



## Grants for student activities (CASSA grant)

### Grant criteria | Application information | Final report

Student associations, study associations, debating societies and other organised student groups at Leiden University can apply for a grant from the Leiden University Fund (LUF) for activities that they plan to organise. Applications will be considered by the Committee for General Student Activity Grants (CASSA).

### First make an appointment with CASSA

Below you will find a list of activities that are eligible for the grant. Such activities must meet certain criteria to be considered for a grant. The main criterion is to come and see CASSA on a Monday morning meeting before you submit the application; make an appointment in advance ([book now](#)). Only if you have been to the consultation hour and the application has been presented in draft form to the members of CASSA who attended, can you submit an application.

You are strongly advised to submit a draft of your application to the CASSA members who were present at your appointment before you submit your definitive application.

### Activities that are eligible for a grant

Activities relating to study, education, culture and sport are eligible for a grant, subject to the following:

- a) The activity must be for and organised by students from Leiden University. If the activity will take place outside Leiden or The Hague, a substantial number of students from Leiden University must be helping organise and taking part in the activity.
- b) Annual activities will only be eligible in exceptional cases, for instance if they have changed substantially.
- c) Lustrum activities will be eligible if the programme comprises educational activities. The lustrum activities will be considered as a whole.
- d) Study trips will be eligible for a grant if the programme is of a sufficiently academic level. The grant awarded will relate to the number of participating students and the destination.
- e) Symposia will be eligible if the programme is of a sufficiently academic level and the majority of speakers have committed to the event. The grant awarded will relate to the duration of the symposium and will be honoured per segment of 4 hours.
- f) Activities by drama and music groups will be eligible for the grant if there will be at least one public performance in Leiden, The Hague or the surrounding area.
- g) A reasonable amount of the cost of the activity must be borne by the organisation that is organising the activity or covered by participant fees and/or sponsorship money.
- h) The activity may not have already taken place at the date of the CASSA meeting at which the application is being considered.
- i) Your application will not be considered if it contravenes government restrictions or restrictions that apply at Leiden University or in the country of destination.



### Activities that are not eligible for the grant

The following activities are not eligible for a grant:

- i) Activities that are individual in nature, such as participation in moot court events, workshops, career events and activities that require the payment of an entrance fee.
- ii) Annual activities, unless these have undergone substantial change.
- iii) Activities for which you can earn credits (ECTS)
- iv) Celebratory events, such as parties, receptions, dinners and drinks.
- v) Recruitment activities or aspects of these, such as activities within the scope of EL CID, HOP, OWL or first-year weekends.
- vi) Almanacs, with the possible exception of lustrum almanacs from student-and study associations or special, one-off printed material.
- vii) Activities for charity.
- viii) Activities that will take place on 26 November because this is the date upon which the Cleveringa Lecture is commemorated.
- ix) Merchandise

### CASSA provides financial security grants

CASSA provides financial security grants and only pays these after the event has been held and the final report submitted. A financial security grant only covers a shortfall in the budget for the activity. If the shortfall proves to be higher than expected, you will receive the sum awarded and nothing more. If the shortfall proves to be lower, you will receive the lower sum.

### Awarded grants

Organisations that have been awarded the grant must actively publicise the LUF as a grant provider, both in the announcements for the event and during the event itself. (The LUF logo can be found in different formats at [luf.nl/en/contact/FAQ](http://luf.nl/en/contact/FAQ). Make sure to mention or tag us if you are posting about your activity on social media, or share your pictures with us. We are happy to help with the promotion of your activity via our Instagram account.)

### Online application form

Use the LUF subsidy portal to submit your application together with the required documents. You will receive a confirmation of receipt. CASSA meets several times per year to discuss applications that have been submitted. See the website for a list of deadlines and meeting dates.

Applications must have been submitted to the LUF by the deadline. They will then be considered at the next CASSA meeting. You will also be notified by email of the results within 14 days of the meeting.



## Required information and documents with application

### 1. **Information about the activity**

Briefly explain the activity for which you are applying and how you will publicise the LUF as grant provider. Provide an explanation of the activity, with an programme or schedule. If there will be speakers or guides, explain why they have been chosen and what their expertise is. In the event of lectures, symposia etc., also explain how the activity will be promoted to students. In the event of study trips, give an indication of the academic value of the activity.

### 2. **Budget of the activity (attachment)**

Give an indication of the income and expenditure of the activity, together with a brief explanation.

### 3. **Budget of the association (attachment)**

Provide the latest budget of the association, together with a brief explanation.

### 4. **Balance sheet of the association (attachment)**

Provide the latest balance sheet of the association, together with a brief explanation.

## 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 at least five high resolution expressive photos. Also submit proof of where you mentioned the LUF (poster, programme booklet, etc.). You can submit your final report through the [LUF subsidy portal](#). Before submitting, carefully read the [detailed terms and conditions](#) of the final report.

## Tips

- Please keep your application concise.
- Please allow two days in your planning to receive feedback from the committee members after the consultation hour.

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