Request for Grant Proposals
for
The 100K CLIMA Grant Competition
to Build Inclusive Climate-Action and Student Exchange Programs between the United States and Argentina, Chile, Paraguay, and Uruguay (2023)

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Submit questions at 100kstrongamericas.org/questions
Closing Date: July 31, 2023 11:59 PM

Partners of the Americas (POA) and the Bureau of Western Hemisphere Affairs at the U.S. Department of State (WHA/DOS) invite higher education institutions (HEIs) from the United States and Argentina, Chile, Paraguay, and Uruguay to create partnerships to submit proposals for consideration in this grant competition offered by the 100,000 Strong in the Americas Innovation Fund, Alliance for Climate Action (100K CLIMA).

This new 100K Strong CLIMA grant competition is generously supported by the U.S. Department of State, Bureau of Western Hemisphere Affairs and the U.S. Embassy in Chile in partnership with CAF: Development Bank of Latin America (CAF) and Partners of the Americas. It is designed to stimulate and support innovative partnerships between HEIs that will create access to inclusive, climate-focused, student and faculty exchange programs between the United States and Argentina, Chile, Paraguay, and Uruguay - and strategic climate action projects.

Background: The 100,000 Strong in the Americas (100K) Innovation Fund is the signature public-private sector collaboration between WHA/DOS, U.S. embassies, and POA, along with regional companies, foundations, government entities, and education networks throughout the United States, Latin America, and the Caribbean (LAC). The 100K Strong Innovation Fund is a multi-sector collaboration engaging public, private, and academic networks to ensure that more students from diverse backgrounds gain access to innovative, inclusive exchange and workforce readiness training programs.

In ten years (2013-2023), the 100K Strong Innovation Fund has awarded 306 grants to 572 HEIs working in teams across 25 countries and 49 U.S. states. To date, Colombia, Mexico, Brazil, Peru, Argentina, Chile, Guatemala, and Costa Rica are the leading 100K Strong grant-recipient countries to partner with U.S. colleges/universities to create and implement inclusive student and faculty exchange programs. The 100K Network currently includes over 4,000 individual members that represent more than 2,300 regional HEIs, including over 1,000 in the United States, and continues to grow.

The 100K Strong Innovation Fund aligns with WHA/DOS’s policy priorities to build institutional capacity, increase access to inclusive education exchange opportunities, and build on various bilateral agreements of social inclusion. 100K Strong funded-partnerships between HEIs in the
U.S. and the rest of the Western Hemisphere provide students with more opportunities to work in teams at both their home and host institutions, solve real-world problems, and gain technical, linguistic, and intercultural skills – imperative for workforce development.

The new 100K Strong Climate (100K CLIMA) and Inclusive Education (100K I.E.) Initiatives announced at the Summit of the Americas in June 2022 will continue to expand opportunities for a diversity of HEIs to create partnerships and implement regional, inclusive education exchange and training programs for students in the United States and Latin America. These new 100K Strong initiatives also support the Department of State’s collaboration with Historically Black Colleges and Universities (HBCUs) and Hispanic Association of Colleges and Universities (HACU), as well as bilateral agreements on social inclusion and racial equality with several Latin American countries.

CAF’s visionary investment helped to launch the 100K Strong program in its earliest years and was pivotal in proving that this innovative model could achieve exceptional results. CAF has supported four 100K Strong grant competitions to date, from 2015 to 2022, providing 56 grants to 120 higher education institutions working in teams in 15 countries and 33 U.S. states and territories. 657 students and 115 faculty, a total of 772 participants, were able to access innovative international education opportunities, and 240 more are expected to benefit soon thanks to CAF’s generous support of the 100K Strong initiative.

Please note for this 100K CLIMA grant competition: Teams of HEIs between the U.S. and Argentina, Chile, Paraguay, and Uruguay are invited to submit proposals to show how they will use the 100K CLIMA grant to design and carry-out (a) inclusive, climate-focused, student/faculty exchanges, both virtually and in-person; and (b) impactful climate action projects. NOTE: If selected, each team of HEIs must implement their 100K-funded program during January 1, 2024 – December 31, 2024.

All categories of HEIs in the United States and the four eligible WHA countries are encouraged to submit proposals for consideration. We are seeking a diversity of HEIs to create partnerships and submit proposals, including U.S. colleges and universities, HBCUs, HSI s, community colleges, and first-time applicants. HEI teams must demonstrate clearly in their proposals how students and faculty from diverse backgrounds will be recruited and included in the proposed 100K Strong activities and exchanges.

NOTE: The intent of this 100K CLIMA competition is to award up to six (6) grants of up to $50,000 each – pending the results of the 100K proposal review, evaluation, and final selection process.

NOTE: Each HEI may only be involved in up to two (2) proposals in this 100K CLIMA grant competition.

NOTE: WHA-DOS, U.S. Embassies, and POA, in coordination with CAF, reserve the right to fund any or none of the grant proposals submitted for consideration in this 100K CLIMA competition. Please see Section III: “Description of this 100K CLIMA Grant Competition” for a list of eligible thematic areas and other proposal requirements.
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Section I: Background of 100K CLIMA

During the Summit of the Americas in June 2022, the 100K Strong Innovation Fund reached its tenth-year mark. During events at the Summit with leadership from the White House, the U.S. Department of State, and regional private and public sectors, two sets of new 100K Strong initiatives were announced: the 100K Strong CLIMA and 100K Inclusive Education Initiatives. CAF was among the first three public-private partners to join in support of these new initiatives and took part in the announcements at the Summit. These new 100K Strong initiatives will expand innovation and inclusion in regional education cooperation and exchanges for underserved students and faculty in the U.S and Latin America and the Caribbean. These two 100K Strong initiatives support the U.S. policy goals for a greener, more inclusive, and prosperous Hemisphere.

The 100K CLIMA initiative is designed to catalyze climate action and collaboration at HEIs to provide exchange opportunities that will equip students with workforce skills to lead in a climate-positive, 21st century green economy, as well as expand climate action between HEIs in the United States with the rest of the Western Hemisphere.

The goals of the 100K CLIMA initiative and this competition include the following:

- Expand access to innovative, climate-focused, workforce readiness training and exchange programs for underrepresented students in fields such as climate resilience, renewable energy, green economy, and other related thematic areas.
- Stimulate inter-regional partnerships and collaboration to deliver climate solutions.
- Build and catalyze climate action projects led by HEIs in the U.S. and LAC.

Institutions of higher education in the U.S and LAC, as anchors of their communities, living laboratories, and the educators of tomorrow’s leaders, have a unique role and responsibility in the effort to address climate change in their communities. Many HEIs have embraced this challenge head-on and are spearheading ambitious efforts to expand climate education, strengthen relevant research and innovation, develop solutions to climate challenges, inform policy development at all levels, and provide students with access to climate-relevant programs.

However, there are significant barriers, both administrative and financial, that can limit investments in ambitious climate action.

If the region’s universities and technical institutions are empowered to mobilize resources to address climate change, in collaboration with the public and private sectors, and through institutional collaboration and exchanges, the impact of institutional climate action can be significantly strengthened. With targeted support from the 100K Strong Innovation Fund, HEIs can expand their efforts to combat climate change and provide more students with the training they need to lead in the 21st century green economy.
Section II: Funding Partners in this 100K CLIMA Grant Competition

The mission of CAF - Development Bank of Latin America is to promote sustainable development and regional integration by means of financing projects in the public and private sectors, providing technical cooperation, and other specialized services. Created in 1970, it is made up of 20 countries, 18 Latin American and Caribbean, together with Spain and Portugal, and 13 private banks, it is one of the main sources of multilateral financing and an important generator of knowledge for the region. For more information, visit https://www.caf.com.

The Bureau of Western Hemisphere Affairs (WHA) at the U.S. Department of State (WHA/DOS) supports and oversees the 100,000 Strong in the Americas (100K) Innovation Fund in collaboration with Partners of the Americas and U.S. Embassies. Since 2013, the commitments from WHA/DOS to this signature hemispheric-wide education initiative have leveraged robust, dynamic public-private sector cooperation with regionally focused companies, foundations, and government entities, and higher education networks throughout the United States, Latin America, and the Caribbean. 100K-branded partnerships and programs align with WHA/DOS regional policy goals to support inclusive education opportunities, exchanges, democratic institutions, and economic prosperity.

Section III: Eligibility Information

All higher education institutions (HEIs) located and legally registered in the United States and Argentina, Chile, Paraguay, and Uruguay are eligible to apply for this 100K CLIMA Grant Competition.

This 100K CLIMA competition seeks proposals from a diversity of HEIs, including four-year degree-issuing universities and colleges (public & private), HBCUs, HSIs, community colleges, minority-serving institutions (MSIs), other post-secondary institutions with credit-bearing programs, and especially first-time applicants. The 100K Strong program seeks a broad diversity of HEIs to create and implement innovative, inclusive education programs for diverse students and faculty, and that will be sustainable throughout the U.S. and rest of the Western Hemisphere.

Grant proposals must include a team of at least one HEI in the U.S. and one HEI in Argentina, Chile, Paraguay, or Uruguay. Additional HEIs from the eligible countries may be added to the proposals, if desired, though this is not required. 100K Strong grant proposals can involve new partnerships and/or build on existing partnerships.

Each HEI may only be involved in up to two (2) proposals in this 100K CLIMA grant competition.

Proposals must demonstrate strong institutional support from all parties involved – including from any local partner organizations, when applicable.

In order to increase the diversity of participating institutions, the Review Committee reserves the right to give preference to institutions that have not previously received Innovation Fund grants. However, all HEIs (including previous grant winners) are encouraged to apply.
Section IV: Description of this 100K CLIMA Grant Competition

A. Proposal Timeframe (Grant Period)

All proposed activities, including planning and implementation, should take place during the time period of January 1, 2024 – December 31, 2024. Proposals may include information on activities that have occurred prior to this period that provide background to laying the groundwork for the proposed activities. Proposals may also include activities beyond these dates, such as additional student/faculty exchanges, in order to demonstrate continuation of the program beyond the grant period.

B. Program Design, Activities, and Requirements

The purpose of this 100K CLIMA competition is to provide funding to support innovative partnerships between HEIs that will result in (a) inclusive, climate-focused, student/faculty exchange and training programs between the United States and Argentina, Chile, Paraguay, and Uruguay and (b) strategic, ambitious climate action projects that leverage the unique expertise and capacity of the HEI community. All proposals must include both components, which are described in more detail below:

1. **ACTIVITY A: Student/Faculty Exchange(s)**

Proposals must describe how the participating HEIs will use approximately 50% of the grant resources to create and implement new inclusive student/faculty exchange and training programs between the U.S. and Argentina, Chile, Paraguay, or Uruguay in climate-related fields of study. The eligible academic areas include, but are not limited to, the following:

- Biodiversity Protection
- Bio-Economy and Sustainable Value Chains
- Climate Justice
- Climate Technology
- Community Conservation Practices
- Conservation and Reforestation
- Endangered/Threatened Species Management and Protection
- Environmental Protection
- Green/Climate Finance
- Renewable Energy
  - Renewable Energy Engineering
  - Energy Economics
  - Solar/Wind/Hydro/Thermal Power Generation and Strategies
  - Power Storage
  - Energy Efficiency
- Sustainable Business
- Technical Skills for the Renewable Energy Workforce
- “Last Mile” Electrification with Renewables
- Other topics related to renewable energy
- Natural Resource Management
- Protection and Restoration of Oceans and Corals
- Public Health and Climate
- STEM for Climate Purposes
- Sustainable Design, Architecture, and Construction
- Sustainable Land Use
- Sustainable/Regenerative Agriculture and Food Security
- Sustainable/Electric Transportation
- Water Protection and Restoration

IMPORTANT: Please note that these academic fields of study are recommendations and guidelines. Other related fields of study can be proposed so long as the proposal clearly demonstrates the relationship between the proposed field(s) of study and the ongoing global effort to mitigate and adapt to climate change.

NOTE: Students must receive some level of academic credit from their home institution during, or as a result of, the proposed 100K exchange program.

Grant proposals should include the use of innovative practices and models that will increase exchange and training opportunities for students in proposed academic areas in the U.S. and Argentina, Chile, Paraguay, and Uruguay. Applicants should include proposed program activities that enhance student academic learning through practical training and hands-on experience, such as engagement through service-learning, field-based activities, or other methods that will enhance course work. Proposals should include both virtual and in-person programming activities between partnering institutions and support sending and/or hosting students and faculty between institutions during the 100K grant period.

As part of the 100K Inclusive Education initiative, special consideration will be given to proposals focused on programs that benefit underserved, non-traditional, and/or diverse student populations. Applicants should show that they have identified the student populations within their or partner institution(s) that are not currently accessing international education opportunities offered and illustrate how the project will improve access and participation for those underrepresented student populations. Applicants must use the provided Student Diversity/Recruitment Plan template to describe their plans for engaging and benefitting diverse groups of students.

2. **ACTIVITY B: Climate Action Project (CAP)**
Proposals must describe how the participating HEIs will use *approximately 50%* of grant resources to start, sustain, or expand a strategic, ambitious Climate Action Project (CAP) that leverages the unique capacity and skills of the HEI community. Applicants may propose to implement a joint CAP with their partner HEI(s) or to implement separate activities that operate independently on each campus. Applicants are encouraged to consider the grant resources as seed-funding to help initiate or sustain activities that will last beyond the grant period, though one-off activities are also eligible.

The framework below was developed by the organization [Second Nature](https://www.secondnature.org/), an advisor on the 100K CLIMA initiative, and describes various methods that HEIs can employ to take climate action. It may be helpful during the design of CAPs.

The framework describes seven “**Action Categories**” that correspond to “Institutional Functions” for which HEIs are uniquely well-suited. In the broadest sense, HEIs can undertake “Enabling” actions that inform and empower other actors in the community or function as direct “Actors” by implementing specific interventions to address climate-related challenges. There is significant overlap among the two categories.

The framework’s “Action Categories” are described below in more detail and may be useful as applicants design proposals to start, sustain, or expand climate action projects:

- **Research**: HEIs have unique subject matter expertise and facilities to explore solutions to climate challenges through applied research. In the years to come, scientific inquiry, technological innovation, and transdisciplinary investigation will undoubtedly unlock new knowledge, technologies, approaches and practices that will be critical in confronting the climate crisis. Research topics range from the hyper-local to global environments and offer many avenues for the effective use of grant resources to advance efforts to mitigate and adapt to the effects of climate change.

<table>
<thead>
<tr>
<th>ACTION CATEGORY</th>
<th>INSTITUTIONAL FUNCTIONS</th>
<th>SCALING/CATALYZING MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research: Basic &amp; Translational</td>
<td>Subject matter expertise</td>
<td>??</td>
</tr>
<tr>
<td>Anchor Institution</td>
<td>Convening / Facilitation / Planning</td>
<td>??</td>
</tr>
<tr>
<td>Education</td>
<td>Curriculum / Courses</td>
<td>??</td>
</tr>
<tr>
<td>Advocacy</td>
<td>Student activism / Policy positions / Lobbying</td>
<td>??</td>
</tr>
<tr>
<td>Administration / Finance</td>
<td>Commitments / Investments</td>
<td>??</td>
</tr>
<tr>
<td>Operations</td>
<td>Decarbonization solutions</td>
<td>??</td>
</tr>
</tbody>
</table>

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Examples for proposed use of 100K grant resources: Community-based research on the local impact of climate change and potential solutions; analysis of climate justice issues; research on real-world solutions to climate challenges.

Anchor Institution: HEIs occupy a trusted space in society, where neither the profit-driven motives of the private sector nor the ideological politics of the public sector entirely hold sway. The trusted reputations of HEIs often allow them to serve as honest brokers and effective convenors that bring together diverse stakeholders to explore solutions to shared challenges. Additionally, as large and long-standing institutions, HEIs are often the primary economic engines in their given localities through operational purchasing and as an employer. HEIs can convene community leaders, policy makers, students, faculty, and others to identify community assets and build consensus support for shared solutions.

Examples for proposed use of 100K grant resources: Symposia, workshops, and conferences that convene stakeholders to share knowledge, build partnerships, explore solutions, and develop action plans around shared climate goals; establishment of knowledge networks.

Education: HEIs are the educators of tomorrow’s leaders and bear the great responsibility of equipping the region’s future workforce with the skills needed to lead in a climate-positive, 21st century green economy. It is critical that every student complete their studies with at least a basic understanding of the science of climate change, some practical understanding of how it is likely to affect their lives and careers, and skills that will allow them to incorporate climate considerations into their chosen career paths. Education can equip learners with the knowledge, skills, and opportunities to adapt to and overcome climate challenges. HEIs can accomplish this by, for example, offering new climate-related courses or integrating climate topics into existing course curricula, and otherwise offering opportunities to engage with and learn about the global climate crisis.

Examples for proposed use of 100K grant resources: Training for faculty on how to integrate climate topics into existing curricula; technical training to help students prepare for green jobs; extension efforts that bring climate knowledge directly to communities.

Advocacy: HEIs often shy away from the spotlight and avoid controversy, but the climate crisis demands the active participation of all actors, especially those institutions that are most trusted and respected. HEIs can significantly advance climate solutions by nurturing student activism and informing public policy debates at all levels through its subject matter experts.

Examples for proposed use of 100K grant resources: Support for climate-focused student groups or faculty advocacy; preparation of studies that inform public policy decisions that will affect climate change or the community’s ability to adapt to its effects; development of climate action plans at the local, regional or national levels.

Administration/Finance: Institutions with large endowments can consider divesting from fossil fuel investments and instead place their resources in investment vehicles that support...
the transition to a green economy. In addition, HEIs can often access outside investment and/or grants to support certain climate actions.

- **Examples for proposed use of 100K grant resources:** Divestment viability study; financial tools to support decarbonization activities; financial and investment officer educational workshops.

- **Operations:** HEI campuses often resemble small or even medium-sized cities and their operations have similar carbon footprints that must be abated. Through efficiency upgrades, renewable energy purchasing, electrification of transportation, sustainable water management, and other actions, HEIs can considerably lower their carbon output and save money.
  - **Examples for proposed use of 100K grant resources:** The implementation of a greenhouse gas inventory; development of an institutional climate action plan; feasibility studies for renewable energy or electric transportation investment; implementation of proactive measures to reduce climate shocks and stressors in the long-term; pilot projects that test approaches for abating operational carbon emissions.

Applicants are highly encouraged to review the [Second Nature Solutions Center](#), which includes many excellent examples of Climate Action Projects, as well as detailed guides, effective practices, and lessons learned from other HEIs that have already implemented similar projects.

**IMPORTANT:** Please note that the framework and action categories above are offered for illustrative purposes only. Other models and activities are welcomed and encouraged, so long as the proposal clearly demonstrates the relationship between the proposed Climate Action Project and the ongoing global effort to mitigate and adapt to climate change.

**IMPORTANT:** Faculty and students must be included as key actors in all proposed CAPs and proposals must show how faculty and students will expand their knowledge, skills and/or capacity through their participation in the CAPs. This should be demonstrated in the description of the intended results and in the M&E framework.

**C. Other Considerations**

Applicants should also highlight how a grant from the Innovation Fund would impact HEI teams’ ability to secure additional resources from other sources to sustain the proposed activities beyond the grant period.

The Innovation Fund encourages proposals that include effective practices and strategies discussed at [100,000 Strong in the Americas](#) Innovation Fund workshops and webinars, as well as at regional higher education conferences (i.e., NAFSA, AIEA, CCID, HACU, CONAHEC, FAUBAI, LACHEC, etc.). Related topics may include credit transfer, community engagement, entrepreneurship, language training, local private sector support/engagement, program assessment, student recruitment, technical skills training, and use of technology/virtual platforms to enhance traditional academic student/faculty exchange programs.
NOTE: It is encouraged, but not required, that HEI applicants commit to offsetting carbon emissions produced by flights involved in the proposed program, using a reputable provider of carbon offset services. To learn more about carbon offsets, visit https://science.howstuffworks.com/environmental/green-science/carbon-offset.htm. MyClimate is one provider of carbon offsets which makes it very easy to determine the carbon cost of any given flight and offers a number of options to invest in carbon savings in communities in Latin America (https://co2.myclimate.org/en/flight_calculators/new). Proposals that contain a commitment to offset the carbon produced by flights during the program will be viewed favorably in the review process.

D. Expected Results

HEIs that are successful in implementing Innovation Fund grants in this 100K CLIMA competition will accomplish the following:

1. **Activity A: Student/Faculty Exchange(s)**
   - Plan, promote, and implement new, inclusive, climate-focused exchange/training opportunities for students and faculty;
   - Increase the number and diversity of students and faculty working in teams to gain climate-related skills;
   - Create/strengthen HEI partnerships through bilateral academic student/faculty exchange programs; and
   - Engage/collaborate with the Innovation Fund during and after the grant period to share lessons learned, effective practices, and new models of academic mobility and training programs.

2. **Activity B: Climate Action Project (CAP)**
   - Plan and implement a strategic climate action project that leverages the unique expertise and capacity of the HEI community and that falls within one or more of the seven “Action Categories” described above;
   - Improve international cooperation and collaboration on climate action;
   - Increase the participating HEIs’ level of climate action;
   - Involve faculty and students as key actors and expand their knowledge, skills and/or capacity through their participation; and
   - Achieve project-specific goals that are described in the proposal and cannot be predetermined in this RFP.

Section V: Award Information

A. Awards Available
The intent of this 100K CLIMA competition is to award up to six (6) 100K CLIMA grants of up to $50,000 each to teams of HEIs between the U.S. and Argentina, Chile, Paraguay, and Uruguay, pending the results of evaluation and selection process. WHA/DOS, POA, and CAF reserve the right to fund any or none of the grant proposals submitted for consideration in this 100K CLIMA competition.

B. Notification of Award Recipients

HEIs will be notified of the status of their proposals by **mid-November 2023**. Please note that this date is subject to change. Partners of the Americas will inform applicants accordingly.

C. Period of Performance

Following the award notification by Partners of the Americas, grant-winning teams will receive details and documents related to formalizing and receiving the award funds.

The grant period will be **January 1, 2024 – December 31, 2024**. Extensions may be granted pending analysis of the 100K CLIMA program at the time of the request, and in coordination with Partners of the Americas, WHA/DOS, and CAF.

D. Innovation Fund Award Responsibilities

1. **Innovation Fund Staff at Partners of the Americas**

POA, based in Washington, D.C., will work in close coordination with Award Recipients in the following areas:

- Technical support of grant activities and oversight of award contract/terms;
- Coordination of virtual 100K Strong program orientation and conclusion sessions for all participating students and faculty;
- Review of the recipient’s progress reports;
- Approval of changes in award budget, key personnel, timeline, partnership, and activities;
- Request for additional information on grant activities and student/faculty engagement;
- Facilitation of communications between recipients and WHA/DOS, sponsors, and where appropriate, U.S. Embassies;
- Outreach regarding sharing of lessons learned from program implementation and participation at visibility events and conferences, among others; and
- Enrollment of student and faculty participants in the 100K Strong Alumni Network.

2. **HEI Award Recipients**

- Support POA coordination with participating students and faculty to ensure participation in virtual 100K Strong program orientation and conclusion sessions;
- Share information on a regular basis with the Innovation Fund staff on program activities through report mechanisms provided by POA, which will include:
  - Progress on program goals and objectives, including the development of grant
activities, student and faculty travel, and climate action projects;
- Successes, challenges, and lessons learned in program implementation and evaluation;
- Testimonials on how the grant benefits/impacts students, faculty, and institutions; and
- Program expenditures and cost-sharing.
- Enrollment of student and faculty participants in the 100K Strong Alumni Network.

**Section VI: Proposal Format and Design**

Proposals must utilize 12-pt Times New Roman font, single-spaced, typed in standard 8½” x 11” paper with one-inch margins, and each page numbered consecutively. All proposal documents must be submitted in English (including supporting documents such as Letters of Support and CVs/resumes).

Proposals should be specific, concise, and complete. They should be arranged in the order described below. Keep in mind the page limitations and document types for each section of the proposal as listed below. Any additional pages that exceed the page limitations will not be reviewed by the Review Committee. Proposals must not exceed a total of 30 pages, including the technical narrative, letters of support, CVs, and any other supporting documentation.

**A. Introductory Pages (2 pages)**

1. **Cover Page (1 page)**
   - The cover page should be a single page with the title of the proposed program and the name of the applying higher education institution (HEI), as well as the partner HEIs and other organizations involved in the program clearly identified. The cover page should provide a primary contact for the applying institution, including the individual’s name, his/her signature, title/position, department/unit, institution’s address, office telephone number, and e-mail address. Applicants must state whether the primary contact is the person with authority to sign a contract for the applicant HEI. If not, the person with that authority should also be listed with his/her contact information and signature.

2. **Table of Contents (1 page)**
   - In a single page, list all parts of the proposal, including attachments, with page numbers.

**B. Technical Narrative (15 pages max)**

1. **Executive Summary (1-2 pages)**
   - This is a summary of how the overall project will be coordinated. The Executive Summary must provide the following information:
     a. **Activity A: Student/Faculty Exchange(s)**
        • Program goals and objectives
        • Key activities and anticipated results, including proposed number of students and
faculty traveling northbound and/or southbound

- Managerial resources of the applicant HEI, including the team responsible for program implementation

b. Activity B: Climate Action Project (CAP)

- Program goals and objectives
- Key activities and anticipated results, including how the proposed project will have a climate-related impact
- Managerial resources of the applicant HEI, including the team responsible for program implementation (not necessarily the same as the team responsible for Activity A.)

2. Program Description

a. Activity A: Student/Faculty Exchange(s)

- This section should describe, in detail, the proposed international mobility program and innovations, and how your institution and partner institution(s) will work together to coordinate and implement the program and achieve its goals and objectives.
- Present the need for the proposed program at your institution, your partner institution and/or your respective communities, and describe how the program will help meet that need.
- Clearly state the overall program goals, objectives, and activities to achieve those objectives. Describe how the program will make a significant contribution towards achieving the overall goal of 100,000 Strong in the Americas.
- Explain how the program will enhance the flow of inbound and/or outbound students between your institution and your partner institution(s).
- Clearly state the number of students that will move north and/or south through your proposed program and when.
- Describe the student activities that will take place during the program, including the abroad portion, and the roles of your institution and your partner institution(s) in implementing these activities.
- Connect the proposed program to the internationalization efforts and initiatives of your institution and your partner institution(s).
- Describe how the program will help to achieve diversity and inclusion in study abroad at your institution as well as at your partner institution(s) (i.e., large/small, rural/urban HEIs; economically-disadvantaged/non-traditional/underserved student populations; academic disciplines; geography, etc.).
- Describe how the program will create additional capacity for your institution and your partner institution(s) to increase international academic exchanges and strengthen international networks between your country and partner country(ies).
- Describe how you and your partner institution(s) will engage students, faculty, and/or administrators in ongoing outreach to support study abroad.
- Include any coordination activities or support from civil society, government institutions, or the private sector.
- The proposed program must be credit-bearing; thus, describe the type of credit that students will receive from their home institution.
b. Activity B: Climate Action Project

- This section should describe, in detail, the proposed CAP, and how your institution and/or your partner institution(s) will implement the CAP and achieve its goals and objectives.
- Describe the need for the proposed program and how the program will help meet that need.
- Clearly state the overall CAP goals, objectives, and activities to achieve those objectives. Describe how the program will make a significant contribution towards achieving the overall goal of 100K CLIMA.
- Describe the activities that will take place during the CAP and the roles of your institution and/or your partner institution(s) in implementing these activities.
- Show how the proposed CAP is connected to and supports ongoing climate action efforts and initiatives of your institution and/or your partner institution(s), if any such actions are already ongoing.
- Through a Climate Justice lens, describe how your project will avoid negative impact on any vulnerable communities or the environment.
- Describe how the program will create additional capacity for your institution and your partner institution(s) to increase climate action.
- Describe how you and your partner institution(s) will engage students, faculty, administrators and other community stakeholders in the CAP implementation, as well as in ongoing outreach to support climate action. Be sure to demonstrate how faculty and students will be included as key actors in the proposed CAP and how they will expand their knowledge, skills and/or capacity through their participation in the CAP.
- Include any coordination activities or support from civil society, government institutions, or the private sector.
- Describe how the proposed CAP fits within the “Action Categories” framework provided on pages 5-7. If it does not fit within the framework, explain why.

3. Sustainability Plan

100K CLIMA grants are intended to finance the beginning of long-term partnerships between institutions and ongoing climate action; therefore, proposals must provide a Sustainability Plan to assure program longevity and the capability of generating new projects and increasing capacity for student/institutional exchange and climate action over time.

- Demonstrate the intent of your institution to build or maintain a strong alliance with your partner(s) and ensure sustainability of the partnership.
- Elaborate on any current and future institutional and/or financial support and resources from your institution and partner institution/s toward the proposed program and partnership.
- State what the 100K CLIMA grant will allow the partnering institutions to do/achieve that they could not do without it. Articulate how the grant will help your institution and partner institution/s unlock other available opportunities or
resources.

- Describe the potential impact of the proposed program on your institution and partner institution(s).
- Describe how the proposed program will help to make study abroad and climate action the norm, not the exception.
- Present steps and activities that your institution and your partner institution(s) will undertake in order to continue the program and/or its innovations after the grant period ends.
- Show any additional support and resources from your institution, partner institution(s), and/or other outside partners, including the private sector.
- Include any future partnerships or activities you may initiate with civil society, government institutions, or private organizations as innovative strategies for program sustainability.
- **Required Annex:** Include convincing letters from your institution, your partner institution(s), and any other outside organizations demonstrating support of your program. No formal agreement is required between partnering institutions, but the intent to collaborate must be demonstrated in the proposal.

4. **Institutional Capacity, Challenges, & Opportunities for Growth**

**Institutional Capacity:**
- Briefly summarize your current institutional capacity and that of your partner institution(s) for managing student/faculty exchange programs and climate action-related projects. Highlight any current programs/initiatives in the Western Hemisphere.
  - Institutions with minimal experience in international education programming and/or climate-action intervention should demonstrate a desire to increase their capacity and outline the steps to how the proposed program will address current institutional challenges to study abroad or climate-related challenges.
  - Institutions with more robust international programs or climate-action projects should describe how they will build on their current success and explain any barriers to increasing study abroad or climate-related opportunities at their campus that the proposed program will address.
- **Required Annex:** Attach a biography or résumé for each of the project team members at each partnering institution who will be ultimately responsible for managing and implementing the proposed program.

**Challenges to Study Abroad and Climate Action:**
- Provide an assessment of the specific challenges/barriers at your institution and/or your partner institution(s) for increasing student mobility and participating in climate-action initiatives, particularly between the U.S. and eligible LAC countries.

**Opportunities for Growth**
• Describe how the proposed activities will strengthen the participating institutions’ capacity and ability to implement climate action projects and international education exchanges.

• Describe the opportunities that may arise from the proposed program that will help your institution and partner institution(s) address the barriers to study abroad and climate-related challenges.

5. Monitoring and Evaluation Plan (M&E)

The M&E Plan should describe the goals and objectives, as well as specific tools for the collection, analysis, and reporting of quantitative & qualitative performance data, information and feedback, and how the data will be managed or utilized under the project. Click here for a basic template of the M&E Plan.

The following provides steps on how to create a plan to help you assess your program and its impact on the partnering institutions and students. Proposals that do not include the following information have been found to be less competitive.

• Specify the offices or individuals from your institution and/or your partner institution(s) that will be responsible for data collection.

• List the program’s goals and objectives, including student learning objectives and climate-action project goals.

• Identify the project benchmarks/indicators of program progress and success under each objective.

• Determine and quantify the baseline information (the starting point) that will be measured and target goal.

• List the sources of data (i.e., methods and tools for collection).

• Include a timeline for program implementation and assessment.

• Include any student participation in the reporting of the educational and cultural experiences that take place before, during, and after the program.

Note: The Innovation Fund reserves the right to modify the M&E plan in consultation with the Applicant at the final proposal evaluation stage.

C. Budget (5 pages max)

The budget should contain the two components below. Failure to present the budget summary and narrative in the requested format may render your application ineligible.

1. Budget Summary

The summary should outline the cost estimates for the management and implementation of the program. Applicants must use the provided Budget Summary Template. It should present a breakdown, including calculations, of program items and activities, including but not limited to:

• Personnel, fringe, consultants

• Travel costs (e.g., flights, hotels, transportation, meals, etc.)
• Faculty/student stipends/scholarships
• Communications, marketing materials, translation, etc.
• Use, rental, or purchase of equipment, software, facilities, etc.
• Research/course materials and supplies
• Program monitoring/evaluation tools
• Indirect/administrative costs (recommended maximum of indirect costs charged to grant is 20%).

2. Budget Narrative
This is a detailed explanation and justification of each proposed line item from the summary table. Refer to the Budget Narrative Sample.

• Describe programmatic relevance of all proposed expenses.
• Clearly identify the basis of estimate (i.e., how the costs were calculated and determined to be fair and reasonable) for each activity and line item.
• Distinguish between the activities and items that the 100K CLIMA grant will support versus what you and your partner institution(s) will cover as cost-share.
• Include the sources of funding for all cost-share items.

3. Explanation of Cost-Share
One way of demonstrating commitment to the program goals is for your institution and your partner institution(s) to provide matching resources and support (in-kind, cash contributions, etc.), which contribute to the management & implementation of the program. Cost-share is required, but there is no required minimum amount; however, proposals that can match the grant 1:1 are viewed more favorably by the Review Committee.

Note that if selected for funding, you will be obligated to comply with the budget as stipulated in your proposal, so applicants should ensure that the proposed cost-share is feasible and practical for your institution and partner(s).

Applicants are encouraged to:
• Demonstrate significant cost-share (Recommended: at least 1:1 match)
• Cost-share all or most of indirect costs
• Provide cost-sharing from your institution, partner institution(s), and external partners, like the local government and organizations, community, and/or private sector

The following is a list of examples of institutional cost-sharing items and activities that are common in 100K programs. Note: Expenses covered by students out-of-pocket do not count as cost-share.
• Personnel/staff time or consultants
• Honorarium
• Lab/equipment rental/use
• Course materials/supplies
• Student scholarships/stipends provided by the institution/partners/outside resources
• Tuition/fee waivers or discounts
• Indirect costs
• Travel costs: flights, lodging/homestays, meals, transportation, etc.

D. Supporting Documents (no overall page limit)

1. Letters of Support (required)
Proposals must include convincing letters of support from your institution, your partner institution(s), and any other participating outside organizations. Letters should demonstrate support of the proposed program and they are considered to be highly important for successful proposals. No formal agreement is required between partnering institutions, but the intent to collaborate must be clearly demonstrated in the proposal. It is also encouraged that proposals include additional letters from any civil society, government, or private organizations that will support the proposed program.

2. CVs, Résumé, or Biography of Project Team Members (required) (2 pages maximum per person)
Professional background of the person(s) from all involved institutions who will be responsible for overall management and implementation of the proposed program. The person(s) designated to lead Activity A need not be the same person(s) designated to lead Activity B.

3. Additional materials (optional)
Documents that may help to further elaborate on your program, such as an agenda/itinerary, implementation timeline, evaluation tools, marketing materials, etc.

Note that Applicants will be required to upload the Technical Narrative, Budget, and Supporting Documents separately in the Application Portal.

Section VII: Online Submission Process

Proposals must be submitted online through the Application Portal found on the 100,000 Strong in the Americas website (www.100kstrongamericas.org/application-portal/) by the deadline indicated on the cover page of this RFP. Proposals that are received late or are incomplete will not be considered in the review process. No proposals will be accepted via email unless otherwise instructed by POA. Proposals must be submitted in English.

Applicants seeking information or clarification about this competition should complete the online form at www.100kstrongamericas.org/questions.

Section VIII: Evaluation Criteria

All proposals received by the closing date will be reviewed for responsiveness and programmatic merit in accordance with the specifications outlined in these guidelines. Proposals will be
evaluated by a Review Committee, which will consist of a panel of experts selected by the Innovation Fund. All information provided in the applications will remain confidential and will only be used for the purpose of completing the evaluation. Evaluators are bound by agreements of confidentiality and conflicts of interest prior to participating in the Review Committee.

The criteria outlined below will be used to evaluate 100K CLIMA applications received in this grant competition:

<table>
<thead>
<tr>
<th>Technical Narrative (80%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Executive Summary &amp; Program Description.................................................. 40%</td>
</tr>
<tr>
<td>□ Concise executive summary</td>
</tr>
<tr>
<td>□ Goals &amp; objectives outlined</td>
</tr>
<tr>
<td>□ Detailed description of key activities, including travel and climate action project</td>
</tr>
<tr>
<td>□ Clear number of students &amp; direction of student mobility</td>
</tr>
<tr>
<td>□ Student credit</td>
</tr>
<tr>
<td>2. Sustainability Plan....................................................................................... 15%</td>
</tr>
<tr>
<td>□ Demonstrated support/resources from all partners</td>
</tr>
<tr>
<td>□ Concrete plan to continue program activities after the grant</td>
</tr>
<tr>
<td>□ Attached letters of support from applicant and partners</td>
</tr>
<tr>
<td>3. Institutional Capacity, Challenges and Opportunities................................. 10%</td>
</tr>
<tr>
<td>□ Concise description of the HEI capacity</td>
</tr>
<tr>
<td>□ Challenges to international exchanges and climate action outlined</td>
</tr>
<tr>
<td>□ Opportunities and solutions to challenges clearly outlined</td>
</tr>
<tr>
<td>□ Attached résumé/bio of project team</td>
</tr>
<tr>
<td>4. Monitoring &amp; Evaluation (M&amp;E) Plan............................................................. 15%</td>
</tr>
<tr>
<td>□ Presented in the form of a table or template provided</td>
</tr>
<tr>
<td>□ Linked to program goals &amp; objectives</td>
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<tr>
<td>□ Specific outputs &amp; outcomes outlined</td>
</tr>
<tr>
<td>□ Diverse measurement tools presented</td>
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<tr>
<td>□ Quantified baseline and target goals</td>
</tr>
<tr>
<td>□ Work plan and timeline attached</td>
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<table>
<thead>
<tr>
<th>Budget (20%)</th>
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<tbody>
<tr>
<td>The budget will be evaluated on how effective and realistic the proposed costs are and how the budget is linked to the activities, objectives, sustainability, and outcomes reflected in the Technical Narrative.</td>
</tr>
<tr>
<td>1. Clear, detailed budget table................................................................. 5%</td>
</tr>
<tr>
<td>2. Descriptive narrative with justification of cost items......................... 5%</td>
</tr>
<tr>
<td>3. Low indirect/overhead rate charged to the grant................................. 5%</td>
</tr>
</tbody>
</table>
4. Cost-sharing from partnering HEIs and outside sources .......................... 5%

Section IX: Anticipated Timeline

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIME PERIOD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch of 100K CLIMA Grant Competition</td>
<td>May 3, 2023</td>
</tr>
<tr>
<td>Close of 100K CLIMA Grant Competition</td>
<td>July 31, 2023</td>
</tr>
<tr>
<td>Proposal Evaluation Process</td>
<td>August 1 – November 1, 2023</td>
</tr>
<tr>
<td>Notification of Status of Proposal</td>
<td>Mid-November 2023</td>
</tr>
<tr>
<td>Onboarding and Award of 100K Grant Funds to Winners</td>
<td>November 2023 – March 2024</td>
</tr>
<tr>
<td>Period of Performance of Grantees</td>
<td>January 1, 2024 – December 31, 2024</td>
</tr>
</tbody>
</table>

*Dates are subject to change.

Section X: Innovation Fund Contact at Partners of the Americas

Questions about this RFP must be submitted by completing the online form at www.100kstrongamericas.org/questions. Questions should be received prior to the deadline stipulated on the cover page of this RFP. No phone calls please.