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# **Grants for promotional programmes in IOC Member countries**

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## **A practical guide**

Applicable from  
20 July 2023



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## I. Introduction

As part of the promotional activities approved by the Council of Members of the International Olive Council (IOC), the Executive Secretariat (ES) has made provision for grants aimed at financing national programmes to promote the local consumption of olive oil and table olives in its Member countries. These may be annual or multiannual programmes lasting up to four years.

Proposals (including annexes and supporting documents) must be submitted by 15 September 2023, electronically only, using the form available [here](#).

The guide at hand has been drawn up to help applicants complete the form and resolve any problems they may encounter. Applicants can also contact the IOC by e-mail if they have any questions about submitting their grant applications through the following address: [prom@iocorg.org](mailto:prom@iocorg.org).

Please note that the form cannot be submitted unless it has been correctly completed. Moreover, also note that headings/sections marked with an asterisk are mandatory.



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## II. Practical Guide

<div data-bbox="181 439 735 633" style="border: 1px solid black; padding: 5px;"> <p>1. Title and reference of the Action or Programme</p> <input style="width: 100%; height: 40px;" type="text"/> </div>	<p>- Provide a clear title describing the type of action or programme.</p>
<div data-bbox="161 658 730 824" style="border: 1px solid black; padding: 5px;"> <p>a) The entity of the applicant</p> <p>Name*: <input style="width: 80%;" type="text"/></p> <p>Official legal form*: <input style="width: 80%;" type="text" value="Please select an entity"/></p> </div>	<p>- Provide the official name of the applicant organisation.</p> <p>- Specify whether the applicant is a public-sector organisation or a private-sector not-for-profit organisation.</p>
<div data-bbox="161 860 746 1234" style="border: 1px solid black; padding: 5px;"> <p>Legal personality*: <input style="width: 80%;" type="text"/></p> <p><small>Yes or no. If no, provide the name of the representative empowered to sign contracts and take part in court proceeding on their behalf</small></p> <p>Place of registration*: <input style="width: 80%;" type="text"/></p> <p>Country*: <input style="width: 80%;" type="text" value="Please select a country"/></p> <p>Entity registration number*: <input style="width: 80%;" type="text"/></p> <p><small>Not applicable if the applicant is a public-sector body</small></p> <p>VAT Number: <input style="width: 80%;" type="text"/></p> <p><small>If applicable</small></p> </div>	<p>- Official legal form (do not complete if the applicant is a natural person).</p> <p>- Legal entity: answer yes or no. If the answer is no, provide the name of the representative authorised to sign contracts and take part in legal proceedings.</p> <p>- Registration number of the entity (do not answer if the applicant is a public sector body). In the case of natural persons, the applicant must provide their identity card or passport.</p> <p>- VAT number (if applicable).</p>



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<p>b) Contact person responsible for the proposal</p> <p>Name*: <input type="text"/></p> <p>Position*: <input type="text"/></p> <p>Address*: <input type="text"/></p> <p>Email*: <input type="text"/></p> <p>Telephone*: <input type="text" value="Please select a prefix"/> <input type="text"/></p> <p>c) Legal representative (authorised to sign the agreement)</p> <p>Name*: <input type="text"/></p> <p>Position*: <input type="text"/></p> <p>Address*: <input type="text"/></p> <p>Email*: <input type="text"/></p> <p>Telephone*: <input type="text" value="Please select a prefix"/> <input type="text"/></p> <p>2.2 Other relevant information</p>	<p>- Provide the name of the contact person responsible for the proposal and all the other details that are requested.</p> <p>- Provide the name of the legal representative (authorised to sign the contract) and all the other details that are requested.</p> <p>- Mention any other relevant information.</p>
<p>2.3 The beneficiary's bank details in full</p> <p>Bank name*: <input type="text"/></p> <p>Country*: <input type="text" value="Please select a country"/></p> <p>Account holder name*: <input type="text"/></p> <p>Account number*: <input type="text"/></p> <p>IBAN*: <input type="text"/></p> <p>SWIFT*: <input type="text"/></p>	<p>- Provide the full bank details of the beneficiary.</p> <p>- Check that the bank details are correct.</p>
<p>3. DETAILS OF THE ACTION OR PROGRAMME</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"><li>• Organisation of seminars, trade fairs, symposiums and workshops</li><li>• Information points at food and nutrition fairs</li><li>• Promotional material (brochures, CDs, books, etc.)</li><li>• Invitations for the participation of international specialists</li><li>• 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)</li><li>• Others</li></ul> <p>Proposal endorsement*: <input type="text" value="Please select an option"/></p> <p><small>Is the proposal endorsed by the head of delegation of the member country of the candidate or by the national authority for the case of UE countries?</small></p> <p>Type of programme (in general): <input type="text"/></p> <p>Member State(s)*: <input type="text" value="Please select a country"/></p> <p>Duration (planned start and end day)</p> <p>Start date*: <input type="text"/></p> <p>End date*: <input type="text"/></p>	<p>- The programme and actions proposed must have as their primary objective the marketing strategy and promotion of olive oil and table olives (see examples provided).</p> <p>- Specify whether the programme has been approved by the Head of Delegation of the IOC Member country of which the applicant is a national.</p> <p>- Mention the type of programme, the Member country and the start and end dates of the programme.</p> <p>- The start date of the programme for 2023 must be between 15 October and 1 November 2023. The end date of the programme must be between 15 October 2023 and 31 December 2023 (in the case of annual programmes) or 31 December 2026 (in the case of multi-annual programmes).</p>




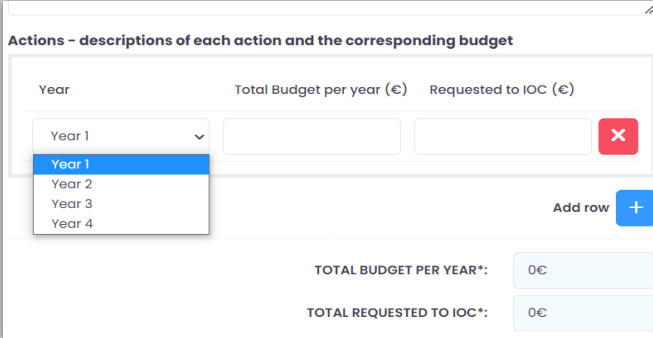
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	<p>- Programmes or actions must take place AFTER the agreement has been signed by the beneficiary and the IOC.</p>
	<p>- Outline the titles of the actions for each year if the programme is multi-annual.</p>
<p><b>4. DESCRIPTION OF THE ACTION OR PROGRAMME</b></p> <p>General background*:</p> <p>General objective(s)*:</p> <p>General strategy*:</p> <p>General target group(s)*:</p> <p>General themes to be addressed*:</p> <p>Main messages to be communicated*:</p>	<p>- Provide a full description of the overall programme, its objective, strategy, target and themes, as well as the main messages to be communicated.</p>
	<p>For each year, describe:</p> <ul style="list-style-type: none"> <li>- The type of action and the corresponding total budget.</li> <li>- The amount of the grant requested from the IOC.</li> <li>- The maximum amount per grant is €6,000 per calendar year for each beneficiary.</li> <li>- The budget amounts shown in the summary budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table.</li> <li>- Grants awarded by the IOC may under no circumstances represent more than 50% of the actual cost of the co-financed activity.</li> </ul>





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Documents related to exclusion, election, selection and award criteria are attached.  
All attachments are required to be in one of the 5 official languages of the IOC ( Spanish, English, French, Italian, Arabic).

**Private non-profit bodies**  
**Public bodies**

**Proof of non exclusion**

**1. Exclusion Criteria Form\***

[Download template](#)

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**Exclusion Criteria Form**

The undersigned:

Name of the beneficiary:

Legal address:

Registration number:

Tax number:

The undersigned (representative legally authorised to represent the beneficiary vis-à-vis third parties), declares on his behalf that the organisation that he represents:

(a) is not bankrupt; or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;

(c) has not been guilty of grave professional misconduct proven by any means;

(d) has fulfilled its 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 it is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;



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**Conflict of Interests and No Misrepresentation Form**

The undersigned:

Address:

Name of the signatory of this form (representative legally authorised to represent the beneficiary vis-à-vis third parties):

declares on his behalf that the organisation that he represents:

- does not have any conflict of interest in connection with the grant agreement; a conflict of interest could arise in particular as a result of economic interests, political or national affiliations, family or emotional ties, or any other relevant connection or biased interest;

- will inform the IOC, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;

- has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the grant;

- has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the grant.

**Certificate of Public body or International organisation\***

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- To certify the exclusion, selection and awarding criteria, download the annexes and supporting documents mentioned in the call. These documents must be signed, dated and submitted in one of the five official languages of the IOC (Arabic, English, French, Italian and Spanish).

- Public bodies and international organisations are exempt from submitting documents justifying their economic and financial capacity (selection criteria), but they are however required to submit a document certifying that they are a public body or an international organisation.