

## 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.
- Only one request per event or series will be considered and a maximum of one event per individual will be funded per year
- Request must clearly address evaluation criteria listed on LAII website at <https://laii.unm.edu/funding/event-funding.html>
- Submit the completed request form and all supplementary materials to the LAII Operations Committee at [commlaii@unm.edu](mailto: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.*

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Will this event benefit the off-campus community?

No      Yes      If Yes, explain how.

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**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.

\*Identify other sources of funding so that the committee may make recommendations for additional funding if applicable/necessary.

<b>Expense</b>	<b>Requested from LAII</b>	<b>Requested from Other</b>	<b>Total</b>
Travel			
Lodging			
Meals			
Honorarium			
Publicity			
Other			
Total			

**Budget Notes:**

