



## Guidelines to submit applications for co-funding of events

### Who can apply?

Members and associated members of the LZZ. Each member can only submit one proposal per semester. Priority will be given to events held at the UZH.

### For what kind of activities?

Conferences, workshops, talks, film screenings, etc. in Zurich. Topics should have a clear focus on Latin America but do not need to be restricted exclusively to the region; interdisciplinary proposals are especially welcome.

According to the UZH guidelines, events held in our university buildings must be accompanied by a person associated with the UZH. For organizer outside UZH, it is recommended to plan the event(s) on working days. Otherwise, please contact the coordinator beforehand.

*\*The LZZ strongly supports gender equality. Please consider the participation of women in conferences and panels.*

### For what amount of money?

Funding can be claimed for a sum of up to CHF 1'000, 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 costs eligible to be covered.

After the confirmation of the grant, the requested amount will be transferred to the bank account of the applicant.

### How to apply?

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

- Title of the event, date of submission
- Abstract (200-500 words) describing the main goals of the event
- Presenters/participants (name and institutional affiliation)
- 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 to 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 in the website. There is one call per semester.

### Selection process:

All complete proposals are reviewed by the members of the LZZ Steering Committee, who together decides the funding or not. 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 sent by email as soon as the steering committee approves it (usually within a few weeks after proposal has been received).

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

### Once a proposal is approved:

The LZZ should not be a mere source of money. We rather promote the idea of building up constructive collaborations with you. Whenever it is possible somebody of our core group will attend the activity. According to our personnel and time resources, we are willing to engage in the co-organization of the event. 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 takes place at the University of Zurich, we kindly ask you to plan the event in a hybrid or online format. In the case of conferences or lectures, a recording (in audiovisual or sound format) should be provided to be uploaded to the LZZ website.
- The applicants are responsible to share all information and materials about the event with the LZZ. To ensure the promotion of the event, we kindly ask to send the material to the LZZ at least 2 weeks in advance.
- A detailed financial report and all receipts will have to be sent 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 2024**