



MOUNT ALLISON STUDENTS' UNION
C/O Mount Allison University
62 York Street
Sackville, NB E4L1H3

ACADEMIC ENRICHMENT FUNDING APPLICATION FORM

PURPOSE OF THE FUND

The purpose of the Academic Enrichment Fund is to provide financial assistance to Mount Allison students so that they may participate in events that will enrich their academic growth in an extracurricular setting. This fund is held and administered in trust by the MASU for Mount Allison students, and is drawn from the operating revenue generated through student fees.

Funding from the Academic Enrichment Fund will only be given to individual students, and not to applications made on behalf of any organization or group. Funding will also favor those students who will be participating in the proposed activity, as opposed to acting as a spectator. However, those who wish to attend events as a spectator are still welcome to apply.

Funding for any activity that is accredited by the University or associated with coursework in an accredited course shall not be considered for funding.

GENERAL TERMS OF REFERENCE

Students seeking funds should approach the Department and/or Dean of the appropriate faculty with additional requests for funding, as well as other potential sources within and outside the University community. Applicants who have demonstrated careful budgeting, and determined fundraising will be favored. All potential and confirmed sources of funding must be outlined, including but not limited to aid from MASU-affiliated Clubs and Societies, professors, University departments, personal funds, grants, and so on. Note that, should changes in funding situations arise, the applicant is permitted to amend a submitted application, so long as the amendment is made in advance of the deadline.

Applicants who are requesting funding for a particular event may receive either Academic Enrichment Funding or funding through a successful Clubs and Societies Funding application, but not both.

The application must be supported by a letter of recommendation from a faculty member, which speaks to the following points. This letter need not be sealed.

- The nature of the event and its academic validity; and,
- The qualifications of the applicant as related to the nature of the event.

Any additional supporting documents, including those communicating special circumstances, may be included as part of the application, at the discretion of the applicant.



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APPLICATION DEADLINES & REVIEW

The Grants and Awards Committee is responsible for reviewing and recommending funding decisions to the Students' Administrative Council, who has the final power to approve funding.

The Grants and Awards Committee will meet no less than four times per year. Usually, this occurs twice during the Fall Semester and twice during the Winter Semester. The Committee sets four deadlines for the year, and processes all timely applications submitted within two weeks of the deadline. Applicants may submit funding requests at any time throughout the year, either after or in advance of the activity for which they seek funding. Consult **masu.ca** for current deadlines.

Note that applicants may appeal decisions of the Grants and Awards Committee with the MASU Ombudsperson by tendering a formal Letter of Appeal, detailing the applicant's interpretation of the Committee's decision. Before submitting an appeal, applicants are encouraged to familiarize themselves with the terms of reference for funding decisions, as contained in MASU Operating Procedure I – Grants & Awards.

APPLICANT AGREEMENT

By submitting this application, the applicant understands that it is their responsibility to ensure the completeness and timeliness of their application. The applicant also understands that failure to comply with any of the above-stated terms of reference or deadlines may result in the denial of funding. The Grants and Awards Committee reserves all rights to dismiss applications at the discretion of the Committee.

All correspondences, including applications and letters of reference, and questions regarding the application process should be addressed to:

The Vice-President, Finance and Operations

c/o Mount Allison Students' Union
62 York Street
Sackville NB E4L 1H3

(506) 364-2601
masufinance@mta.ca



ACADEMIC ENRICHMENT FUNDING APPLICATION FORM

Name: _____

Email: _____ Campus Mail Box: _____

Phone: _____ Faculty and Year: _____

Event Name: _____

Event Location: _____ Event Date(s): _____

Are you the recipient of a federal or provincial student loan or bursary? Yes No

Please include an itemized proposal of approximately 500 words that clearly describes the following:

1. Details of the event, including an event outline and proof of registration, if possible;
2. The nature of your participation in the event, such as presentation of research, workshops, speaking, etc.;
3. The academic benefits that you will receive by participating in this event;
4. Any past experiences, academic or extracurricular, which you feel enhance your value as a delegate to this event;
5. Justification of all large expenses associated with participation in this event; and,
6. Any special circumstances that you wish the Grants and Awards Committee to consider as exceptional. This can include but is not limited to:
 - a. Retroactive applications for events that have already occurred;
 - b. Applications for funding for summer events if you are a non-returning student; or
 - c. Applications for credit-bearing applications.

Please ensure that you have completed and include the following as part of your application:

1. The written proposal outlined above, with each of the points clearly labeled and answered;
2. An event outline or registration information;
3. A letter of recommendation from a faculty member;
4. The following pages outlining expected costs and additional sources of funding;
5. Any additional supporting information, at the discretion of the applicant. Applicants who are at a socio-economic disadvantage, or feel that their application deserves special consideration based on external social factors are encouraged to indicate this in writing.

By signing, I claim that that all information on this form is accurate, and that I understand the conditions of this application.

Applicant's Signature: _____ Date: _____

COST ESTIMATES

Item	Details	Cost
A. Transportation (Include mode of travel.)	_____	

	_____	\$ _____
B. Accommodations (Per day figure and total, include type.)	_____	

	_____	\$ _____
C. Food (Per day figure and total)	_____	

	_____	\$ _____
D. Registration and/or Delegate Fees	_____	

	_____	\$ _____
E. Incidentals (Include figures and nature.)	_____	

	_____	\$ _____
Total Expenses		\$ _____

SOURCES OF FUNDING

Item	Details	Amount
A. Club/Society (Applicants are not eligible to receive funding from both Funds)		\$ _____
B. Departments		\$ _____
C. Personal Resources		\$ _____
D. Other		
E. If none of the above, please explain. Additional indication of financial need may be expressed in a supplementary document (see cover page).		\$ _____
Total Funding		\$ _____
Total Expenses		- \$ _____
Total Funds Needed		= \$ _____
Total Amount Requested		\$ _____