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## **OBJECTIVE**

To improve the administrative structures of National Olympic Committees (NOCs) by contributing towards their general administrative costs and supporting NOCs' initiatives to improve specific aspects of their management, with special emphasis on better governance.

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## **BENEFICIARIES**

The programme is available to all the NOCs.

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## **DESCRIPTION**

### **Administrative Subsidy**

An administrative subsidy of USD 45,000 is available to the NOCs on an annual basis, and is aimed at assisting the NOCs with their running costs, such as staff salaries, office rent, utility bills, organisation of meetings prescribed by the statutes, purchase and upkeep of office and IT equipment, financial audit fees, website hosting fees, etc.

### **NOC Management Initiatives**

NOCs may request Olympic Solidarity's assistance related to the development of a specific aspect of management. The objective of NOC Management Initiatives is to help NOCs implement one-time projects and activities that aim to improve NOCs' management and operations.

Examples of projects that may be considered through this programme include:

- External expert's assistance on a limited-time basis in order to facilitate the development of strategic/action plans, policies or procedures; to revise or audit existing plans and policies; etc.
- Training of staff or executives in skills related to their professional duties (e.g. participation in local courses or international seminars, or an exchange or internship with another NOC or sports organisation).
- Introduction of a new tool or concept that aims to increase the NOC's efficiency or an upgrade of an existing one (e.g. implementation of an IT project, such as website, electronic filing system, database, accounting software, etc.).

NOCs should request Olympic Solidarity's assistance for a project that is a priority for the NOC and is in line with its strategic plan. In order to help NOCs to identify their priorities for improvement, NOCs are encouraged to use UMAP, a self-assessment tool available on the NOCnet.

Expenses NOCs incur on a regular and ongoing basis (such as salaries, website hosting fees, cost of Executive Board or staff meetings, etc.) are not to be covered through this programme, as they may be partially subsidised through the Administrative Subsidy.



In the event of programme oversubscription, applications for the NOC Management Initiatives from those NOCs with the greatest need of strengthening their structures will be prioritised over those from NOCs with an established administration.

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## **APPLICATION PROCEDURE**

### **Administrative Subsidy**

In order to apply for the Administrative Subsidy, NOCs should provide a financial report documenting the use of the previous year's Administrative Subsidy and complete an application form where they agree to use the funding in accordance with the programme guidelines.

### **NOC Management Initiatives**

NOCs wishing to benefit from Olympic Solidarity's financial assistance towards the implementation of their management initiatives should request it by submitting an application form no later than two months prior to the start of the project. Otherwise, we cannot guarantee approval of the initiative before the start of the project.

Wherever applicable, NOCs should submit copies of related documents, such as a proposal from or a contract with a service-provider.

NOCs should also demonstrate that they have a structure in place capable of sustaining the initiative once Olympic Solidarity's support ends (e.g. for a project to establish an NOC website, the NOC needs to show that it will include the website hosting fees in its annual budget and that it has the personnel, internal or external, responsible for keeping the information on the website up to date).

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## **ANALYSIS AND APPROVAL**

Requests are analysed and approved based on the information provided by the NOCs in the application and supporting documentation. The level of support for the management initiatives is decided in relation to the initiative scope, duration, budget requested and amount already allocated to the NOC in this programme.

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## **FINANCIAL CONDITIONS**

The quadrennial budget allocated to the programme of NOC Administration Development is USD 40,225,000.

### **Administrative Subsidy**

Each NOC is eligible for an annual Administrative Subsidy of USD 45,000. The total amount is paid upon the receipt of the NOC's application and the financial report for the previous year's Administrative Subsidy.

Any funds not used in one year may be transferred to the following year(s).



## **NOC Management Initiatives**

Funding allocated to an NOC Management Initiative will constitute a contribution towards the entire cost of the initiative, and the amount will vary according to the nature of each project, budget availability and how much funding has already been allocated through this programme to the applicant NOC.

An advance payment of 75 per cent of the total budget allocated may be requested. Advance payments are not available if an advance payment for any other initiative has not been reported on. The balance of the budget allocated is paid upon the submission of the final initiative report and the financial report.

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## **FOLLOW-UP AND CONTROL**

### **NOC Management Initiatives**

The NOC should submit the final initiative report and the financial report no later than two months after the completion of an NOC Management Initiative. Any relevant additional documentation related to the initiative is always appreciated.

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## **DEADLINE**

### **Administrative Subsidy**

Applications for an Administrative Subsidy are accepted every year, between 1 January and 31 December of the year for which the subsidy is requested.

### **NOC Management Initiatives**

Applications for NOC Management Initiatives must be received at least two months prior to the start of the project.