

Item	Description	Total estimate costs (USD)	Amount requested (USD)	Amount covered by other funds (USD)
Staff Honoraria	Payment for the general and academic coordination of the course. We are planning around 5 people in the organizing team, and to pay for two roles with this funding	7,200	3,570	3730
Teaching Honoraria	Payment for the teaching guests and tutoring. We aim for \$250 for tutor/mentor	3,000	3,000	0
Materials	Materials for working in the workshops such as different kind of papers, pencils, sticky notes. In particular the printing of the posters and infography paper for the last day event	2,000	1,500	500
Venue	Location for the course, as well the seminar.	3,000	0	3000
Streaming, recordings and accesibility	We will record some of the open panels and making videos for the learning experience. We also going to record testimonies of the last day of LASTOK. For this, we'll going to outsource this with recording companies and services.	1,500	1,500	0
Coffee and lunch	Coffee breaks and the lunches within the course. We are considering 8 coffees for 50 people in LASTOK (2 per day), and catering on the final seminar. We're considering extra expenses for food allergies and specific diet.	6,500	6,500	0
Flights and Accomodations	Flights of the Scholars for LASTOK: around 3-4 flights round trip and accomodations expenses for the international scholars of the course. Flights consider places such Mexico, Costa Rica, Ecuador and Uruguay. Accomodations for 6 nights for each.	6,000	6,000	0
Unexpected or last minute chages	In case of last minute events that need imediate expenses such as health emergency, robbery or others. Inflation topics are considered in this item. (10%)	2000	1930	70
Webpage and digital infraestructure	For the promotion and storage of the information of LASTOK, we will create a webpage.	1500	0	1500
Total		32,700	24,000	8800

Item	Descripción	Costos estimados totales	Cantidad solicitada	Cantidad cubierta por otros fondos
Honorarios Coordinación	Pagos para la coordinación general y académica del evento.	7,200	3,570	3730
Honorarios Docencia	Pagos de las horas enseñadas y tutorías en talleres.	3,000	3,000	0
Materiales	Materiales para trabajar en los talleres, como diferentes tipos de papel, lapices, hojas plegables y la impresió de posters y hojas inforgráficas.	2,000	1,500	500
Locacion	Ubicación del curso y del seminario final	3,000	0	3000
Transmisiones, grabaciones y accesibilidad	Vamos a grabar algunos de los paneles y realizaremos algunos videos para fomentar la experiencia de aprendizaje. A su vez, vamos a grabar testimonios en el ultimo día de LASTOK. Para todo esto, vamos a terciarizar esta función a una compañía que realice estos servicios.	1,500	1,500	0
Café y Almuerzos	Pago de cafés y almuerzos dentro del curso. Estamos considerando 8 cafés para 50 personas en LASTOK (2 por día) y cáterin para el seminario final. Estamos considerando gastos extras para alergias alimentarias y dietas específicas.	6,500	6,500	0
Vuelos y acomodamientos	Vuelos para educadores de LASTOK: alrededor de 3 a 4 vuelos con retorno y gastos de acomodamientos para los educadores internacionales.	6,000	6,000	0
Eventos imprevistos	En caso de eventos de fuerza mayor que necesiten gastos inmediatos como problemas de salud, robos u otros. Aspectos de inflación están considerados en este ítem.	2000	1930	70
Página web e infraestructura digital	Para la difusión y almacenamiento de la información de LASTOK, se creara una página web.	1500	0	1500
Total		32,700	24,000	8800

All budgets should be made in USD, with a total between 5000 and 25000 USD.								
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Budget items may include:								
Software and technology, e.g. software subscription, compute costs.								
Equipment and supplies, e.g. costs for mobile data and power.								
Fees/salaries for staff/consultants, e.g. contract developers, event facilitators, legal support. In the description, please provide hourly rate and number of anticipated hours								
Travel costs. In the description, please provide expected number of team members/others travelling, and to where (whiche event and/or location).								
Honoraria, e.g. for interviewees, speakers, working group members.								
Accessibility services, e.g. translators, closed-captioning, transcribing.								
Indirect costs - capped at 10% of direct costs.								
Other – please provide more details in the description field.								
This budget template is built upon that of the Code for Science and Society Event Fund .								

