



Guidelines for Applying for Event Co-Funding

Who can apply?

The call is open exclusively to members of the University of Zurich (UZH) affiliated with the LZZ. Proposals for events to be held at the University of Zurich will receive priority consideration.

How often is the call issued?

The call for proposals is issued **once per year**.

Submission Limit

The call covers the entire year of 2027 but up to two projects, one per semester, may be submitted under a single proposal. The combined total budget of both projects must not exceed CHF 1,000.

For what kind of activities?

Conferences, workshops, talks, film screenings, and similar activities held in Zurich. Topics should focus on Latin America, but do not need to be restricted exclusively to the region; interdisciplinary proposals are especially welcome.

**The LZZ strongly supports gender equality and encourages balanced representation in conferences and panels.*

Funding amount

Funding of up to CHF 1,000 per year may be requested, which must not exceed 50% of the total cost of the event.

Travel/transport and accommodation expenses, apéros, speaker or artist fees, printed materials (posters, flyers), and graphic design are eligible to be covered.

The LZZ will reimburse only those expenses previously approved by the Steering Committee. To this end, proof of payment must be presented after the event to obtain reimbursement.

How to apply?

The proposal should be sent as a PDF file, including:

- Title of the event, date of submission, date(s) of event
- Abstract (200-500 words) describing the main goals of the event
- Presenters/participants (name and institutional affiliations)
- Target audience, expected impact, and outreach/communication strategy
- Co-sponsors and institutions co-organizing
- Tentative program and schedule
- Detailed budget and planned use of the co-funding, including total expenses of the event, third parties' financial entities, and a detailed description of the expenses related to the amount requested from the LZZ.



Only formal proposals submitted by email (PDF documents) to the coordinator are considered. Languages: English, Spanish, Portuguese, German.

When to apply?

Deadlines for submission are announced on the website. There is **one call per year**.

Selection process:

All complete proposals are reviewed by the members of the LZZ Steering Committee, who together decide on the funding. The suitability of the proposals is based on the relevance of the event within the activities of the LZZ and the academic character of the proposed activity. Interdisciplinarity is welcome and increases the chances of approval.

Decisions are emailed as soon as the Steering Committee approves them (usually within a few weeks after receiving the proposal).

Disclaimer: The number of events we can support per semester is limited. The LZZ Steering Committee reserves the right to reject proposals or approve only a part of the requested amount.

Once a proposal is approved:

The LZZ should not be a mere source of money. We would rather promote the idea of building constructive collaborations with you. Whenever it is possible, somebody from our core group will attend the activity. We are willing to co-organize the event based on our personnel and time resources. The conditions are:

- The LZZ must be visible on posters, flyers, and other material (Logo UZH and mention of Lateinamerika-Zentrum Zürich).
- If the activity occurs at the University of Zurich, we kindly ask you to plan the event in a hybrid or online format. A recording (in audiovisual or sound format) should be provided and uploaded to the LZZ website for conferences or lectures.
- The applicants are responsible for sharing all information and materials about the event with the LZZ. To ensure the event's promotion, we kindly ask you to send the materials to the LZZ at least 2 weeks in advance. If you would like the event to be included in the Centre's newsletter, please submit the documentation by the last week of the month preceding the event.
- A detailed financial report and a copy of all receipts of the payments effectively carried out must be provided to the LZZ no later than one month after the end of the event.
- Changes in the program or budget have to be communicated to the LZZ.

State: May 2026