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The Ramboll Foundation

Guidelines on application for donations to research and innovation projects

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Main purpose of the donations

The main purpose of this type of donations is to grant financial support for research, studies and education and at the same time to support development of our society and thereby increase the visibility of the Ramboll Group. The main areas of the donations are research and innovation projects which are either professionally relevant to the Ramboll Group or relevant to the trade of business of the Ramboll Group.

Projects that are supported will normally be anchored in a company within the Ramboll Group and will be carried out with participation of external consultants from research institutions or institutes of higher education.

Applications to the Ramboll Foundation are welcomed. The applications must be elaborated according to the guidelines below.

The guidelines also briefly describe the other purposes of donation: financial support to employees (can be recommended by the management) and humanitarian aid (not applicable).

1. Introduction

The Ramboll Foundation Trust (hereafter called the Trust) gives the possibility of granting donations within the following 3 areas:

- A. Research, studies and education (see paragraph 2)
- B. Financial support to employees (see paragraph 3)
- C. Humanitarian aid (see paragraph 4)

2. Grants for research, studies and education (The Trust § 2 section 3)

2.1 Main purpose

The main purpose of the donations is to promote the visibility of the Ramboll Group and to enforce the Group's image.

The main areas of the donations are research and innovation projects which are either professionally relevant to the Ramboll Group or relevant to the trade of business of the Ramboll Group.

If possible, the donations shall support the cooperation between the companies within the Ramboll Group (cross organisational activities).

2.2 Requirements

Apart from the main purposes, the following requirements must normally be fulfilled in order to obtain financial support for a project:

1. The subject of the project is to be relevant to the trade of business of the Ramboll Group or professionally relevant to the Ramboll Group.
2. The project is to be carried out in cooperation with external parties from e.g. research institutions or institutes of higher education.
3. The project must involve or be anchored in one or more of the companies within the Ramboll Group.
4. The project creates development and integration across the companies in the Ramboll Group.
5. The project has a utility orientated aim and a common socially orientated value in use.

Internal development projects and activities within the Ramboll Group cannot be financially supported as such projects are assumed to be financed by the individual companies within the Group.

2.3 **Application**

As a minimum the project application must include:

1. A description of the contents of the project.
2. The expected outcome of the project and the applications and socially oriented value of the outcome.
3. A description of how the project will be solved and also specifying:
 - Where the project will be anchored within the Ramboll Group and externally with cooperating partners.
 - The project organisation and the people involved.
 - A programme containing phases and milestones.
4. A financial overview.
5. A list of other parties from which financial support has been applied for, including the amount that has been applied for.
6. A plan for reporting of the project results, distribution of the results in all companies within the Ramboll Group, communication and exploitation of the advertising value.

2.4 **Processing of applications**

Applications shall be addressed to the Chairman of the Ramboll Foundation.

Every six months, the Ramboll Foundation selects the projects that are to be supported.

2.5 **Payment of support**

The financial support for the project will be paid to the leading part of the project. This can be a research institution, a university or corresponding external party from where the project is managed, or a company within the Ramboll Group.

The donation will be paid in instalments.

The first instalment will be paid immediately after the applicant's acceptance of the terms of the support.

The subsequent instalment or instalments will be paid after presentation to the Ramboll Foundation of the work accomplished for the preceding instalment. If the Foundation does not find the results satisfying, the Foundation is entitled to choose not to pay the subsequent instalment or alternatively to tighten up the requirements to the payment of the instalment.

2.6 **Use of results of the financially supported projects**

The rules below apply to financially supported projects:

- When results of the projects are made public and published, the Ramboll Group shall be stated as donor.
- The results of the projects including the underlying documentation of the results shall be available to the Ramboll Group which hereafter will be able to use the results freely.
- The Ramboll Group can use the project in own publications and press releases.
- The results shall be presented to the Ramboll Group if the Ramboll Group wishes so.

3. **Financial support to employees (The Trust § 2 section 4)**

The management in the companies within the Ramboll Group are entitled to recommend donations of financial support to present and former employees and their families in difficult situations.

The recommendation shall be sent to the Chairman of the Ramboll Foundation.

4. **Humanitarian aid (The Trust §2 section 5)**

It is not possible to apply for humanitarian aid.

The Foundation aims at aid of humanitarian character and grants the aid by its own judgement.

5. **General conditions and practice**

Internal development projects and activities within the Ramboll Group will be financed by the companies within the Ramboll Group.

Annually, the Board of the Ramboll Foundation determines a budget for the donations.