TIPS & STRATEGIES FOR DEVELOPING A 100K INNOVATION FUND PROPOSAL

2022 Cacao for Peace Innovation Fund Grant Competition

November 15, 2022
A COUPLE OF NOTES...

• Recording & materials available within a week
  ➢ List of attendees from today’s webinars

• Submit questions via the “Q&A” box in the Zoom window at any point during the presentation
  ➢ Please don’t use the “Chat” to submit questions
AGENDA

Penelope Kim
Director, 100,000 Strong in the Americas Innovation Fund
Partners of the Americas

• How to Apply
• Competition Eligibility & Requirements
• Proposal Evaluation Criteria
• Build Your 100K Proposal: Tips & Considerations
• Questions & Answers (Q&A)
The 100K Innovation Fund is the public-private sector partnership and collaboration among the Bureau of Western Hemisphere Affairs at the U.S. Department of State (WHA/DOS), U.S. Embassies, and Partners of the Americas, working with companies, foundations, regional government entities, and academic networks throughout the United States, Latin America, and the Caribbean.

The goals of the 100K Innovation Fund align with DOS priorities to build institutional capacity, increase access to inclusive education opportunities, stimulate economic prosperity, and contribute to workforce development.
HOW TO APPLY

www.100kstrongamericas.org
Join the 100K Innovation Network

Connect with 2,300+ higher education institutions across the Western Hemisphere

Receive news & updates about grant competitions, conferences, webinars, and other resources & opportunities

www.100kstrongamericas.org/join/
**STEP 1:**

Visit our Application Portal.

[www.100kstrongamericas.org/application-portal/](http://www.100kstrongamericas.org/application-portal/)
STEP 2: Create an account and profile.
Important Note about your registered email...

Choose an email that is accessible to proposal team (if applicable) and regularly monitored.

- All communications will be sent to this email
- A proposal can only be associated with one email account.

An email account = multiple submissions
BUT... a proposal ≠ multiple emails
STEP 3: Complete required tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Details</th>
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<tbody>
<tr>
<td>Grant Application</td>
<td>Action Required</td>
<td>Application will not be completed until you click the &quot;Submit&quot; button.</td>
</tr>
<tr>
<td>Application Form</td>
<td>Action Required</td>
<td>To begin or continue with the Application, please click the &quot;Edit&quot; button to the right.</td>
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<td>Once you have completed the Application, you may return here to view or print your submission by clicking the &quot;View&quot; button to the right.</td>
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<tr>
<td>Partner Information Request</td>
<td>Action Required</td>
<td>As part of the Application, you must provide at least one contact person at your partner institution(s), who will be collaborating with you on the implementation of your proposed project. This will be done by sending a request to your contact(s) to complete the required form.</td>
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<td>To begin, please click the &quot;Open&quot; button to the right.</td>
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Past Informational Webinars

HOW TO APPLY FOR A 100K INNOVATION FUND GRANT (OCT 2022)

• Competition eligibility & requirements
• How to build your proposal team and identify the right institutional partners
• Overview of the Application Portal
• The submission process

Watch webinar recordings and access materials under “Past Webinars” at:
100kstrongamericas.org/events/webinars/
2022 CACAO FOR PEACE INNOVATION FUND GRANT COMPETITION

Generously supported by

U.S. Department of Agriculture

U.S. Agency for International Development

Bureau of Western Hemisphere Affairs, U.S. Department of State

Learn more
ELIGIBILITY

www.100kstrongamericas.org
AVAILABLE AWARDS

- 8 grants
- $25,000

ELIGIBLE COUNTRIES & INSTITUTIONS

Higher education institutions (HEIs) located and registered

- Colombia
- United States

#100KStrongAmericas
ATTENTION: UPDATED RFP, as of Nov. 11th
➢ Make sure that you are using this revised version.

THETMATIC AREAS

• Areas related to the cacao sector
  ➢ Sustainable Productivity
  ➢ Climate Resilient Agriculture
  ➢ Food Safety Promotion

• Advanced, applied agricultural research-based projects

Read the Request for Proposals (RFP) for more details.
www.100kstrongamericas.org/grants
Additional Requirements & Considerations

Required: In-person scientific exchange of students.
Programs can also include:
- Agricultural researchers
- Scientific & technical personnel in the cacao sector

*Given the ongoing challenges & uncertainties due to the COVID-19 pandemic, we encourage proposals that allow for both physical and virtual exchange.

Bidirectional travel preferred but not required.
No minimum/maximum number of students.
No minimum/maximum duration of travel/stay abroad.
Program Design

Level of Study

Students can be at any level of post-secondary education.

✓ Undergraduate
✓ Graduate
✓ Doctoral

Student Credit

**Required:** Students must receive some level of credit from their home institution during or as a result of the proposed program.

Diverse Students

**Optional but encouraged:** Consider designing a program that includes/benefits underserved, non-traditional, and/or diverse student populations.
# Competition Timeline

<table>
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<tr>
<th>Activity</th>
<th>Timeframe</th>
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<tr>
<td>Application Deadline</td>
<td>January 31, 2023 (end of day)</td>
</tr>
<tr>
<td>Notification of Status of Proposal</td>
<td>Mid-April 2023</td>
</tr>
<tr>
<td>Award of Grant Funds to Winners</td>
<td>April-May 2023</td>
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**Project Implementation**

June 1, 2023 – May 31, 2024

*Please note that these dates are subject to change.*
Evaluation Criteria

Technical Narrative (80%)
- Cover Page - 1 page
- Table of Contents - 1 page
- Executive Summary & Program Description 40%
- Sustainability Plan 15%
- Capacity, Challenges & Opportunities 10%
- Monitoring & Evaluation (M&E) Plan 15%

Budget (20%)
- Summary Table
- Narrative

Supporting Documents
- Letters of Support (required)
- Biography/résumé of Project Team (required)
  1-2 pages per person
- Sample Program Materials
EXECUTIVE SUMMARY & PROGRAM DESCRIPTION

- Need for program explained/justified
- Clear program goals, specific objectives, and key activities
  - Student learning objectives
- Detailed activities of students
  - Timeline of activities, including travel
- Defined # of students that will travel in either/both directions
- Credit for students at either/both institutions
- Clearly identify the innovations/new components to the program.

*Make sure reviewers are not left with any questions about the design and purpose of your proposal.
(15%) SUSTAINABILITY PLAN

- What **concrete plans/actions** do you have to ensure the continuation of program?
- How will you secure **institutional “buy-in”/support** from all involved institutions to continue the program?
- Have you identified any local, national or international funding sources?
- How will you receive additional funding?

*Highlight financial commitments from institutions, community partners, government agencies, etc.*

**REQUIRED:** Letters of support from your institution and partner institution(s) – from individuals outside of project team
CAPACITY, CHALLENGES, & OPPORTUNITIES FOR GROWTH

Discuss...

- Capacity to administer international research exchange programs
- Awareness of institutional challenges that prevent students from going abroad
- Opportunities provided by the 100K grant that allow you to overcome the challenges of student mobility

REQUIRED: Biography/résumé of the Principal Investigators (PIs) from each HEI involved.
(15%) MONITORING & EVALUATION (M&E) PLAN

- What will you measure?
  - Quantified target goals, benchmarks, indicators of progress, etc.
- How will you measure program progress & indicators?
  - Tools & technology for data collection
- When/How often will you collect data?
  - i.e., baseline, throughout, post-activity, etc.
- Who is responsible for collecting the data?
  - PIs, separate department, etc.

SMART goals & objectives
- Specific
- Measurable
- Achievable
- Realistic
- Timely

*Use the M&E plan template provided in the 100K website: [100kstrongamericas.org/app-format/](100kstrongamericas.org/app-format/)
BUDGET (20%)

Clarity (5%)
- Make sure all calculations are correct
- Be as specific as possible

Indirect/ Administrative Costs (5%)
- Consider cost-sharing the indirect costs
  - If not, the recommendation is no more than 20% of the grant
- Low indirect costs = better

Cost-Share (5%)
- In-kind or cash contributions from partnering HEIs and/or external resources
- Required, but no minimum amount required
  - It is recommended to match the grant 1:1.
  - 100K grant winners provide matching at 1:1.5
  - Include contributions from all involved HEIs to match the grant.

Examples:
- Personnel time, consultants
- Faculty/staff travel
- Equipment/lab/facility use
- Student scholarships/stipends provided by the HEIs or external sources
- Remaining/all indirect costs

Use the Budget Summary template provided on the website: 100kstrongamericas.org/app-format/

Expenses covered by students out-of-pocket do not count as cost-share.
BUDGET (20%)

Narrative (5%)
- Explain and justify each item and activity referred to in the budget summary
- Provide breakdown of cost estimates
  - How are costs calculated?
- Be as specific as possible.

Refer to the sample budget narrative on the website:
100kstrongamericas.org/app-format/

Are there any directions on how the grant funds can/cannot be spent?
- Funds should support students.
  - Personnel, fringe, consultants
  - Travel (e.g., flights, hotels, transportation, meals, etc.)
  - Student stipends/scholarships
  - Communications, marketing materials, translation, etc.
  - Use/rental of equipment/facilities
  - Purchase of course materials, software, etc.
  - Program monitoring/evaluation tools
  - Conference fees
  - Indirect (no more than 20% of grant)

For more information/questions about the budget, visit
100kstrongamericas.org/100k-competition-faqs/
A REVIEWER’S PERSPECTIVE

Program Description.
- Does it provide clear program goals and detail the objectives & activities to accomplish them?
- Can you envision what the program will look like and how it will be managed by the HEIs?

Sustainability Plan
- Have the HEIs put thought into a plan for how will they continue to implement the program after the grant?
- Does it show commitment toward the program & partnership?

Institutional Capacity, Challenges & Opportunities
- Do the HEIs have the capacity to implement the program successfully?
- What study abroad challenges are they trying to overcome with the help of 100K grant funding?

Monitoring & Evaluation Plan
- In addition to program success, will the HEIs measure student learning?
- Does it include outcomes, and not only outputs?
A REVIEWER’S PERSPECTIVE

Budget

- **Summary**
  - Is the table detailed yet clear and easy to comprehend?
  - Does it show how the total costs are calculated/broken down?

- **Narrative**
  - Does the narrative explain what the cost items/activities are and how they are relevant to the program?
  - Are all cost items/activities in the budget mentioned in the technical narrative?
  - Do they clearly identify which HEI will cost-share what?

Supporting Documents (Annexes)

- Do they include letters of support from all partnering HEIs *(required)*?
- Do they include the résumé/biography of the project team from all partnering HEIs *(required)*?
**FINAL TIPS**

Use the 100K templates provided.
- M&E Plan
- Budget Summary

Refer to sample documents.
- Budget Narrative
- Sample 100K Proposal

• Make sure that all proposal documents are in **English**.

**Available at**
[100kstrongamericas.org/app-format/](http://100kstrongamericas.org/app-format/)

**Don’t wait!**
- Begin writing your proposal as soon as possible.
- Ask your partners for a letter of support now.
  - Request them to complete the HEI Partner Profile form. *Sent via the Application Portal.*
Please submit questions via the “Q&A” box in your Zoom window. Please do not use the Chat box.

Any questions not answered in this webinar will be answered in a Q&A report, which will be sent to the email you used to register for this webinar within a week.

For answers to the most commonly asked questions, consult:
100kstrongamericas.org/100k-competition-faqs/

For any new questions, complete the form:
100kstrongamericas.org/questions/
Contact us

Penelope Kim
Director, 100.000 Strong in the Americas Innovation Fund
Partners of the Americas

Contact our team at:
✉️ 100kstrongamericas@partners.net

The recording and materials will be sent to all participants.
Thank you for your interest & participation!