



## 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.

### For what kind of activities?

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

*\*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 2'000, 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.

### How to apply?

The proposal should include:

- Title of the event
- 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, including total expenses and amount requested to the LZZ.

Only formal proposals submitted by email (pdf documents) to [nathalie.schmid@uzh.ch](mailto:nathalie.schmid@uzh.ch) are considered. Languages: English, Spanish, 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 suggest 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 Lateinamerika-Zentrum Zürich).
- The applicants are responsible to share all information and materials about the event with the LZZ.
- Changes in the program or budget have to be communicated to the LZZ.

Please check with the coordinator of the LZZ how to manage the granted financial support.

**State: December 2023**