



# TIPS & STRATEGIES FOR DEVELOPING A 100K INNOVATION FUND PROPOSAL

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*The 100K CLIMA Grant Competition to Build Inclusive  
Climate-Action and Student Exchange Programs between the  
United States and Argentina, Chile, Paraguay, and Uruguay*


June 14, 2022



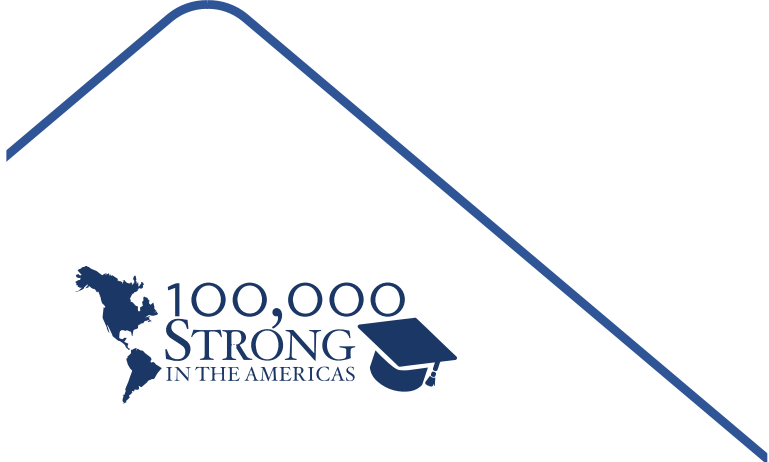
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DEVELOPMENT BANK  
OF LATIN AMERICA




# ◆◆◆ 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

- 
- How to Apply
  - Competition Eligibility & Requirements
  - Proposal Evaluation Criteria
  - Build Your 100K CLIMA Proposal: Tips & Considerations
  - 100K Grantee Panelist
    - Professor Beth Guertal – Auburn University
  - Questions & Answers (Q&A)





# Background 100,000 Strong in the Americas Innovation Fund



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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**.



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# — HOW TO APPLY

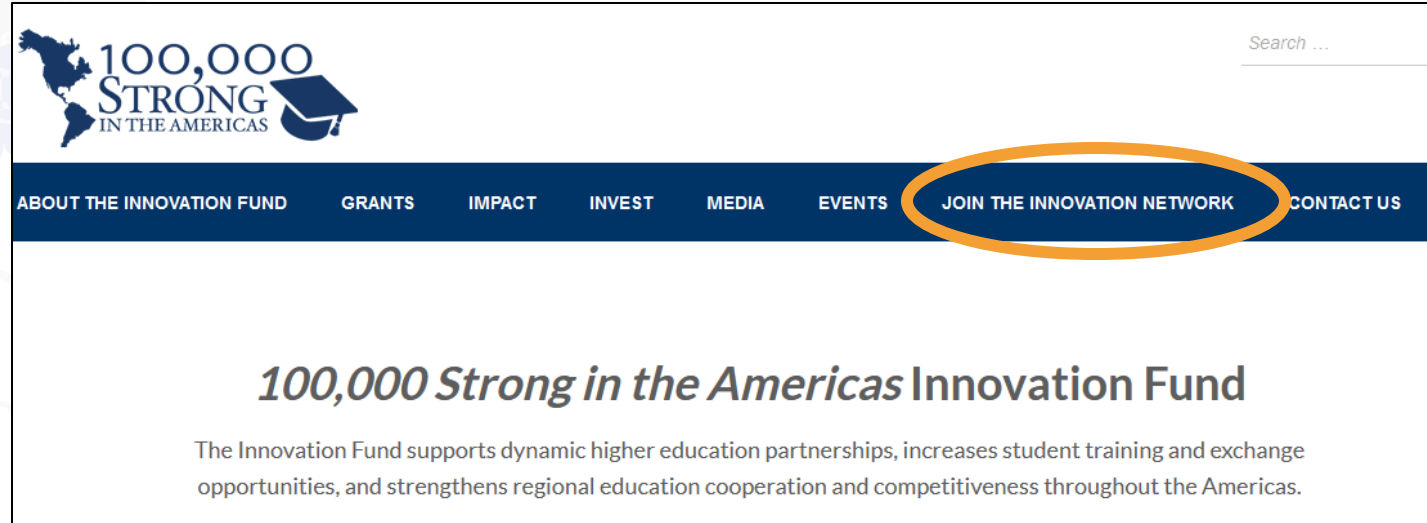


[www.100kstrongamericas.org](http://www.100kstrongamericas.org)



# ***Join the 100K Innovation Network***

#100KStrongAmericas



[www.100kstrongamericas.org/join](http://www.100kstrongamericas.org/join)



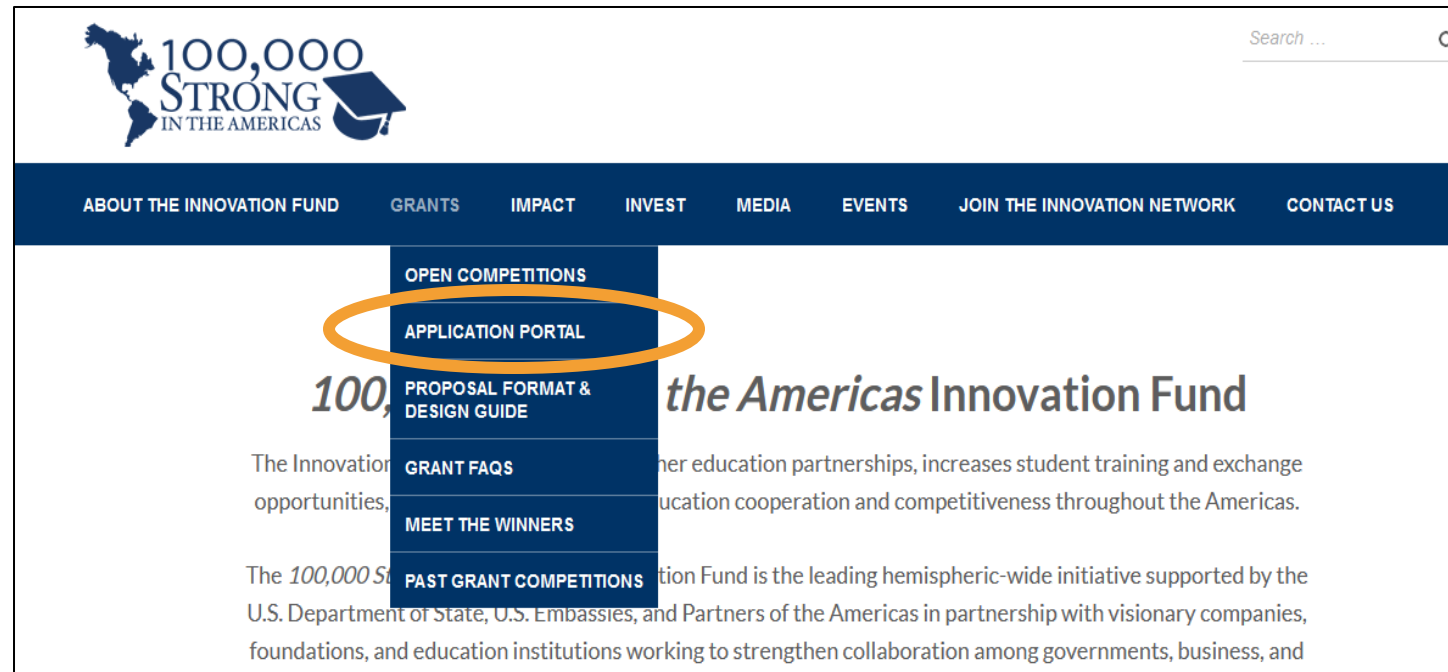
Connect with  
2,300+ higher  
education  
institutions across  
the Western  
Hemisphere



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

# STEP 1:

## Visit our Application Portal.



[www.100kstrongamericas.org/application-portal/](http://www.100kstrongamericas.org/application-portal/)

Please click "+Create a Profile to Get Started" to begin. You cannot move forward to the Application until you have completed your Profile. You can always edit your Profile by clicking "Edit" or view your Profile by clicking "View".

If you are a current grantee, scroll to the bottom of this page to access your grant materials and complete required tasks.

Profile

Complete

Edit

# STEP 2:

## Create an account and profile.

### Applicant Profile Information

Prefix \*

Dr.

First Name \*

Innovation

Last Name \*

Fund

Job Title/Position \*

Grant-maker

Department/Unit \*

Partners of the Americas

Work Phone \*

202-628-3300

Work Email \*

100kstrongamericas@partners.net

Please include the country code.

Name of Higher Education Institution \*

Test University

Please enter official name in original language. Do not translate. If your institution does not appear, type in "Other" and you should see this as an option on the drop-down box. Select "Other" and enter the name in the text box that appears.

Size and Setting \*

ExGP: Exclusively graduate/professional

Type of Higher Education Institution \*

Private

Based on the Carnegie Classification of Institutions:

[http://carnegieclassifications.iu.edu/classification\\_descriptions/size\\_setting.php](http://carnegieclassifications.iu.edu/classification_descriptions/size_setting.php)

Address Line 1 \*

1424 K Street NW

Address Line 2

Suite 700

City \*

Washington





# IMPORTANT NOTE

about your  
registered  
email...

### Applicant Profile Information

Prefix *	First Name *	Last Name *
<input type="text" value="Dr."/>	<input type="text" value="Innovation"/>	<input type="text" value="Fund"/>
Job Title/Position *	Department/Unit *	
<input type="text" value="Grant-maker"/>	<input type="text" value="Partners of the Americas"/>	
Work Phone *	Work Email *	
<input type="text" value="202-628-3300"/>	<input type="text" value="100kstrongamericas@partners.net"/>	

Please include the country code.

**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.

### Test University| -

Order by: Newest to Oldest ▾

Please complete the following tasks. When you have completed all steps, it will no longer state "Action Required." Instead, it will show "Complete".

#### Grant Application

There are 41 hours remaining  
to submit this.

Submit

When all required information is provided and all steps completed, the "Submit" button to the right will turn green, which means that your Application is ready for submission.

The Application will not be completed until you click the "Submit" button.

**Warning: Once you click "Submit", your Application will no longer be available for edits.**

1

#### Application Form

Action Required

Open

To begin or continue with the Application, please click the "Edit" button to the right.

Once you have completed the Application, you may return here to view or print your submission by clicking the "View" button to the right.

2

#### Partner Information Request

Action Required

Open

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.

To begin, please click the "Open" button to the right.



# ***Past Informational Webinars***

## **HOW TO APPLY FOR A 100K INNOVATION FUND GRANT**

- 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/](https://100kstrongamericas.org/events/webinars/)



## The 100,000 Strong in the Americas CLIMATE Grants competition between the United States with Chile, Argentina, Paraguay, and Uruguay.

Open to all higher education  
institutions in the United States,  
Chile, Argentina, Uruguay,  
and Paraguay.

**NOTE:** See Request for Proposals (RFP)  
for requirements and themes.

Application Period: May 3 – July 31

**APPLY  
NOW**

[WWW.100KSTRONGAMERICAS.ORG](http://WWW.100KSTRONGAMERICAS.ORG)



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# ELIGIBILITY



[www.100kstrongamericas.org](http://www.100kstrongamericas.org)



## AVAILABLE AWARDS



**6 grants**



**\$50,000**

## ELIGIBLE COUNTRIES & INSTITUTIONS

Higher education institutions (HEIs)  
located and registered

**Argentina, Chile,  
Paraguay, and Uruguay**



**United States**







# THEMATIC AREAS



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 training and exchange programs for underrepresented students in 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.



# THEMATIC AREAS

## Areas related to climate

- Biodiversity or Environmental Protection
- Bio-Economy and Sustainable Value Chains
- Climate Justice or Technology
- Conservation and Reforestation
- Endangered/Threatened Species Management and Protection
- Green/Climate Finance
- Renewable Energy
- Protection and Restoration of Oceans and Corals
- Public Health and Climate
- Sustainable Design, Architecture, and Construction
- Sustainable/Regenerative Agriculture and Food Security
- And more

**Read the Request for Proposals (RFP) for more details.**

[www.100kstrongamericas.org/grants](http://www.100kstrongamericas.org/grants)





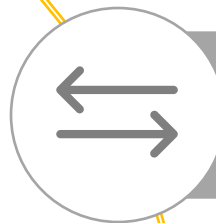
# ***Additional Requirements & Considerations***



## **Required: In-person scientific exchange of students.**

*Programs can also include:*

- Researchers
- Scientific & technical personnel



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**

Consider designing a program that includes/benefits underserved, non-traditional, and/or diverse student populations.

*\*Student Diversity Plan should be included in proposal*



## ***Competition Timeline***

ACTIVITY	TIMEFRAME
Application Deadline	July 31, 2023 (end of day)
Notification of Status of Proposal	Mid-October 2023
Award of Grant Funds to Winners	November 2023-March 2024
PROJECT IMPLEMENTATION	
January 1, 2024 – December 31, 2024	

*\*Please note that these dates are subject to change.*



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# Build Your 100K Proposal



[www.100kstrongamericas.org](http://www.100kstrongamericas.org)

15 pages maximum

5 pages

No page limit

## 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%)

Budget Summary Table

Descriptive Budget Narrative

Low Indirect Costs

## Supporting Documents

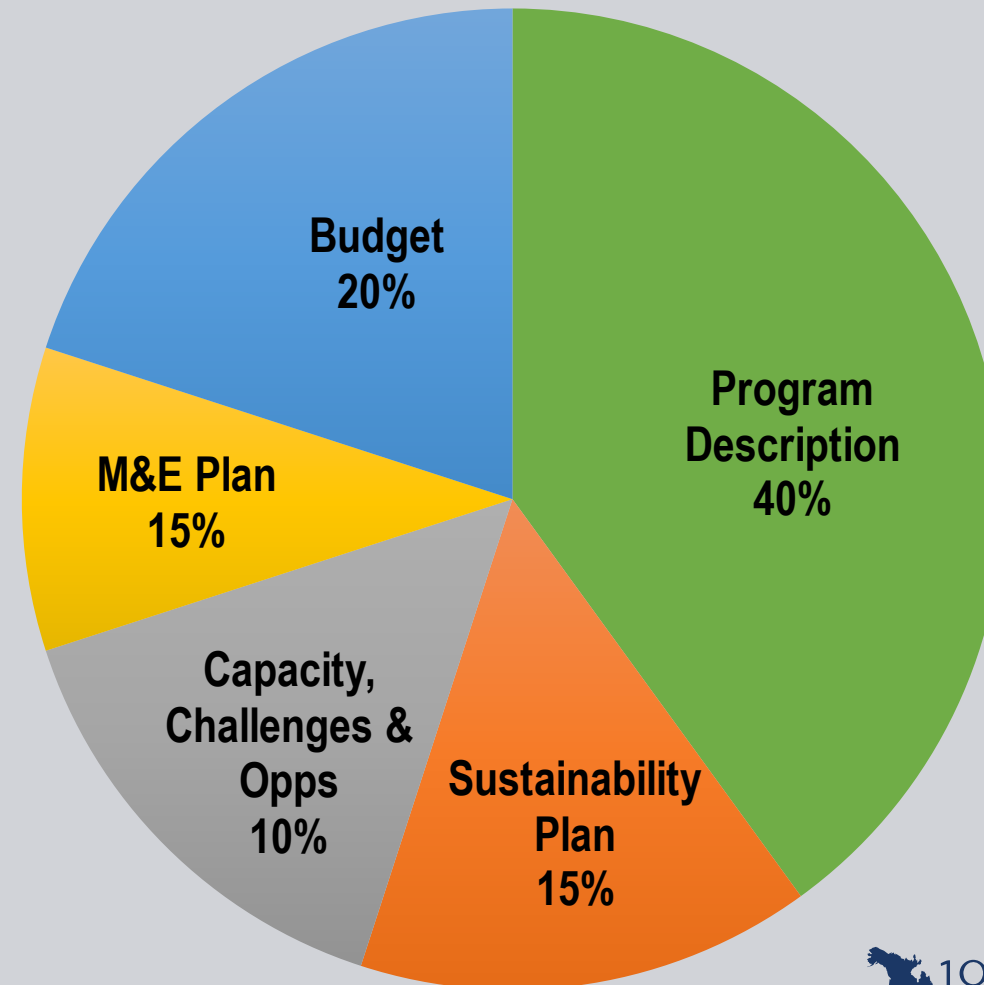
Letters of Support (*required*)

Biography/résumé of Project Team (*required*)

2 pages max per person

Additional Materials

# Evaluation Criteria



(40%)

## EXECUTIVE SUMMARY & PROGRAM DESCRIPTION

- ☐ **Executive Summary** of the Project including Activity A and Activity B
- ☐ **Need for program** explained/justified
- ☐ **Clear program goals, specific objectives, and key activities**
  - *Student learning objectives, student diversity plan*
- ☐ **Detailed activities of students**
  - ☐ **Activity A:** Student/Faculty Exchange
    - ☐ *Timeline of exchange activities, including travel*
  - ☐ **Activity B:** Climate Action Project
    - ☐ *Timeline of CAP activities*
- ☐ **Define # 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.

*Be clear, concise,  
and specific about  
the project design,  
goals, objectives,  
and student  
activities.*

***\*Make sure reviewers are not left with any questions about the design and purpose of your proposal.***

100K

(15%)

## ***SUSTAINABILITY PLAN***

*How will your proposed program continue after the initial year of 100K funding?*

- ☐ 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

# (10%) CAPACITY, CHALLENGES, & OPPORTUNITIES FOR GROWTH

Discuss...

*The capacity, challenges and opportunities of all collaborating institutions should be discussed.*

- ☐ Capacity to administer international research exchange programs and climate action-related projects
- ☐ Awareness of **institutional challenges** that prevent students from going abroad
- ☐ **Opportunities** provided by the 100K grant that will allow you to overcome the challenges of student mobility

**REQUIRED:** Biography/résumé of all project team members from each HEI involved.



(15%)

# MONITORING & EVALUATION (M&E) PLAN

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

## ❑ 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.*

***\*Use the M&E plan template provided in the 100K website:***

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



# ***BUDGET (20%)***

## **Clarity (5%)**

- ☐ Make sure all calculations are correct
- ☐ Be as specific as possible

**Use the Budget Summary template provided on the**

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

## **Indirect/ Administrative Costs (5%)**

- ☐ Consider placing the indirect costs under your cost-share
  - *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
  - *It is recommended to match the grant 1:1.*

***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

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

**For more information/questions about the budget, visit**  
[100kstrongamericas.org/100k-competition-faqs/](http://100kstrongamericas.org/100k-competition-faqs/)

**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
- Grant funds should be split evenly between the exchange portion and the CAP portion
- Indirect (no more than 20% of grant)



# ***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***

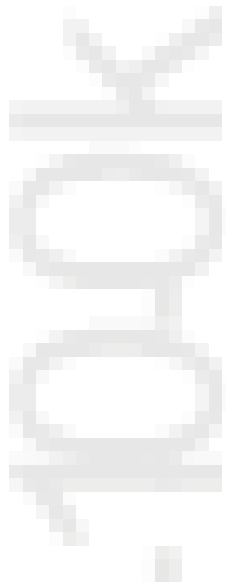
- ☐ Is the table detailed yet clear and easy to comprehend?
- ☐ Does it show how the total costs are calculated/broken down?

### ➤ ***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

Available at

[100kstrongamericas.org/app-format/](https://100kstrongamericas.org/app-format/)

## **Refer to sample documents.**

- Budget Narrative
- Sample 100K Proposal
- Make sure that all proposal documents are in **English**.

## **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.*

100K



# TIPS AND SUGGESTIONS FROM A PREVIOUS 100K GRANTEE

## Professor Beth Guertal – Auburn University

❖ [Guertea@auburn.edu](mailto:Guertea@auburn.edu)



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*de* MAR DEL PLATA  
.....





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# Questions?



[www.100kstrongamericas.org](http://www.100kstrongamericas.org)





## *Q&A Session*



**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/](https://100kstrongamericas.org/100k-competition-faqs/)

*For any new questions, complete the form:*

[100kstrongamericas.org/questions/](https://100kstrongamericas.org/questions/)

# Contact us

## **Mariana Cabrera Figueroa**

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**Partners of the Americas**

## **Beth Guertal**

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Crop Soils and Environmental Sciences  
**Auburn University**  
Guertea@auburn.edu



***Contact our team at:***

[100kstrongamericas@partners.net](mailto:100kstrongamericas@partners.net)

***The recording and materials will be sent to all participants.***

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**Thank you for  
your interest &  
participation!**

