



CALL FOR PROPOSALS FOR THE AWARD OF GRANTS FOR THE ORGANISATION OF WORLD OLIVE DAY IN IOC MEMBER COUNTRIES

CALL FOR PROPOSALS FOR 2016

During the 26th extraordinary session held in Madrid, Spain, from 7 to 11 March 2016, the IOC Council of Members approved guidelines mapping out the future direction of the Organisation for the next four years.

One of the guidelines was to bring the IOC closer to its membership and concomitantly add to IOC visibility by celebrating World Olive Day (26 November) simultaneously every year in all the member countries, primarily by issuing a joint official declaration and holding supporting events.

The Executive Secretariat is thus pleased to announce that it intends to award **grants to finance programmes for the celebration of World Olive Day in the IOC member countries.**

Grants will be awarded within the limits of the approved budget and will be for events and activities carried out between 23 and 30 November 2016.

Dossiers must arrive at the IOC Executive Secretariat by 14 October 2016. They must contain the application form, completed in full, signed and dated, in addition to the other documents mentioned in this call for proposals.

1/Objectives

The objective of the grants is to provide financial support for initiatives aimed at celebrating World Olive Day as a joint action in all IOC member countries.

Proposed initiatives must dovetail with this objective as follows:

- All initiatives must include a press conference or similar event designed to publicise World Olive Day as widely as possible. The Executive Secretariat will provide an official declaration to this end, for release in all the member countries;
- In addition, they may feature supporting events or activities such as:
 - ❖ seminars, trade fairs or symposiums showcasing the relationship between olive products and health, olive growing and the environment, the history of olive growing, the olive economy, etc.



- ❖ the production of promotional material (brochures, CDs, books, etc.)
- ❖ the invitation of international experts to take part in the planned activity.

2/Timing of eligible initiatives

Activities must take place between 23 and 30 November 2016.

Initiatives may be of any duration within this time period but no applications for initiatives scheduled to run outside this period will be accepted.

The period of cost eligibility will be from the date on which the Grant Agreement is signed until 30 November 2016 inclusive.

3/General principles

Initiatives benefiting from an IOC grant must comply with the following principles:

- The aim of the project or action that is funded must be related to the celebration of World Olive Day;
- The action must be co-financed, i.e. financing other than the IOC grant is required. This may be in the form of the beneficiary's own resources or, where applicable, of financial contributions from third parties. Contributions in cash from third parties may be considered co-financing if they are considered necessary or adequate. Grants awarded by the IOC must in no case represent more than 50% of the cost of the co-financed activity;
- Grants must not have the purpose or effect of producing a profit for the beneficiary;
- Expenditure and revenue must be balanced in the budget presented. In the case of income, the co-financing requested from the IOC must not exceed the ceiling of 50% of the costs presented;
- Expenditure incurred prior to the signature of the agreement is not eligible;
- Only one IOC grant may be granted per Member (or only one grant per member country in the case of the European Union);
- Principles of advertising, transparency and equal treatment.



4/ Grant application dossier

Grant application dossiers must be addressed to the IOC Executive Secretariat:

- by public-law or private-law persons whose headquarters are in the territory of one of the IOC Members; natural persons are excluded; and
- **via the Heads of Delegation of the member countries** (contact details available upon request from the Executive Secretariat), except in the case of entities from an EU country, which should send their dossiers directly to the IOC.

Dossiers should be sent to the following address:

International Olive Council
Príncipe de Vergara, 154
28002 MADRID
Tel.: +34.91.590.36.38
Fax: +34.91.563.12.65
Email: iooc@internationaloliveoil.org

Grant application dossiers must also contain:

- signed declarations attesting that the applicant is not in one of the situations giving rise to exclusion or conflict of interest (templates appended in Annex 2);
- any document attesting to the financial and operational capacity of the applicant to carry the activity through to completion (see section 5-2).

Dossiers will only be considered if they contain the application form (Annex 1 to this call for proposals), completed in full, together with all the other documents mentioned in this call for proposals, and they arrive at the IOC Executive Secretariat by 14 October 2016 (inclusive).

5/ Evaluation of proposals

Dossiers must successfully pass the following stages in order to be eligible for the award of a grant:

5-1/ Exclusion criteria

Applicants will be excluded from participating in the procedure for this call for proposals if:



- (a) 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;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been found guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled 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 or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) 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;
- (f) following another award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) they are subject to a conflict of interest;
- (h) they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation or fail to supply that information.

Applicants must submit signed declarations (templates appended in Annex 2) to attest that they are not in any of the above situations.

Administrative and financial penalties may be imposed on grant holders who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a contract or previously awarded grant.

5-2/Selection criteria

The selection criteria will be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.



Applicants must have:

- stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding (**financial capacity**);
- the professional competencies and qualifications required to complete the proposed action or work programme (**operational capacity**).

- **Financial capacity**

In addition to their application, applicants must submit their profit and loss statements, together with the balance sheet for the last two financial years for which the accounts have been closed, in order to permit assessment of their financial capacity.

In place of the documents mentioned in the paragraph above, public entities may present a certificate attesting to their status as such.

- **Operational capacity**

In addition to their application, applicants must submit the following documents in order to permit assessment of their operational capacity:

- A signed declaration, completed in full, attesting to their status as a legal person;
- A statement indicating the average annual staff and the number of managerial staff employed by the applicant in the last two years; (in the case of public entities this document may be substituted by a certificate attesting to their status as a public entity);
- The list of persons – with job titles – who will be conducting the activity, together with the CVs of the main persons in charge, indicating all their relevant professional experience;
- A list of projects already undertaken in the relevant field by the applicant in the past two years.

5-3/Award criteria

The award criteria will make it possible to evaluate the proposed activities from a technical and financial point of view. The IOC Executive Secretariat will use the following criteria and weighting for this purpose:



TECHNICAL QUALITY OF THE PROGRAMME: 40 points

Assessment will entail examining the extent to which the proposal is relevant to its objectives and target group and presents a solid method and precise indicators.

Assessors will usually ask themselves the following questions:

- Are the grant application and expected results clearly positioned in the celebration of World Olive Day?
- Is the proposal innovative?
- Are the objectives clear and realistic?
- Is the foreseeable impact on the approaches, target groups and systems concerned clearly defined and are measures in place to ensure that the impact can be achieved?
- Are the results of the activities likely to be significant?

MANAGEMENT QUALITY OF THE PROGRAMME: 35 points

The following elements will be considered in order to assess the management quality of the programme:

- The organisational capacity to achieve the objectives through the proposed activities within realistic timeframes;
- Organisational quality: extent of involvement of other organisations and balance between organisations; participation of third parties from the same country;
- The quality and scope of the outreach strategy.

Assessors will usually ask themselves the following questions:

- Is the organisation of work clear and appropriate for achieving the objectives?
- Does the work programme define and distribute tasks/activities among the partners in such a way that the results will be achieved on time and to budget?
- Does the applicant have all the skills, recognised expertise and competences required for carrying out all aspects of the work programme?
- Does the programme have a good communication strategy?

PRESENTATION OF AN OVERALL, DETAILED BUDGET: 25 points

The following elements will be taken into account to evaluate this point:

- Overall quality, clarity and degree of detail of the budget (see template appended in Annex 3).



- Adequacy and distribution of the resources (human and financial) allotted to each activity in order to assess the expected cost/benefit ratio.

Assessors will normally ask themselves the following questions:

- Is the budget clearly detailed?
- What is the added value generated by the IOC grant (more participants, more speakers, more workshops, increased visibility through the printing of programmes, etc.)?

SUMMARY:

AWARD CRITERIA	POINTS
TECHNICAL QUALITY OF THE PROGRAMME	40
- Aims and objectives (15)	
- Target groups (10)	
- Themes and messages (15)	
MANAGEMENT QUALITY OF THE PROGRAMME	35
- Planning and organisation (10)	
- Quality of partnership (10)	
- Communication strategy (15)	
OVERALL, DETAILED BUDGET	25
TOTAL	100

6/ Finalisation

Award

When awarding grants, the Executive Secretariat will give priority to geographical diversity to ensure that the largest possible number of IOC member countries (including those of the EU) are able to access funding. For this reason, only one grant will be awarded to each Member (or to each member country in the case of the European Union).

In the event of being selected, the beneficiary automatically authorises the Executive Secretariat to publish the following information, in any form and through any communication channel, including Internet:

- (a) Name and address of the beneficiary
- (b) Purpose of the grant
- (c) Amount granted and funding rate in relation to the total cost of the activity.



Notification of applicants

The Executive Secretariat will inform applicants individually, in writing, of the decision taken with regard to their proposal. The reason for the rejection of the application will be given at the end of the procedure.

Grant agreement

The Executive Secretariat reserves the right to award a grant that is lower than the amount requested by the applicant, but may not award a grant that is higher than that amount.

The grant will be governed by a grant agreement (template appended in Annex 4).

7/ Check list

Public-law or private-law persons whose headquarters are in the territory of one of the IOC Members and who apply for an IOC grant must make sure that their **full dossier reaches the Executive Secretariat by 14 October 2016 (inclusive) and is submitted via the Heads of Delegation of the member countries** (contact details available upon request from the Executive Secretariat), except in the case of entities from EU countries, which should send their dossiers directly to the IOC.

The total amount available for grant funding in 2016 is limited owing to budget constraints. A maximum amount of €4 000 (per grant and country) has been fixed for IOC grant awards for the Celebration of World Olive Day, which may not represent more than 50% of the total budget for the action. Applications will be analysed on a first-come-first-served basis.

All grant agreements must have been signed before the activity begins.

Dossiers must contain at least the following:

- An official letter from the organisation responsible for the activity stating its name and full address. This letter must be signed by a duly authorised representative (person in charge of the establishment/body/activity) and, in the case of an institution not belonging to the EU, by the Head of Delegation of the IOC member country concerned;
- The application form (template appended in Annex 1), completed in full, signed and dated;
- The signed declarations attesting that the applicant is not in any of the situations giving rise to exclusion or conflict of interest (templates appended in Annex 2);



- The profit and loss statements and balance sheet for the last two financial years for which the accounts have been closed (in the case of public entities, this document may be substituted by a certificate attesting their status as a public entity);
- A completed and signed declaration attesting that the applicant is a legal person;
- A statement regarding the annual average staff and number of managerial staff employed by the applicant in the last two years (in the case of public entities, this document may be substituted by a certificate attesting their status as a public entity);
- The list of persons – with job titles - who will be implementing the action, together with the CVs of the main persons in charge of the implementation of the activity, showing all their relevant professional experience (**if the activities require the cooperation of outside experts on sensory analysis, these persons must be recognised IOC experts**);
- A list of projects already undertaken in the relevant field by the applicant in the past two years; and
- Detailed information regarding the estimated budget for the event (revenue and expenditure) (see template appended in Annex 3)

8/ Annexes

- Annex 1: Grant application form
- Annex 2: Signed declarations regarding exclusion criteria and conflict of interest
- Annex 3: Template for budget and financing presentation
- Annex 4: Draft agreement (appended for information only; to be completed subsequently if a grant is awarded)