



COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

Latin American Studies

## Funding Request Form

Instructions: Please fill out this form to request LAS TVI funding for event sponsorship (room rental, equipment fees, publicity/marketing or guest speaker (travel, lodging, honorarium). \*\*All funding requests must be submitted at least one month in advance.\*\* E-mail the completed form to [SBS-las@arizona.edu](mailto:SBS-las@arizona.edu).

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Name/Department:

Title:

Date:

Type:

Description:

Other Collaborators:

Amount Requested:

Amount Received:

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### By receiving TVI funding you agree to the following:

1. Include LAS Logo on all marketing materials
2. Include Title VI recognition: "Event made possible through Department of Education Title VI NRC funds"
3. Share all publicity and marketing materials with LAS at least 10 days in advance. We will promote through our listserves, website, and social media.
4. Final Products/Outcomes (ex: edited volumes, papers, etc.) shared with LAS for TVI reporting purposes.
5. Final Report for event.
  - a. Short summary of event
  - b. List of attendees (name, email and affiliation)
  - c. Impact statement

**If these guidelines are not followed, LAS will be out of compliance with the Title VI grant stipulations and has full authority to request funds be returned.**

Signature:

Approved by:

Date:

Date: