Kirkland Endowment Funding Request
Programming

Please answer all questions below for full consideration. Reimbursement requests will be processed and funds disbursed **after** the event. If you receive KEAC funding, be sure to **credit the Kirkland Endowment** in all publicity.

Applicant Name:

Applicant Email:

Position and Affiliation:

☐	**Faculty**	**Department:**
☐	**Staff**	**Department:**
☐	**Student**	**Class Year:**

Have you ever received funding from KEAC? ☐ Yes   ☐ No

If so, when and how much?

Event Title:

Sponsoring Organization/Unit:

Event Date(s):

Description and Rationale: (250-300 words, 2000 characters with spaces max.)
- **Describe** your event and its intended audience.
- Please explain how this programming "**supports the needs and interests of women at Hamilton.**"

Budget:

- Please provide a **detailed breakdown** of all anticipated expenses.
- In the budget narrative section, provide an **explanation of the dollar estimates** listed in your budget.
- We strongly recommend that you seek out **other sources of funding** in tandem with Kirkland funds. Please list the other source(s) below. Given the volume of requests we receive, we are not always able to support all applicants.
- For payment to **foreign individuals**, please read the following before submitting your budget request.
- If your guest/vendor is not in Workday, it is your responsibility to obtain a W-9/ W-8BEN and process them in the system by creating a Supplier Request.

Expense Category	Amount ($)
Airfare	
Car Service or Vehicle Mileage (# of miles x $0.725)	
Tolls	
Lodging	
Meals or Snacks	
Honorarium	
Supplies	
Other (explain below)	
TOTAL EXPENSES	**$ 0.00**

Other Funding Source(s):	
KIRKLAND FUNDING REQUESTED	

Budget Narrative: (100 words, 750 characters with spaces max.)

When you have finished filling out this application form, remember to **save it as a pdf** (name it thus: Your Last Name_Kirkland Programming) and submit it by the deadline. All the best!