

ACADIA STUDENTS' UNION

ASU *Funding* Application Guide



**HOW TO APPLY FOR FUNDING
THROUGH THE ASU**

acadiastudents.ca/asu-finance

ASU
Acadia Students' Union



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About The *Funds*

There are two ways for students to apply for funding through the ASU: there's the Student Activities Fund and the Student Wellness Fund. Both were created through past student referendums to help support student-led events, programs, and initiatives.

How it works

Funding is provided by reimbursement—this means you'll need to make the purchase first, then submit your receipts to get paid back. This helps us make sure funding is used responsibly and for its intended purpose. If paying out of pocket is a barrier, reach out to asucampusengagement@acadiau.ca

Why Apply?

This guide is designed to help you confidently navigate the application process. While it may seem complex at first, most students find it much more straightforward after their initial application.

The Acadia Students' Union exists to support and empower students. We are committed to fostering student leadership, engagement, and community-building across campus.

We recognize that organizing events, leading student groups, and running initiatives can require substantial time and resources. This funding is here to help ease that burden and ensure your ideas and efforts are supported.



Types of *Funding*

Students Activities Fund

The Student Activities Fund is a partnership between the Acadia Students' Union and Acadia University. It exists to support student-led clubs, societies, and groups by providing financial assistance for events and activities that enhance student life on campus and beyond.

This fund can help cover costs for a wide range of initiatives, whether you're hosting an event or participating in one. From planning student markets or banquets to organizing creative programming or attending unique experiences, the goal is to make student-led ideas more accessible and impactful.

Students Wellness Fund

The Student Wellness Fund is a \$30 portion of your ASU fees that goes directly toward supporting wellness on campus.

This fund helps cover the costs of wellness-focused events, programs, or initiatives that benefit Acadia students and support their overall well-being. It supports things like Wellness Grants, the ASU Sexual Health Resource Centre, and Acadia's gym.

If you're planning something that promotes mental, physical, emotional, or sexual wellness, you can apply for funding. Applications are reviewed first by the Campus Engagement Manager, then go to the Financial Affairs Committee (FAC) for final approval.

Who To *Contact* Number One

Go to the ASU Website <https://www.acadiastudents.ca/campuslife> and fill out an event risk assessment, an application for the fund and an event budget, please include a financial overview of the revenues of your club.

Number Two

Once the form is completed the **Campus Engagement Manager** will receive the application and review it you will receive an email from .asucampusengagment@acadiau.ca, they may provide feedback for further adjustments to your application if needed.

TIP: Send your application long in advance, so that if there is any adjustments needed to the application, it can be made before your event

Number Three

The funding is approved through the **Financial Affairs Committee**, they meet periodically throughout the year.

If you have any questions or concerns about this process please reach out to the General Manager or Vice President of Finance and Operations.

Please note that the Campus Engagement Manager receives a high volume of emails. If you require any immediate attention, please reach out to the Vice President of Finance and Operations or General Manager.*

Application Form



Your application should answer the following questions:

- What is the event, project, or initiative?

Clearly describe what you're organizing and what it involves.

- Who is your target audience?

Outline who will attend or benefit (students, community members, etc.).

- When and where is it taking place?

Provide the date(s), time(s), and location(s).

- Why is this important?

Explain the purpose and impact—how it aligns with ASU values such as student engagement, wellness, or activity.

- What are you requesting from ASU?

Be specific and include the amount of financial support and/or in-kind support you're looking for (e.g., promotion, volunteers, venue).

Tip: Make your case! Talk about past success, expected turnout, and how ASU's support would make a difference.

Approval of The *Funds*



Financial Affairs Committee

Funding is approved by the Financial Affairs Committee, which includes the VP Finance and Operations, the ASU President, three ASU voting members, and the General Manager. If your documentation is incomplete or unclear, the committee may provide feedback and request adjustments before final approval.

Campus Engagement Manager

Once you submit your application, the Campus Engagement Manager will upload it to a shared SharePoint folder for the Financial Affairs Committee to review. If any required documents are missing, it may affect the amount or timing of your funding. Please ensure your submission is complete.



Refund Process

After the funds have been approved, you must submit all receipts to the Campus Engagement Manager for reimbursement after 10-15 business days.

Supplementary Documents

Budget



Include a breakdown of your expected expenses and revenues. This should show:

- Expenses: venue rental, materials, catering, travel, etc.
- Revenue: ticket sales, other sponsorships, club contributions, etc.
- Amount requested from ASU

Tips for your budget:

- Be realistic but precise.
- Separate confirmed funding from pending or requested funds.
- Provide a cost breakdown to justify higher-cost items you should include quantities, unit costs, or supplier quotes if possible.

Letter of Support



The letter of support should be a one-page cover letter written by the applicant or organizing group. It should introduce who you are (or your group), briefly describe the event or project, and outline its goals, significance, and expected impact on the student body or broader community.

Clearly explain how ASU sponsorship would support your initiative—such as helping with key costs, increasing accessibility, or enhancing engagement. Use this letter to highlight how your project aligns with ASU values like student engagement, wellness, advocacy, or leadership. End the letter with a thank you to the Sponsorship Committee for their time and consideration.

Schedule

Application Deadlines are the first Monday of each month in:

- October
- November
- January
- February
- March
- April

Review Process:

The Financial Affairs Committee meets during the first week of each month to review applications and notify applicants shortly after.



If you have any questions, comments or concerns about ASU funding please do not hesitate to reach out to the Vice President Finance and Operations or ASU Campus Engagment. Apply Today!