



CALL FOR PROPOSALS FOR THE AWARDING OF GRANTS FOR ANNUAL AND MULTIANNUAL PROMOTIONAL PROGRAMMES IN IOC MEMBER COUNTRIES

1. PURPOSE

Within the framework of the promotion activities approved by the Council of Members of the International Olive Council (IOC), the Executive Secretariat (ES) intends to award grants to finance annual and multiannual national programmes of a maximum duration of four years, aimed at promoting the local consumption of olive oil and table olives in Member countries.

The objective of the grants is, inter alia, to build a market culture in Member countries that wish to showcase the quality of local products, as well as to encourage cooperation amongst all IOC Member countries. The proposed actions and events should be distinctly centred on their promotional worth and fall in line with the objectives laid out in the International Agreement on Olive Oil and Table Olives, 2015.

2. DURATION

- The projects submitted can either involve activities (1) to be carried out during the current year 2023, referred to as annual projects, or (2) to be carried out throughout the next two, three or four calendar years (until 31 December 2026), referred to as multiannual projects.
- Proposals should specify the duration of the activities planned.

3. FUNDING AVAILABLE AND CO-FINANCING RATES

- The global budget available for activities to be carried out in 2023 is €50,000 (a maximum of €30,000 may be awarded to multi-annual grants). The availability of funds for the following years depends on the adoption of the subsequent budgets by the Council of Members of the IOC. At this point in time, it is expected that the amount allocated for grants will be similar to that of the previous year.
- With the aim of distributing the available budget amongst the largest number of applicants, the maximum amount per grant will be of €6,000 per calendar year for each beneficiary.
- The amount granted by the IOC shall in no case exceed 50% of the cost of the co-financed activity programmed for that calendar year.
- The receipt of the sum for future years will be conditional on budget availability, as well as on the implementation of the previous year's project.



4. ACTIONS SUPPORTED BY THE GRANTS

The proposals submitted must provide a rundown of the activities to be carried out in each calendar year of the project (throughout a maximum period of four years). The applicants should clearly explain all the activities of the global project and provide an itemised budget for each planned year of activity.

For guidance purposes, activities like those listed below should notably be included in the programmes submitted:

- Organisation of seminars, trade fairs, symposiums and workshops;
- Information points at food and nutrition fairs;
- Promotional material (brochures, CDs, books, etc.);
- Invitations for the participation of international specialists;
- The IOC ES has also decided to award grants to support the organisation of national extra virgin olive oil quality competitions organised by competent authorities, meeting the conditions foreseen in the IOC standards ([IOC T30/2/Doc. N.3](#)).

Grants will be covered by an agreement and will be subject to the following principles:

- The aim of the financed project or action is to help achieve the objectives outlined in the International Agreement on Olive Oil and Table Olives, 2015.
- Co-financing principle: external co-financing is required from a source other than an IOC fund, either in the form of the beneficiary's own resources or financial contributions from third parties. Grants awarded by the IOC must in no case cover more than 50% of the cost of the co-financed activity.
- Non-profit principle: grants may not have the purpose or effect of leading to profit for the beneficiary.
- Non-retroactivity principle: expenditures incurred prior to the signature of the agreement are not accepted.
- Non-cumulation principle: only one grant may be awarded for any one action to any one beneficiary per budget year.
- Transparency principle.
- Equal treatment principle.



5. PARTNERSHIP REQUIREMENTS

Who can apply?

The following applicants are eligible to receive funding:

- Public-law bodies (bodies governed by public law);
- Private non-profit bodies.

Eligible candidates must be legal entities established in an IOC Member country.

Applicants belonging to Member countries that have lost their rights according to Article 16.8 of the International Agreement on Olive Oil and Table Olives, 2015, will not be eligible.

Involvement of the Heads of Delegation

Priority will be given to projects endorsed by the Head of Delegation of the Member country submitting proposals. In the case of proposals from the European Union (EU), endorsement by the national authorities of the country submitting the proposal will be accepted.

6. APPLICATION

- Proposals must be submitted before the deadline of the call for proposals.
- Proposals must be submitted electronically. Paper submissions will NOT be accepted.
- Proposals (including annexes and supporting documents) must be submitted using the forms provided in the Electronic Submission System, available through the following link: <https://documents.internationaloliveoil.org/rw/aW9jX3Byb21vdGlvbmFsX3Byb2dyYW1tZXM=>
- Proposals must be fully complete and provide all of the requested information, required annexes and supporting documents.
- Proposals must be submitted in English or French.
- Annexes and supporting documents can be submitted in any of the five official IOC languages (Arabic, English, French, Italian or Spanish). If the original document is not in one of these languages, a translation to one of these languages must also be provided.
- The online system runs a number of automatic validation checks which prevents users from submitting forms that are not adequately filled in.
- Please note that the budget amounts submitted in the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In the event of discrepancies, the amounts in the online summarised budget table will prevail.



7. ELIGIBILITY CRITERIA

Applications must meet the following eligibility criteria:

1. Respect of the deadline of the call for proposals	The online application is submitted by the deadline set for the call.
2. Completeness of the application	The application is complete. It includes the application form itself and all the required documents and declarations.
3. Correctness of the application form	The application form is fully and properly filled in according to the instructions.
4. Correctness of the declarations	The declarations are correct. The grant template is used, and the declarations are properly filled-in and signed.
5. Geographical coverage	The applicants are from and established in an IOC Member country.

8. EXCLUSION CRITERIA

Candidates shall be excluded from participating in the procedure for the call for proposals if:

- They are bankrupt or being wound up; are having their affairs administered by the courts; have entered into an arrangement with creditors; have suspended business activities; are the subject of proceedings concerning those matters; or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, with those of the country of the contracting authority, or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the IOC;
- Following another grant procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.



To certify these points, the applicant must complete, sign, date and submit the declarations that appear next to the form indicating that none of the abovementioned circumstances is applicable to them.

Depending on the circumstances and if it deems it necessary, the IOC may require that the applicant submit as additional proof any of the following documents: a recent extract from their judicial record; a recent and equivalent document issued by a judicial or administrative authority in the country of origin; or provenance showing that those requirements are satisfied.

Grants may not be awarded to candidates who, during the procedure:

- Are subject to a conflict of interest;
- Are guilty of misrepresentation in supplying the information required by the relevant authorising officer as a condition of participation or fail to supply this information;
- Fall under one of the exclusion criteria.

To certify these points, the applicant must complete, sign, date and submit the declarations that appear next to the form.

9. SELECTION CRITERIA

(a) Economic and financial capacity:

Candidates must provide proof that they have stable and sufficient resources. Proof of economic and financial capacity may be furnished by means of one or more of the following documents:

- Appropriate statements from banks or evidence of professional risk indemnity insurance;
- The presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed;
- A statement of the overall turnover and turnover concerning the works, supplies or services covered by the contract during a period not exceeding the last three financial years;
- Any other means considered appropriate by the contracting authority.

Public bodies (entities established as a public body under national law, including local, regional or national authorities) and international organisations are exempt from submitting these documents, but are however required to submit a document certifying that they are a public body or international organisation.



(b) Operational capacity:

Candidates must have the know-how, qualifications and resources to successfully implement the proposed projects. In particular, they must provide:

- General profiles (qualifications and experiences) of the staff responsible for managing and implementing the project (e.g., Curriculum Vitae (CV) of the project manager, CVs of the core project team, etc.);
- A list of the main works performed in the last three years in relation to the action presented;
- A description of the measures employed to ensure quality control;
- A statement of the average annual manpower and the number of managerial staff in the last three years.

10. AWARD CRITERIA

The criteria for awarding the grants, which will be weighted during the procedure of the call for proposals, will be as follows:

AWARD CRITERIA	POINT S
TECHNICAL QUALITY OF THE PROGRAM	40
- Aims and objectives (15)	15
- Target groups (10)	10
- Themes and messages (15)	15
MANAGEMENT OF THE PROGRAM QUALITY	35
- Planning and organization (10)	10
- Quality of partnership (10)	10
- Communication strategy (15)	15
OVERALL, DETAILED BUDGET	25
<u>TOTAL</u>	100

The proposals that receive a score under 35 points will be ruled out.



11. FINANCIAL PROVISIONS

Activities will be financed up to a limit of 50% of the total activity cost per year, and the amount financed by IOC per grant shall in no case exceed €6,000 per year.

In the application form, each project is required to set out their overall spending plan broken down for each of the reporting periods, taking the following into consideration:

- The proposal has to include a budget **in euros**, indicating all of the itemised costs in relation to the action for each project year. The budget presentation template available on the IOC submission portal must be used. The budget must be balanced and must respect the principles of co-financing, non-profitability, non-retroactivity and non-cumulation.
- The IOC will reimburse only **eligible costs**. Eligible costs are defined as costs that are actual and incurred by the beneficiary during the action, contributing to the objectives of the grant in an economic, efficient and effective manner.
- The reporting periods cover periods of a calendar year, except for the first reporting period, which covers the period from the signing of the agreement until the end of 2023. The terms of reporting shall be defined in the agreement to be signed by the Parties.
- The spending plan should be an estimation of the actual payments to be made in each of the reporting periods. It is important that candidates:
 - Carefully prepare a realistic spending plan (spending usually increases over the semesters that a project is running);
 - Are ready to start implementing their project soon after the approval of said project;
 - Monitor spending continuously during its implementation;
 - Ensure regular, timely, and complete reporting.
- To obtain the reimbursement of a cost, it must have been included in the budget of the action.
- Slight modifications to the budget for each year may be requested on an annual basis. However, the budget will not be modified without the prior written approval of the IOC. The ES reserves the right to reduce the amount of the allocated grant based on the analysis of the Evaluation Committee without changing any other element of the proposal.
- As a general rule, the costs will be reimbursed once the action has been completed, all documents have been sent to the IOC and these have been duly checked and approved.
- With exception of the first year, the receipt of the sum for future project years will be conditional on budget availability, as well as on the implementation of the previous year's project.



12. PLANNED SCHEDULE

All interested Member countries are invited to submit proposals electronically. The deadline for receipt of proposals is Friday, 15 September 2023.

The planned schedule is as follows:

Publication of the call for proposals:	20 July 2023
Deadline for submitting proposals:	15 September 2023
Evaluation period:	15-30 September 2023
Electronic signature of the agreement by the beneficiary and the IOC:	At least 10 calendar days before the commencement of the action, the IOC will send the agreement to the beneficiary for electronic signature using the IOC electronic signature system. The beneficiary's signature will precede that of the IOC.
Starting date of the activities scheduled for 2023:	15 October 2023

Please kindly remember:

- ANY event or action must take place AFTER the agreement has been signed by the beneficiary and the IOC.
- An online link (<https://documents.internationaloliveoil.org/rw/aW9jX3Byb21vdGlvbmFsX3Byb2dyYW1tZXM=>) is provided on the IOC website, through which applicants can fill the form and follow all the instructions. It is necessary to send all the required documents through the established platform, otherwise the application will not be accepted.
- The following e-mail address is provided (prom@iocorg.org) to answer any questions that the applicants may have when filling in their application.

13. SHORT-LISTING AND AWARD

The authorising officer will draw up the final list of beneficiaries and the accepted amounts. The ES reserves the right to not award the entirety of the funds. The decision of the ES to reject a proposal or to not award a grant shall be final.

Once selected, the beneficiary automatically authorises the ES to publish the following information, in any form and in any medium, including the internet:



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

- a) The name and address of the beneficiary if it is a legal entity, or the name and country of origin if it is a natural person;
- b) The purpose of the grant;
- c) The amount granted and the financing rate with regard to the total cost of the action.

14. GRANT AGREEMENT

The ES reserves the right to reduce the budget amount based on the analysis of the Evaluation Committee, without changing any other element of the proposal.

The ES may not award a grant that is higher than the amount requested.

The grant will be governed by a Grant Agreement.
