LATIN AMERICAN & IBERIAN INSTITUTE

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://laii.unm.edu/funding/event-funding.html

- Submit the completed request form and all supplementary materials to the Latin American and Iberian Institute at **laiibusiness@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 LAII event funding is contingent on the following terms and conditions (initial and sign):

1. All flyers/promotional materials will **include the LAII logo**. _____ (initials)

2. All flyers/promotional materials will be sent to LAII Outreach (laiioutreach@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 LAII reserves the right to withhold funding.

   _____
   Printed Name   **Signature**   **Date**