**Kirkland Endowment Advisory Committee (KEAC)**

**Funding Request Form 2024-2025**

**Applications will be assessed on the basis of two criteria: that they fulfill the Kirkland Endowment mission “to support women and their needs and interests at Hamilton College” and that they address the questions below.**

**Deadline:  August 16 ☐      November 22 ☐ February 14 ☐**

**Name**:

**Student ☐   Class Year:               Faculty ☐    Dept. or Program:**

**Funding Category:** (check at least one)

**☐  Programming/Events** (Speakers or artistic performances)

  **Name of Program/Event:**

**Name of Organization/s or Departments Hosting the Event:**
**Expected Date of Event**:

1. A brief description of the activity, including its intended audience.
2. An explanation of how this programming “supports women and their needs and interests at Hamilton College.”
3. A complete budget, including amount requested and other sources of funding.

**\*\*\*** We ask that events sponsored by the Kirkland Endowment Advisory Committee credit the Endowment in any and all publicity.

**☐    Student Travel Funding Request**

**Dates of travel:**

***FOR TRAVEL TO A CONFERENCE***:
If you are a presenter at the conference, provide a 2-3 sentence description of your presentation. If you are not presenting, give a 2-3 sentence rationale for attending the conference.

***FOR TRAVEL FOR RESEARCH and/or CREATIVE PURPOSES:***
If you are applying to travel for research or creative purposes, give a 2-3 sentence description of your project. Provide the name of your faculty advisor, if you are working with one, as well as a statement regarding how this project is relevant to your studies at Hamilton.

For all travel, you must provide a detailed budget, including the amount you are requesting from the KEAC and a statement regarding other sources from which you may receive funding. The KEAC grants up to $800.00 for domestic travel and $1,500.00 for international travel. Awards may used for a variety of travel-related expenses including transportation, registration, hotel costs, and a per diem of $35 to cover meals.