



Shakespeare Alley, Hopkins Center for the Arts  
4 E. Wheelock Street  
Hanover, New Hampshire 03755  
603-646-3691  
Department.of.Theater@dartmouth.edu

**THE KINGSDALE FUND**  
**Application Description and Guidelines**  
**2019-2020**

Name:

Dartmouth ID:

Class:

Major/Minor

Faculty Advisor/Project Mentor:

Date

**EVENT(S)**

Describe the event(s) for which you are requesting support. (e.g. production expenses for an Honors Thesis, other student production, tickets or travel to see a professional theatrical production, purchase of research materials for a creative/academic project). Please be as specific as possible and give dates and times where applicable.

## **PURPOSE**

Write a rationale of your reasons for requesting the funds. Please add why this is important to you personally and pedagogically, what is your goal(s), and why do you need it at this moment?

## **BUDGET**

Please list expenses in an itemized way (in the chart below) you may add additional pages if necessary. Items may include:

- Show or special event: list tickets' cost and include processing fees (if applicable).
- Public Transportation Travel: cost of bus/train ticket(s)
- Personal Vehicle Travel: To request mileage reimbursement, multiply the total mileage (google maps) by the current standard rate: 58 cents/mile (2019)

Supporting documentation is required for all expenses. To be eligible for reimbursement the expense receipts must be labeled with your name and show that you made the purchase.

NOTE: Funding approval is not guaranteed. Please don't make purchases until your request have been approved.

<b>EXPENSE</b>	<b>COST</b>	<b>FEEES</b>	<b>TOTAL</b>
<b>TOTAL ESTIMATED EXPENSES</b>			

<b>Personal vehicle travel – Total Miles</b>	<b>Rate</b>	<b>Total</b>
	<b>0.58</b>	

**Approved**

Faculty Advisor/Project Mentor

Date

Director of Theater

Date