



Center for Latin American Studies  
University of California, Berkeley

**CLAS Funding Agreement**

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CLAS has approved your funding for \_\_\_\_\_ for your proposal for a webinar event with community leaders from Guatemala.

All CLAS funding for this event must be expended by \_\_\_\_\_.

**Janet Waggaman** will be managing this agreement and its related payments. She will be your contact person for any questions related to your group's activities, reimbursements and payments.

*CLAS agrees to provide the following funding:*

- Funding, for a total of \$\_\_\_\_\_ USD.

*CLAS agrees to provide the following support:*

- Publicity of event on CLAS' social media platforms, newsletter, and website.
- Administrative support in paying speakers
- Hosting a Zoom Webinar on the CLAS account
- Providing closed captions and translations for the post-event videos.

\_\_\_\_\_ *agrees to provide the following:*

- Final plan for use of funds (budget) (due 1 month before event).
- Publicity information: image or flyer, description of the event, speakers' bios, and registration link. If the event is bilingual, please provide this information in both languages (due 15 days before the event).
- Information about the event's program, including the name, affiliation, and email address of all speakers and organizers, the order of speakers, and the roles of the organizers (due 10 days before the event).
- Prerecorded videos of the speakers (due 10 days before the event).
- Proofreading and editing services for the English closed captions and the Spanish subtitles on YouTube.
- A short write-up of events (600-1,000 words) to be considered for the CLAS blog, in English or Spanish (due 2 weeks after the event).
- At least two hi-res images from the event (for virtual events, screenshots are acceptable) to be shared with the public and used by CLAS for publicity purposes (due two weeks after the event).

With your signature, you agree to comply with the stipulations of this agreement.

Name: \_\_\_\_\_

SID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_