## **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 a	nd Affiliation:			
	Faculty	Department:		
	Staff	Department:		
	Student	Class Year:		
Have you	ever received	funding from KEAC?	Yes	No
If so, whe	n and how mu	ch?		
Event Title	<b>e</b> :			
Sponsorir	ng Organizatio	n/Unit:		
Event Date	e(s):			
• Des	cribe your eve	nle: (250-300 words, 2000 nt and its intended audier this programming "supp	nce.	,

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 \$0.70)			
Tolls			
Lodging			
Meals or Snacks			
Honorarium			
Supplies			
Other (explain below)			
TOTAL EXPENSES			

Other Funding Source(s):	
KIRKLAND FUNDING REQUESTED	

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