

INSTRUCTIONS

ENTERING INTO AN AGREEMENT

PROCEDURE AND SEQUENCE

In preparation for the contract discussion, draw up a draft support agreement and draft web presentation text on the basis of the approved project. In addition, update the project budget in relation to the approved funding and its utilisation.

1.1 DRAFT SUPPORT AGREEMENT

Download the [support agreement form](#) for the assigned area of activity.

Use this text as a basis to draw up a draft agreement by adapting passages highlighted in yellow accordingly.

The project planning (p. 2) is divided into stages. The milestones and any funding conditions from the approval letter should be formulated as specifically but concisely as possible.

1.2 DRAFT TEXT FOR THE PUBLICATION ON THE WEBSITE

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

Draft a proposed text in Word format in accordance with the instruction sheet entitled [«Web Presentation»](#). Use [current projects](#) for guidance.

2. CONTRACT DISCUSSION

Send the drafts of the funding agreement and web presentation as well as the project budget together with suggested dates for the contract meeting by e-mail to [Jacqueline Grollimund](#) (Project Controlling).

The contract discussion is held with the GRS management, usually via Zoom, in exceptional cases at the GRS office. It serves to finalize documents and clarify any questions about the project schedule.

3. APPROVAL OF SUPPORT AGREEMENT AND WEB PRESENTATION

After the contract meeting, send the revised documents (support agreement and online web presentation) for a final check to jacqueline.grollimund@grstiftung.ch.

Following approval by GRS please return a signed pdf copy of the agreement by e-mail. You will then receive an electronically countersigned copy of the agreement from GRS for your records, together with a link to the project text published online.

You may subsequently mail the invoice for the first instalment to [Jacqueline Grollimund](#) in accordance with the project plan as stipulated in the support agreement.