

LAII Event Funding Application

General Guidelines and Conditions

- **Fall semester priority deadline: September 15 of each year**
- **Spring semester priority deadline: February 15 of each year**
- If the priority date falls on a weekend, the deadline will be the following Monday.
- 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 six weeks 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 semester.
- Request must clearly address evaluation criteria listed on LAII website at <https://lail.unm.edu/funding/event-funding.html>
- Submit the completed request form and all supplementary materials to the Latin American and Iberian Institute at lailbusiness@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

Index Number

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 (1) Latin American, Iberian or US Latino/Hispano content, (2) number likely to attend and from what disciplines/communities. If the event is a guest speaker, provide an overview of the speaker's 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 (list both the amount and the source)	Total
Travel			
Lodging			
Meals			
Honorarium			
Publicity			
Other			
Total			

Budget Notes:

If request is approved, please note that release of LAll event funding is contingent on the following terms and conditions (initial and sign):

1. All flyers/promotional materials will **include the LAll logo**. _____ (initials)
2. All flyers/promotional materials will be sent to LAll Outreach (lalloutreach@unm.edu) **at least three weeks ahead of the event** so it can be publicized. _____ (initials)

APPLICANT ACCEPTANCE

By signing below, you agree to follow conditions 1 and 2 regarding the Event Funding Award. Should you fail to abide by these conditions, the LAll reserves the right to withhold funding.

Printed Name

Signature

Date