

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 the support agreement, state concrete measures to satisfy the funding conditions stipulated by the Board of Trustees in the letter of approval.

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 the grey highlighted passages accordingly.

1.2 DRAFT TEXT FOR THE PUBLICATION OF YOUR PROJECT ON THE GEBERT RÜF STIFTUNG 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 your draft support agreement and the draft web presentation text, together with appointment requests for the telephone contract discussion, [by e-mail to Jacqueline Grollimund](#) (Project Controlling).

The contract discussion is held with the GRS executive team and 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.