

RULES FOR THE AGRICULTURAL CALL FOR PROPOSALS - FONDATION NOVAE

1. Purpose of the call for proposals

Fondation Novae is launching a call for proposals to support initiatives contributing to the development of local, sustainable, high-quality food for the contract catering sector in Switzerland.

Through this call for proposals, Fondation Novae aims to encourage the emergence, development and dissemination of innovative solutions that strengthen local food supply chains, improve their environmental and social impact, and foster a resilient local economy.

2. Eligibility requirements

The following are eligible:

- Legal entities and other entities lawfully established in Switzerland, including sole proprietorships, commercial companies, cooperatives, associations and foundations;
- Individuals carrying out a professional activity in the fields covered by this call for proposals.

Applicants must also meet all of the following conditions:

- Be domiciled or have their registered office in Switzerland;
- Carry out their main activity in Switzerland;
- Be active in one of the following fields:
 - o Agricultural production;
 - o Food processing or artisanal food production;
 - o Food packaging;
 - o Food logistics;
 - o Distribution of food products for the contract catering sector.

Projects may be submitted by a single organisation or a consortium of partners. In the latter case, a lead organisation or project leader must be appointed as the contact for Fondation Novae.

The following are not eligible:

- Projects already fully completed when the application is submitted;
- Projects that contravene applicable Swiss laws and regulations;
- Projects whose primary purpose is political, religious or partisan;

- Applicants subject to bankruptcy, liquidation or any other proceedings that could jeopardise the implementation of the project or the proper use of the funding awarded.

3. Supported themes

Projects must contribute to sustainable development and address at least one of the following themes.

- o Projects that expand the range of locally farmed products and promote their local character to kitchen teams and consumers in the contract catering sector.
- o Projects that improve the environmental impact of local food products or services.
- o Projects that replace industrial or imported products by developing bespoke local artisanal products offering better quality, composition and ingredient traceability;
- o Projects that develop optimised, sustainable local distribution logistics between producers/artisans and consumers in the contract catering sector;
- o Projects that improve working conditions for producers, artisans or logistics professionals in the food supply chain;
- o Projects that reduce food loss or waste throughout the supply chain (making use of unsold products, new preservation solutions, etc.);

4. Evaluation criteria

Projects are assessed by a jury against the following criteria.

4.1 Relevance

The project clearly addresses one or more of the themes listed above and contributes to the sustainable development objectives pursued by Fondation Novae.

4.2 Potential impact

The project:

- Aims to achieve a tangible and measurable impact on the ground;
- Generates economic, social and/or environmental benefits;
- Has the potential to remain viable beyond the funding period;
- Does not cause significant adverse effects on other stakeholders or other environmental dimensions.

4.3 Feasibility

The project leader has, or plans to secure, the resources required to implement the project: technical expertise, human resources, equipment and financial capacity.

4.4 Impact measurement

The project includes indicators to assess the results achieved and the impact generated over the medium term.

5. Funding awarded

The total funding available under this call for proposals is CHF 50,000.

The jury reserves the right to:

- Award all or part of this funding;
- Allocate the funding across several projects;
- Select no projects if the applications received do not meet the expected quality standards.

80% of the amount awarded is paid following the award decision and the signing of the funding agreement. The remaining 20% is paid after receipt and approval of the final report referred to in Article 8.

An award of funding by Fondation Novae does not confer any entitlement to future funding and creates no obligation to renew support beyond this edition of the call for proposals.

6. Submission of applications

Applicants must submit an application of no more than five A4 pages, including:

1. Organisation overview

Name or registered name, address, contact person and contact details.

2. Project title and summary

Brief overview of the project.

3. Funding requested

Amount of funding requested and, where applicable, proposed allocation across the different project components or expenditure items.

4. Alignment with the call's themes

Explain how the project addresses one or more of the supported themes.

5. Impact and long-term viability

Outline the expected impacts and the prospects for sustaining the project over time.

6. Implementation capacity

Describe the skills, resources and means to be deployed to implement the project.

Submission guidelines:

- Maximum one A4 page per question;
- Technical appendices may be attached if needed to understand the project.

Fondation Novae reserves the right to request any additional information or documents useful for assessing the application.

Any incomplete application or application submitted after the deadline may be deemed inadmissible.

7. Selection procedure

Stage one: review of applications

The jury reviews admissible applications against the criteria set out in Article 4.

Stage two: interview or site visit

Shortlisted projects are subject to an interview, a further discussion or a site visit conducted by one or more members of the jury.

Final decision

At the end of the procedure, the jury selects the successful projects.

The jury's deliberations are confidential.

The jury's decisions are final and may not be appealed.

In the event of a conflict of interest, the jury member concerned must refrain from taking part in the assessment of the application in question.

8. Monitoring of funded projects

Beneficiaries undertake to:

- Use the funding awarded in accordance with the objectives set out in their application;
- Inform Fondation Novae of any substantial change to the project;
- Submit a progress report and an impact assessment within twenty-four months of the funding award.

The report must include, in particular:

- The project's progress;
- The results achieved;
- The impact indicators defined in the application;
- The use of the funds awarded.

If these obligations are not met, Fondation Novae may suspend or cancel payment of the remaining funding.

In the event of a false declaration, use of the funding for purposes other than those set out in the application, or a serious breach of the commitments made to Fondation Novae,

the Foundation reserves the right to suspend payment of the remaining funding, require full or partial repayment of amounts already paid, and exclude the beneficiary from future calls for proposals.

9. Communication

Applicants authorise Fondation Novae to mention their name, their organisation and a brief description of their project in communications relating to the call for proposals.

Successful applicants undertake to acknowledge the support of Fondation Novae in their project-related communications, in accordance with the guidelines provided to them.

Where possible, successful applicants agree to take part in promotional activities organised by Fondation Novae.

10. Data protection

Personal data collected as part of the call for proposals are processed exclusively for the purposes of administration, evaluation, monitoring and communication relating to the call for proposals.

Fondation Novae processes these data in accordance with applicable Swiss data protection legislation.

11. Final provisions

Fondation Novae reserves the right to amend, suspend or cancel the call for proposals at any time for justified reasons.

Participation in the call for proposals implies full and unconditional acceptance of these rules.

Swiss law applies.

The courts at the registered office of Fondation Novae in Gland (VD) shall have jurisdiction.