



## Criteria for the final report for a CASSA subsidy

You are required to submit a final budget two months after the activity has been completed; you can submit this via the [LUF Subsidy portal](#).

The financial security subsidy will be paid fully or in part based on this final account. If your financial and substantive reports are not received within this timeframe, your right to a subsidy will expire. If you have any questions, please get in touch with us via [cassa@luf.leidenuniv.nl](mailto:cassa@luf.leidenuniv.nl) of (071) 513 0503.

The final account must contain the following:

- A report of the activity (in text, max 1 A4).
- A number of photos of the activity that show clearly what you have done. Submit your photos separately as an appendix, not in Word or as a PDF, as they will be of better quality.
- Actual costs versus budget: an overview of the income and expenditures, which can be compared easily with the budget you submitted. You should use the same format, but indicate the final actual amounts compared to the budgeted amounts. Include an explanation of the differences between the budget and the actual costs.
- Copies of invoices/receipts of the expenses.
- Evidence of where you have mentioned LUF (poster, programme book, etc.).

LUF can use your report and photos to inspire other students to also apply for a subsidy for an activity and to show potential donors what their support can achieve. Your report and photos become the property of the LUF and can be used for publicity purposes.

## Content of the written report

### Object of the activity

→ What did you do, organise or publish?

### Target group

→ Who did this benefit?

### Location (e.g., a study trip)

→ Why this destination? What was the added value to you personally and in terms of scientific research?

→ How did you experience the trip? If you had to mention one thing in particular, which point in time or experience made the most lasting impression on you?

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