

## INSTRUCTIONS

### ENTERING INTO AN AGREEMENT

STARTING POINT	Your project has been approved by the board of trustees and you have been informed of the support decision in writing.
OBJECTIVE	Conclusion of a support agreement with the management of Gebert Rüf Stiftung (GRS)

## PROCEDURE AND SEQUENCE

### 1. Preparation

Before a contract meeting is held, you draw up a draft support agreement on the basis of the approved project, together with a draft text for the publication of your project on the GRS website.

#### 1.1 Draft support agreement

You can download the form for your support agreement as a Word document from the GRS website:

→ grstiftung.ch → Your project → Controlling → «GRS support agreement»

Use this text as a basis to draw up a proposal including, above all, the conditions for support stated in the approval letter from the board of trustees. Please pay particular attention to the passages shaded in grey. These are either subject to negotiation or require further specification.

#### 1.2 Draft text for the publication of your project on the Gebert Rüf Stiftung website

All of the projects approved by GRS are published on the foundation's website at the start of the project and following completion of each milestone.

You may use the projects already published, both ongoing and completed, for guidance. Then write a proposed text for your project according to the instructions: → grstiftung.ch → Your project → Controlling → «Web presentation of your project»

### 2. Contract meeting

Send your draft support agreement and the draft online project text, together with an appointment request for the contract meeting, by e-mail to Jacqueline Grollimund (GRS Project Controlling): [jacqueline.grollimund@grstiftung.ch](mailto:jacqueline.grollimund@grstiftung.ch)

The two documents will be discussed during a meeting with the management of GRS, usually at the Basel office or over the telephone.

### 3. Approval of support agreement and online project text

After the contract meeting, send the revised documents (support agreement and online project text) for a final check to Jacqueline Grollimund: [jacqueline.grollimund@grstiftung.ch](mailto:jacqueline.grollimund@grstiftung.ch)

Following approval by the management, of which you will receive notification, send the following documents by post to GRS:

- Two copies of the agreement which you have printed out and signed;
- If applicable, the invoice for the first instalment as specified in the project plan set out in the support agreement.

Finally, you will receive a countersigned copy of the agreement from GRS for your records, together with a link to the project text published online.