

INFORMATIONAL MATERIALS

CHECKLIST FOR ACHIEVING A MILESTONE

RESOURCE	Gebert Rűf Stiftung website
NOTE	Further information is available at grstiftung.ch

PROCEDURE

As each project milestone — defined in accordance with the support agreement — is reached, an interim report should be written and the project presentation on Gebert Rűf Stiftung website should be updated. The next milestone can be invoiced only after the report is approved and the Foundation has updated the web presentation.

Our website toolbox provides forms and instruction sheets to facilitate the achievement of a milestone.

- Interim report: Write an interim report in accordance with the instructions and submit it to the Board of Trustees (see «Checklist for achieving a milestone»).
- Web presentation: Update the project presentation for the Gebert Rűf Stiftung website.
- Send your interim report and the updated project presentation electronically our project controlling department: jacqueline.grollmund@grstiftung.ch
- As soon as we have approved both documents, you may invoice us for the next stage.