



MOUNT ALLISON STUDENTS' UNION

# CLUBS & SOCIETIES FUND APPLICATION FORM

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## SECTION A - REQUISITIONER INFORMATION

FIRST NAME	M.I.	LAST NAME
EMAIL ADDRESS (MUST END IN @mta.ca)		PHONE NUMBER (OPTIONAL)

## SECTION B - CLUB/SOCIETY INFORMATION

CLUB/SOCIETY NAME (AS WRITTEN ON CONSTITUTION)		
CLUB/SOCIETY EMAIL ADDRESS (MUST END IN @mta.ca)	ACTIVE MEMBERS	MEMBERSHIP FEE

Have the signing officers of the Club/Society completed training?  YES  NO

## SECTION C - EVENT/PROJECT INFORMATION

EVENT/PROJECT TITLE	
EVENT/PROJECT LOCATION	EVENT/PROJECT DATE(S)

**RAF Status:**  Not Submitted  Submitted but not Approved  Approved  N/A

**Rules & Regulations:** Applicants are encouraged to consult all 7000-Series Governing Procedures and Operating Procedure 07 – Grants and Awards (where still relevant) to familiarize themselves with the rules and regulations surrounding this application, the Clubs & Societies Fund, and the decision process for funding.

**Correspondence:** All correspondence regarding the application process, including, but not limited to: letters of reference and general questions about applications, should be addressed to the Vice President, Finance and Governance at [masufinance@mta.ca](mailto:masufinance@mta.ca).



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## SECTION D – BENEFITS TO STUDENTS

How will your event/project benefit to your current members?

WRITE YOUR ANSWER HERE:

How will your event/project benefit MtA students and/or the Sackville community?

WRITE YOUR ANSWER HERE:



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## SECTION E - EVENT/PROJECT PLANNING

Please provide a **timeline and action plan** for your event/project that includes details such as bookings, registration numbers, confirmation from guests, etc. Provide as much detail as you have, and feel free to include any plans that have not been confirmed yet.

WRITE YOUR ANSWER HERE:



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## SECTION F - ON-CAMPUS EVENT COSTS

List all costs related to **Campus Room Bookings**, if applicable (include the rental fee):

PROVIDE DETAILS HERE:	TOTAL:
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List all costs related to **Technical Services**, if applicable (e.g., AV, ESS, cleaning, etc.)

PROVIDE DETAILS HERE:	TOTAL:
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List all costs related to **Materials**, if applicable (e.g., equipment, food, etc.):

PROVIDE DETAILS HERE:	TOTAL:
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List any **Other Expenses** and/or **Incidental Expenses**, if applicable: (INCLUDE TRAVEL INCIDENTALS!)

PROVIDE DETAILS HERE:	TOTAL:
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## SECTION G - TRAVEL EVENT COSTS

List all costs related to **Transportation**, including mode of transport and cost per person:

PROVIDE DETAILS HERE:	TOTAL:

List all costs related to **Accommodations**, including type and cost per person per day:

PROVIDE DETAILS HERE:	TOTAL:

List all costs related to **Food**, including cost per person per meal and any provided meals:

PROVIDE DETAILS HERE:	TOTAL:

List any **Registration and/or Delegate Fees**, if applicable:

PROVIDE DETAILS HERE:	TOTAL:



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## SECTION H - OTHER AVAILABLE FUNDING

List all available **Funds Raised by the Club/Society**, including Membership Fees, event/project participation fees, fundraisers, or any other funding initiatives:

PROVIDE DETAILS HERE:	TOTAL:
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List all available **External Funding** from sources such as departmental funding, university funds, and available funding from your partner organization or other external source:

PROVIDE DETAILS HERE:	TOTAL:
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List all available funding from other sources below:

PROVIDE DETAILS HERE:	TOTAL:
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## SECTION I - SUMMARY OF REQUEST

TOTAL EXPENSES:	TOTAL OTHER FUNDS:	TOTAL AMOUNT REQUESTED: <i>(EXPENSES LESS AVAILABLE FUNDS)</i>
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I, the undersigned, do certify that that all information within this application is complete and accurate, and that I understand the conditions of this application.

\_\_\_\_\_  
SIGNATURE OF REQUISITIONER

\_\_\_\_\_  
DATE