



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

CLUBS & SOCIETIES FUNDING APPLICATION FORM

PURPOSE OF THE FUND

The purpose of the Clubs and Societies Fund is to provide financial assistance to MASU-affiliated Clubs and Societies for a particular activity to the benefit of the Club or Society's objective. This fund is held and administered in trust by the MASU for MASU-affiliated Clubs and Societies, and is drawn from the operating revenue generated through student fees.

Funding from the Clubs and Societies Fund will only be given to Executive Officers of MASU-affiliated Clubs and Societies that are in good standing with the MASU. Funding can make possible any number of activities that further the Club/Society's objectives, such as hosting conferences, providing funding to Club/Society members to attend an event, and purchasing supplies. Note that activities that clearly reflect the purpose of the Club/Society shall be given preference for funding.

This fund will not be allocated to any proposed activity that is intended to be a fundraiser for the Club/Society. Funding will not be given if it is to be used for social activities unrelated to the objectives of the Club/Society, such as for the provision of food or drink. Note that events that are open to all MASU members will be given preference over closed events.

GENERAL TERMS OF REFERENCE

Applicants for Clubs and Societies Funding must be Executive Officers of their MASU-affiliated Club/Society, and may only submit an application on behalf of their Club/Society. Funding will only be available to Clubs and Societies that have a valid, ratified Constitution, and that satisfy the agreements made in said Constitution. Notably, the Club/Society must deposit all funds in trust with the MASU, rather than at a third-party bank.

Before submitting an application for Clubs and Societies Funding, it is incumbent upon the applicant to diligently search for additional funds from other sources. Donations from sponsors, fundraising activities, and additional funding from third parties should all be pursued. If appropriate, the applicant Club/Society must contribute as much as is reasonably possible from its own funds for the purpose of funding the proposed activity. In addition to external funding and personal contributions, the applicant must specify any and all potential sources of revenue from the proposed activities, such as ticket sales or donations.

The applicant must carefully detail all costs associated with the proposed activity, as accurately as possible. If available, costs must be supported by documentation, including invoices, quotes, and receipts.

Should the proposed activity receive funding, it is the responsibility of the Club/Society to retain all such supporting documentation, as well as record of any revenues made. A funding recipient must submit within ten days a brief written report on their participation in the proposed activity,



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which includes all such documentation supporting revenues and expenses. Failure to submit these items will disqualify any future Clubs and Societies Funding applications by the recipient Club/Society.

Note that Club/Societies may also request financing for their proposed activity. Financing shall only be provided to activities for which likely sources of revenue have been detailed in the proposed budget. Clubs/Societies for which financing has been provided shall be responsible for the repayment of any outstanding obligations to the MASU.

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 follow-up reports, 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



CLUBS & SOCIETIES FUNDING APPLICATION FORM

Club/Society Information

Name of the Club/Society: Alex Iepianka
 Number of Active Members: 3423 Date of Last Meeting: 42
 Membership Fees: 42342

Contact Information

Name of Applicant: 42432
 Email: _____ Campus Mail Box: _____
 Phone: _____ Faculty and Year: _____

Event/Activity Information

Name of the Activity: _____
 Event Location: _____ Event Date(s): _____
 Please specify the number of participants (no non-members if closed event):
 Club/Society Members: _____ Non-Members: _____

All applicants must complete Forms I, II, III, IV, and V. Applicants requesting funding for travel-related activities must additionally complete Form VI. Applicants requesting financing must additionally complete Form VII.

Please complete the following section last:

Total Costs (Travel and Non-Travel): \$ _____
 Total Resources (subtract): \$ _____
 Total Funding Needed: \$ _____ Total Funding Requested: \$ _____

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

Applicant's Signature: _____ Date: _____

FORM IV - NON-TRAVEL COST ESTIMATES

Item	Details	Cost
A. Supplies and Materials (Include any photocopying, printing, sports equipment, etc.)		
		\$ _____
B. Technical Services (Include any audio or visual equipment, cleaning services, or other staffing.)		
		\$ _____
C. Room Bookings (Include estimates of any room booking fees or other space rental.)		
		\$ _____
D. Other Expenses (Detail all other expenses.)		
		\$ _____
Total Non-Travel Expenses		\$ _____

FORM V - AVAILABLE RESOURCES

Item	Details	Cost
A. Club/Society Funds (Include any existing Club/Society funds allocated to project.)	_____	

	_____	\$ _____
B. Personal Resources (Include individual contributions from each participant such as fees, and provide total.)	_____	

	_____	\$ _____
C. Other Resources (Include estimates of any other funding resources or revenues.)	_____	

	_____	\$ _____
D. If none of the above, please explain.	_____	

Total Resources Available		\$ _____

FORM VI – TRAVEL INFORMATION

Please explain how the content of the trip has **particular relevance to you Club/Society**.

COST ESTIMATES

Item	Details	Cost
A. Transportation (Include mode of travel.)	<hr/> <hr/>	\$ <hr/>
B. Accommodations (Per day figure and total, include type.)	<hr/> <hr/>	\$ <hr/>
C. Food (Per day figure and total)	<hr/> <hr/>	\$ <hr/>
D. Registration and/or Delegate Fees	<hr/> <hr/>	\$ <hr/>
E. Incidentals (Include figures and nature.)	<hr/> <hr/>	\$ <hr/>
Total Travel-Related Expenses		\$ <hr/>

FORM VII – FINANCING

The Grants and Awards Committee is prepared to offer financing to MASU-affiliated Clubs and Societies for the purpose of participating or hosting an event or activity that benefits the Club/Society—meaning that the MASU may pay for up-front costs, provided that the Club/Society repays these costs. Financing will be considered alongside funding, and may be used as a means of providing temporary financial support when available funding and Club/Society funds are not sufficient.

Financing will be offered as a loan to the Club/Society, and, if approved, will be transferred to the MASU-held account in the Club/Society's name. Unlike funding, the Club/Society has an obligation to repay any financing.

Financing will only be offered if the Club/Society can demonstrate responsible budgeting, and can show that the proposed activity will generate revenues. The same conditions for funding apply also to financing.

Please address the **financial need** of the Club/Society with respect to the proposed activity. Specify whether the event relies on financial support from the MASU.

Please address the potential for the proposed activity to generate revenue sufficient to meet the costs associated with the proposed activity.
