sources. Please identify the other sources. Use the Budget Notes section below to provide details, i.e. Meals, 3 days at \$54 per day.

Expense	Requested from LAII	Requested from Other	Total
Travel			
Lodging			
Meals			
Honorarium			
Publicity			
Other			
Total			

Budget Notes:

