LATIN AMERICAN & IBERIAN INSTITUTE

LAII Request for Event Funding

General Guidelines and Conditions

- **Fall 2022 semester priority deadline: 9/30/2022**
- **Spring 2023 semester priority deadline: 2/15/2023**
- Applications received by the deadline will be prioritized for funding. Funding permitting, requests submitted after deadline dates will also be considered.
- 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 Latinx/Hispanx.
- 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. The maximum honorarium for an online speaker is $250.
- 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
- Requests from students should be accompanied by a letter of support from a faculty member.

Requester Information

Date Submitted

Name

Email Address

Phone

Position at UNM   Faculty   Student   Staff

Amount Requested from LAII

Home Department

Home Department Administrator

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 Latinx/Hispanx 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.

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

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

Budget Notes: