



## LUF Relationship promoting Activities Prize (LUF RAP) '22

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### Conditions for the LUF RAP

The LUF RAP is a guaranteed grant of max. €5,000 for an activity or initiative (in the broadest sense of the word) organised by students from Leiden University. It is awarded before the initiative or activity is carried out. The grant may be equivalent to the entire budget of the initiative or activity.

The LUF RAP was established to inspire student activities and initiatives that bring people together. To qualify for the prize, the initiative or activity must be:

- innovative;
- broadening and/or deepening;
- conceived by students from Leiden University;
- to the benefit of a group that includes people studying at Leiden University.

The following initiatives are welcomed:

- activities or initiatives by multiple study or student associations and/or students from different faculties;
- activities or initiatives that strengthen cohesion in Leiden or The Hague, in the sense of bringing together the University and local communities in Leiden or The Hague.

### How to apply

The process consists of three rounds:

1. Round one is a visit to CASSA on one of their consultation hours on Monday morning. Make an appointment via LUF (tel. 071 – 5130503 or [cassa@LUF.leidenuniv.nl](mailto:cassa@LUF.leidenuniv.nl)) beforehand. You may only enter for the prize if you have had an appointment with CASSA.
2. Round two is entering via [the online application form](#). The application deadline is **21 January 2022**. The application must be accompanied by the following:

1. ***A supporting letter***

Briefly describe the activity or initiative for which you would like to receive the prize, how you will promote this to students and how you plan to draw people's attention to the LUF as the provider of the grant (max. one side of A4).



**2. An explanation of the activity or initiative**

Describe the activity or initiative and provide a detailed schedule or programme. If there will be speakers or guides, explain why you have chosen these people and what their expertise is. If there will be lectures, symposia etc., explain how you will promote these activities to students. If there will be a study trip, explain the academic value of this.

**3. Budget for the activity**

Provide a budget of the income and expenditure for the activity together with a brief explanation of this.

CASSA will judge the submitted applications and announce the nominees before 28 January 2022.

3. The third round, and final round, will take place during the annual CASSA drinks at the end of February. The nominees must present the initiative by means of a video during the award ceremony. The video explaining the initiative must be submitted no later than 28 February 2022. A panel is appointed each year to judge the applications and videos.

**Final report**

The final report must have been submitted to the LUF within two months of the event. Alongside a financial realisation with the required documents (including copies of invoices/receipts for the expenses), we would also like to receive a descriptive report and a few photos. Also submit proof of where you mentioned the LUF (poster, programme booklet, etc.). You can submit your final report using [the online form](#).

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