



CALL FOR PROPOSALS FOR THE AWARDING OF GRANTS FOR ANNUAL PROMOTIONAL PROGRAMS IN IOC MEMBER COUNTRIES

Available Budget: €30,000 (thirty thousand euros)

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 national programs¹ aimed at promoting the local consumption of olive oil and table olives in IOC member countries.

The objectives of these grants are, 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 between all IOC member countries. The proposed actions and events should be distinctly centered 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 should encompass activities to be carried out during the current year 2024.
- Proposals should specify the duration of the activities planned.

3. AVAILABLE FUNDING AND CO-FINANCING RATES

- The global budget available for activities to be carried out in 2024 is €30,000.
- With the aim of distributing the available budget among 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.

4. ACTIONS SUPPORTED BY THE GRANTS

The proposals submitted must provide a rundown of the activities to be carried out throughout the project. Applicants should clearly explain all of the project activities and provide an itemized budget for the proposed activities.

¹ This call is for annual grants only.



For guidance, the submitted programs should notably include activities such as those listed below:

- Organization 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 organization of national extra virgin olive oil quality competitions organized by competent authorities, meeting the conditions foreseen in the IOC standards ([IOC T30/2/Doc. N.3](#)).

Grants will be governed by an agreement and 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 grant, either in the form of the beneficiary's own resources or as financial contributions from third parties. Grants awarded by the IOC must in no case exceed 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 will not be accepted.
- Non-cumulation principle: only one grant may be awarded for any single action to any one beneficiary per budget year.
- Transparency principle.
- Equal treatment principle.

5. PARTNERSHIP REQUIREMENTS

Who can apply?

The following applicants are eligible for 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 16.8² 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 through the IOC's Electronic Submission System, available via the following link:
<https://documents.internationaloliveoil.org/rw/aW9jX3Byb21vdGlvbmFsX3Byb2dyYW1tZXM=>
- Proposals must be fully completed, providing 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 IOC's five official 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 is also required.
- The online system runs a number of automatic validation checks that prevent users from submitting forms that are not adequately filled in.
- In the event of receiving the grant, beneficiaries must submit invoices corresponding to each expense indicated in the budget. Complete invoices are required; purchase receipts will not be accepted.

² Article 16.8: "After two consecutive years of unpaid contributions, the Council of Members may, upon hearing the member in arrears, decide that the latter shall cease to enjoy the rights of membership but may participate in sessions as an observer within the meaning of article 8, paragraph 7".

Source: <https://www.internationaloliveoil.org/wp-content/uploads/2019/03/ENGLISH-AGREEMENT-2015.pdf>



7. ELIGIBILITY CRITERIA

Applications must meet the following eligibility criteria:

1. Adherence to 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 and all the required documents and declarations.
3. Correctness of the application form	The application form is fully and properly filled out according to the instructions.
4. Correctness of the declarations	The declarations are correct. The grant template is used, with the declarations properly filled in and signed.
5. Geographical coverage	The applicants are from and established in an IOC member country that has not lost their rights according to Article 16.8 of the International Agreement on Olive Oil and Table Olives, 2015.

8. EXCLUSION CRITERIA

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

- Their application form is not filled out correctly, has incorrect data or contains unanswered sections.
- 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 organization 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 next to the form, indicating that none of the abovementioned circumstances apply to them.

Depending on the circumstances and if deemed necessary, the IOC may request the applicant to submit any of the following documents as additional proof: a recent extract from their judicial record; a recent and equivalent document issued by a judicial or administrative authority in their country of origin; or other documentation proving that the requirements are satisfied.

Grants will not be awarded to candidates who are:

- Subject to a conflict of interest;
- Guilty of misrepresentation in supplying the information required by the relevant authorizing officer as a condition of participation, or who fail to supply this information;
- Subject to any of the exclusion criteria.

To certify these points, the applicant must complete, sign, date, and submit the declarations provided alongside 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 bank statements or evidence of professional risk indemnity insurance;
- Presentation of balance sheets or extracts from balance sheets for at least the last two closed financial years;
- Statement of overall turnover, especially turnover related to works, supplies, or services covered by the contract, for a period not exceeding the last three financial years;
- Any other means deemed appropriate by the contracting authority.

Public bodies (entities established as a public body under national law, including local, regional, or national authorities) and international organizations are exempt from submitting these documents. However, they are required to submit a document certifying their status as a public body or international organization.



(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 tasks carried out in the past three years related to the presented action;
- A description of the measures in place to ensure quality control;
- A statement detailing the average annual manpower and the number of managerial staff for the past three years.

10. AWARD CRITERIA

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

AWARD CRITERIA	POINTS
PROGRAM TECHNICAL QUALITY	40
- Aims and objectives (15)	15
- Target groups (10)	10
- Themes and messages (15)	15
PROGRAM MANAGEMENT QUALITY	35
- Planning and organization (10)	10
- Quality of partnership (10)	10
- Communications strategy (15)	15
OVERALL DETAILED BUDGET	25
TOTAL	100

Proposals scoring less than 35 points will be ruled out.

11. FINANCIAL PROVISIONS

Activities will be financed up to a maximum of 50% of the total activity cost per year.

The amount financed by the IOC per grant shall in no case exceed €6,000 per year.

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



- The proposal must include a budget **in euros**, specifying all of the itemized costs in relation to the action for the project.
- The budget presentation template available on the IOC submission portal must be used. The budget must be balanced and respect the principles of co-financing, non-profitability, non-retroactivity and non-cumulation.
- The IOC will only reimburse **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.
- A cost must be included in the budget of the action for it to be reimbursed.
- The budget may 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 Evaluation Committee's analysis without amending other elements of the proposal.
- As a general rule, 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.

12. PLANNED SCHEDULE

All interested organizations from member countries are invited to submit their proposals electronically. The deadline for receipt of proposals is Sunday, 1 September 2024.

The planned schedule is as follows:

Publication of the call for proposals:	22 July 2024
Deadline for submitting proposals:	1 September 2024
Evaluation period:	September 2024
Electronic signature of the agreement between 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 their electronic signature using the IOC's electronic signature system. The beneficiary's signature will precede that of the IOC.
Starting date of the activities scheduled for 2024:	15 October 2024



Applicants are asked to 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 in the form and follow all the instructions. All required documents must be submitted through this established platform, otherwise the application will not be accepted.
- The e-mail address, prom@iocorg.org, is available for answering any questions that the applicants may have when filling out their application.

13. SHORT-LISTING AND AWARD

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

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

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

14. GRANT AGREEMENT

The ES reserves the right to reduce the grant amount based on the Evaluation Committee's analysis without amending other elements 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.

The allocation of any grants is subject to budgetary availability.
