



## LUF Relationship promoting Activities Prize (LUF RAP) '23

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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 two rounds:

1. Round one is a visit to CASSA on one of their consultation hours on Monday morning. Make an appointment via the [online reservation tool](#). You may only enter for the prize if you have had an appointment with CASSA.
2. You then submit an application online via the [application form](#). The deadline for submitting the required information is **9 November 2023**. The following attachments are required with the application:

#### **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**

Give an explanation with a detailed programme/timetable. For speakers, explain why this person was chosen and their expertise.

**3. Budget for the activity**

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

**4. Visualisation of the project**

This can take the form of a flyer, poster, presentation, short film, etc.

CASSA will review the submitted applications and announce the nominees before 17 November 2023.

3. The second round, also final and award ceremony, will take place during the annual Evening of Cleveringa, on the 29th of November. The nominees will be presented to the public during the award ceremony. An annually changing committee will assess the nominated applications.

**Final report**

Within two months of the completion of the event, the final report must be submitted to the LUF. You can find the conditions and criteria for this on the [LUF website](#). You can submit your final report using [the online form](#).

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