

## La Casa Cultural Latina Co-Sponsorship Fund Request 2019-2020

**STEPS:**

1. Fill out form (Person filling out application should be the point of contact throughout process)
2. Create itemized budget sheet
3. Email saved Smart PDF of application & itemized budget sheet to Director/Assistant Director
4. Contact Director/Assistant Director to schedule a time to go and make purchases for event

**SPONSOR & EVENT INFORMATION:**

Sponsoring Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Time/Location: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Target Audience: \_\_\_\_\_

**CONTACT INFORMATION:**

Primary Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Submit to:**

La Casa Cultural Latina – 1203 W. Nevada St., Urbana, IL 61801

Mariana Ortega, Director

T: (217) 300-0663 E: [mortega8@illinois.edu](mailto:mortega8@illinois.edu)

**For Office Use Only:**

**APPROVED EXPENSES:**

\_\_\_\_\_

\_\_\_\_\_

Reviewed by LCASO on: _____	Recommended Approval Amount \$ _____
Reviewed by Assistant Director on: _____	Approval Amount \$ _____
Signature: _____	Date: _____