

GUIDELINES ON PREPARING A PROJECT PROPOSAL

Overview

A formal project proposal consists of three parts:

1. an electronic accompanying letter enclosed with the proposal;
2. the project proposal itself ("Project proposal form");
3. and its attachments.

The [four deadlines for submission](#) per year are final deadlines. This means that your project documentation must reach the Gebert Rüf Stiftung office in PDF format by these cut-off dates at the latest.

Send your proposal to our controller, Ms [Jacqueline Grollimund](#).

1. Accompanying letter

In your accompanying letter enclosed with the proposal, please answer the following three questions:

- How did you learn about Gebert Rüf Stiftung?
- To what extent does your project fit in with the activities of Gebert Rüf Stiftung?
- How creative/innovative is your project?

2. Project proposal

- Please use the appropriate "Project proposal form", which can be downloaded from our website.
- Limit your project proposal to 6 pages – excluding the accompanying letter and attachments.
- Please follow the instructions given on the form.
- Proposals with incomplete information cannot be accepted.
- Tip: Any tables, diagrams or graphs can be noted in the application form and annexed.

3. Attachments

- Brief CV of main applicant
- Publication list of main applicant: Name your best publications from the past two years.
- poss. CVs of project partners
- Other attachments