Grants for promotional programmes in IOC Member countries

A practical guide

Applicable from
20 July 2023
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.

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.
## II. Practical Guide

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<td>1. Title and reference of the Action or Programme</td>
<td>- Provide a clear title describing the type of action or programme.</td>
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<td>a) The entity of the applicant</td>
<td>- Provide the official name of the applicant organisation.</td>
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<td><strong>Name</strong>:</td>
<td>- Specify whether the applicant is a public-sector organisation or a private-sector not-for-profit organisation.</td>
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<td><strong>Official legal form</strong>: Please select an entity</td>
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<td>Legal personality**:</td>
<td>- Official legal form (do not complete if the applicant is a natural person).</td>
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<td>Yes or no, if no provide the name of the representative empowered to sign contracts and take part in court proceedings on their behalf</td>
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<tr>
<td>Place of registration**:</td>
<td>- 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.</td>
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<td>Country**: Please select a country</td>
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<td>Entity registration number**: Not applicable if the applicant is a public-sector body</td>
<td>- 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.</td>
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<td>VAT Number**: If applicable</td>
<td>- VAT number (if applicable).</td>
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- Provide the name of the contact person responsible for the proposal and all the other details that are requested.

- Provide the name of the legal representative (authorised to sign the contract) and all the other details that are requested.

- Mention any other relevant information.

- Provide the full bank details of the beneficiary.

- Check that the bank details are correct.

- 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).

- Specify whether the programme has been approved by the Head of Delegation of the IOC Member country of which the applicant is a national.

- Mention the type of programme, the Member country and the start and end dates of the programme.

- 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).
- Programmes or actions must take place AFTER the agreement has been signed by the beneficiary and the IOC.

- Outline the titles of the actions for each year if the programme is multi-annual.

- Provide a full description of the overall programme, its objective, strategy, target and themes, as well as the main messages to be communicated.

For each year, describe:
- The type of action and the corresponding total budget.
- The amount of the grant requested from the IOC.
- The maximum amount per grant is €6,000 per calendar year for each beneficiary.
- The budget amounts shown in the summary budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table.
- Grants awarded by the IOC may under no circumstances represent more than 50% of the actual cost of the co-financed activity.
- Specify and, if possible, quantify the anticipated impact of the programme in terms of its expected results, as well as the tools used to assess the impact and results of the programme.

- Download the Excel file that appears in the form. Carefully complete both the summary table and the detailed annual budget tables.

Please note that:
- If experts or lecturers take part in an activity, their fees may not exceed €200 per expert per day, and their allowances may not exceed the amounts set for IOC officials. The rates for each country are available on request from the Executive Secretariat.

In the case of grant applications for the organisation of courses and seminars, a grant may be requested from the IOC for covering the speakers’ expenses, but not for covering those of the participants.

- All amounts must be indicated in EURO. The exchange rate will be calculated taking into account the date of the invoice for the activity at the rate published on the European Commission’s website ([https://ec.europa.eu/info/fundingtenders/procedures-guidelines-tenders/information-contractors-andbeneficiaries/exchange-rate-inforeuro_es](https://ec.europa.eu/info/fundingtenders/procedures-guidelines-tenders/information-contractors-andbeneficiaries/exchange-rate-inforeuro_es)).
- 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.