Alfonso Ortiz Center for Intercultural Studies
University of New Mexico
Guidelines for Requesting and Reporting on Funding
AY 2022-23

The Alfonso Ortiz Center for Intercultural Studies is a collaboration between UNM’s Anthropology Department and the Maxwell Museum of Anthropology. The Center is named for Dr. Alfonso Ortiz, the late UNM Professor of Anthropology, MacArthur Fellow, and citizen of Ohkay Owingeh Pueblo. Dr. Ortiz believed that academic knowledge should be relevant, useful, and accountable to the University and to communities beyond campus. Today, the Ortiz Center seeks to support his vision by serving as a site and resource for the pursuit of knowledge through equitable partnerships between communities and UNM.

We invite you to apply for funding to support collaborative initiatives in the arts, humanities and social sciences that bridge academia and the wider community. Examples include but are not limited to lectures, museum exhibits, creative works, workshops, and research projects that focus on material culture and oral history, environment and climate change, education, language use and reclamation, food and health, or any other topic of interest to people in your community or communities with which you collaborate. We support fully-developed collaborative initiatives, and we also provide seed funds to develop longer-term and/or larger-scale initiatives and projects. Examples of recently funded projects are listed here: https://ortizcenter.unm.edu/projects/projects/project-archive.html

How to Apply

Bi-annual calls for proposals and application submission deadlines

Each year, the center will announce two calls for proposals, one in the fall and one in the spring. For best consideration in the fall, apply by October 15. For best consideration in the spring, apply by March 18.

Applicants are encouraged to contact the Director of the Ortiz Center, Michael Graves, before submitting their request at ortizcenter@unm.edu. You will receive a response to your application within one month from the proposal deadline date.

Application form and instructions

Complete the Ortiz Center application on-line through the ReadyInfo portal at UNM (https://unm.infoready4.com/). You will find the Ortiz Center Funding among the listed programs on the homepage. When you click on the Ortiz program title you will be directed to the Ortiz Center application guidelines with information about the types of awards funded by the Ortiz Center. If you wish to apply, click on the tab at the bottom of the page.

The applications consists of three parts:

Personal Details

Please provide your name (including contact information) and that of collaborating individuals and/or organizations. Applicants must include at least one UNM-affiliated person (faculty, staff, or graduate students) and one person with affiliations beyond UNM.
Projects may extend over multiple years. Multi-year funding is contingent on progress as documented in the annual report.

Proposal Details
Complete the information requested about your application, including proposal title, start and end dates, the award type and amount requested.

Types of Ortiz Awards

- **Seed awards**: up to $2,000. Used to establish and solidify partnerships and research priorities; it can take a long time to build strong partnerships, thus we seek to support individuals who are sincerely working toward this end.

- **Project awards**: up to $10,000. Used for but not limited to lectures, museum exhibits, creative works, workshops, and research projects that focus on Indigenous material culture and oral history, environment and climate change, education, language use and reclamation, food and health, or any other topic of interest to people in your community or communities with which you collaborate.

Upload Files

To complete your application you must upload the required four files: Project Description, Statement of Relevance, Budget and Justification, and Curriculum Vitae or Resume. A fifth file upload is reserved for Attachments and Appendices that you wish to include. Each section of the proposal is described below:

**Project Description**: a 1-2 page description addressing what the collaborators want to do, why they want to do it, how they plan to do it, and how they will know if they succeed.

The description should include:

- Project goals/objectives
- Work plan and activities: provide a clear statement of the work to be undertaken, including the design and inclusion of activities, and, where appropriate, a clear description of methods and procedures
- Broader Impacts of the project to communities in New Mexico and beyond
- Deliverables and outcomes, including any educational materials, public outreach, and museum or community exhibit aspects of the project
- A plan or outline of how you will evaluate the success of your project. Examples of how to design an evaluation plan can be found at:  
- Attachments may include letters of support from sponsors and the community, commitments for matching funds or other materials pertinent to your project.
Statement of Relevance to the Ortiz Center Mission (300-350 words)

Provide a brief statement addressing how the project will serve the Ortiz Center mission, specifically how it creates or enhances collaborative or partnership-based connections between UNM and a broader community or public beyond UNM’s campus. The statement should include the anticipated impacts of the proposed project on UNM and non-UNM communities.

Budget and Budget Justification:

A line-item list of how much money the proposer is requesting, by category. The budget justification provides a more detailed breakdown of proposed spending in each category as well as a justification supporting the numbers provided in each budget category. Budget categories may include, but are not limited to, honoraria, materials and supplies, travel, fees and services, and costs related to the production and/or dissemination of the products of the project. Include any matching or in-kind funds that will support the project.

Curriculum Vitae and/or Resume:

Please upload curriculum or resume of applicant and primary collaborating partners as one PDF document.

Review of Award Requests:

Your request will be reviewed by the Ortiz Advisory Committee.

Acknowledgements:

If you are approved for funding, please acknowledge the contribution of the center on publicity materials, printed matter such as brochures and exhibition labels, publications, etc., using the full name: Alfonso Ortiz Center for Intercultural Studies, University of New Mexico or the Ortiz Center logo.

Reporting:

If you are approved for an award, you must provide a report on the project within 12 months, or on the completion of the project, whichever comes first. Multi-year projects must submit progress reports at the end of each year of funding and a final report upon completion of the project. Information gleaned from these reports is posted to the Ortiz Center website to inform the public of the types of activities that the Center supports. Complete project reports online [here](#) and must include the following information:

1. Title of project, date(s) and place.

2. What was the goal of your project?

   List your project goals/objectives, including any changes from the goals in your proposal.

3. How did you spend your funds?

   Itemize funding expenditures and explain any deviations from original budget. Please have in mind that significant deviations above 10% should be pre-approved by the Ortiz Center’s Director.

4. Who participated in, attended, or benefited from your project?

   Provide the number of attendees and/or participants, including those who received outreach
materials; provide a description of audience members, such as age, ethnic or minority status, campus affiliation.

5. **Was your project successful?**

   Based on your evaluation plan, provide an assessment of the project’s success, including, if appropriate, public or participant comments. Did you meet project goals? Did you encounter any problems or issues along the way? If so, please describe and explain what you learned from them. What benefits did the project produce? Would it be useful to pursue the project in some capacity in the future? Did you reach your target audience? (See helpful links to examples of evaluation plans on pg. 3).

6. **Did your project produce or result from an enduring partnership/collaboration?**

   If so, please explain how you made this possible. If not, please explain why you think this was not achieved in your project and how you could attempt to achieve an enduring partnership or collaboration in the future.

7. **Why was Ortiz Center funding important?**

   Please explain how the funding helped you to achieve your project goals. Would you apply to the Ortiz Center for future funding?

8. **Please submit photographs related to your project and provide credit line information.**