



# Tips & Strategies for Developing a 100K Innovation Fund Proposal

**The 100K CLIMA Grant Competition to Build Inclusive, Climate-Action, Student Exchange Programs between the United States and Colombia (2023)**

---

November 28, 2023



Grupo **Energía Bogotá**



# Please Note:



- Recording & materials available within a week
  - List of attendees from today's webinar
- Submit questions via the “Q&A” box in the Zoom window any point during the presentation
- Please don't use the “Chat” to submit questions

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

100K

# Agenda



- 100K Donor-Partner Introductions (GEB, FSD, C4D)
- How to Apply
- Competition Eligibility & Requirements
- Proposal Evaluation Criteria
- Build A 100K CLIMA Proposal: Tips & Considerations
- 100K Grantee Panelist
  - Professor Sondra Schreiber– DMU
- Questions & Answers (Q&A)



# Background

# 100K



**+10 years**  
(2012-2023)

**Transforming  
Higher  
Education**



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**.

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



# 100K Innovation Fund Highlights

2013 - 2023

100K



*315 grants awarded to teams of 578 HEIs*



*25 countries and 49 U.S. states*



*Almost 10,000 students and counting*



*Over 1,200 grant proposals submitted (since 2014)*



*2,300 HEIs in Innovation Network -- and counting*



*over \$20 million from public / private sectors to support the Innovation Fund since 2013*







PARTNERS  
*of the* AMERICAS

# How to — apply

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

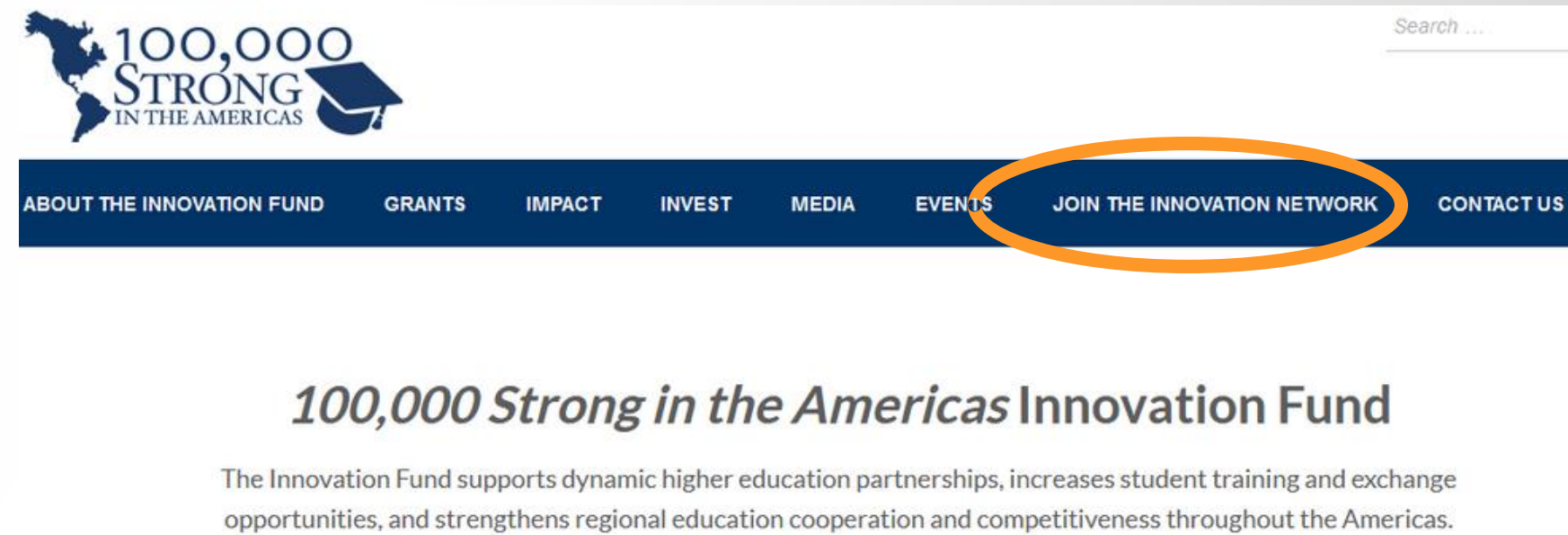


# Where to Start:



## Join the Innovation Network

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



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

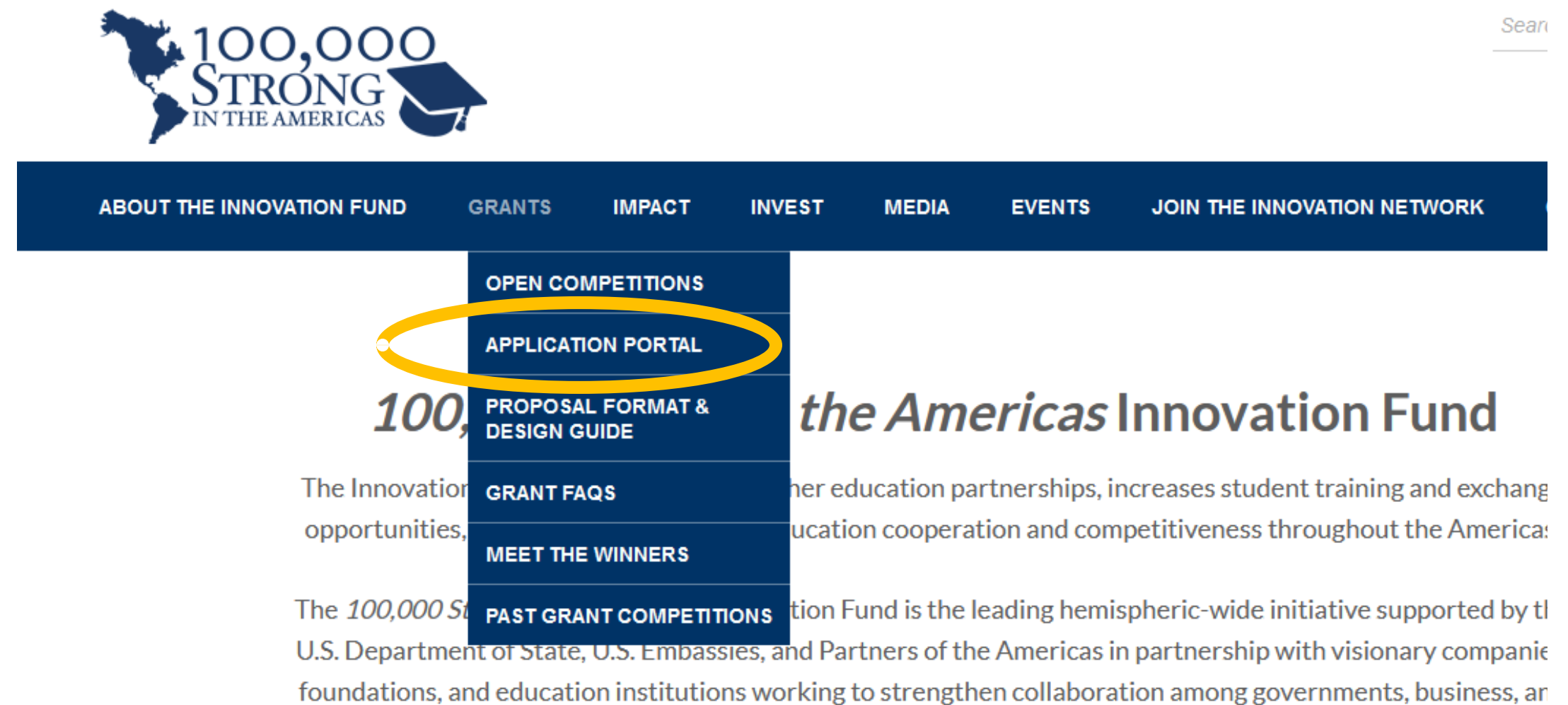


Receive news &  
updates about  
grant competitions,  
conferences,  
webinars, and other  
resources &  
opportunities

# Step 1: Visit our Application Portal.



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





# Step 2: Create an account and profile.



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

## 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 \*

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.

**Choose an email that is accessible to  
proposal team 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.



# ◆ How to Apply for a 100K ◆ Innovation Fund Grant

Watch webinar recordings and access materials under “Past Webinars” at:

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



01

Competition eligibility & requirements

02

How to build your proposal team and identify the right institutional partners

03

Overview of the Application Portal

04

The submission process





JOIN THE  
**#100KSTRONGAMERICAS**  
INITIATIVE FOR INNOVATIVE  
TRAINING AND EXCHANGES

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

**Application Period:**

*October 5, 2023 - January 31, 2024*

◆ **Apply at:**  
[www.100kstrongamericas.org](http://www.100kstrongamericas.org)



Grupo **Energía Bogotá**







# ◆ Eligibility





# Eligible countries & institutions



Higher education institutions (HEIs) located and registered



UNITED STATES



COLOMIA

## Available awards



17 grants



\$25,000-  
50,000

#100KSTRONGAMERICAS



- # #100KSTRONGAMERICAS



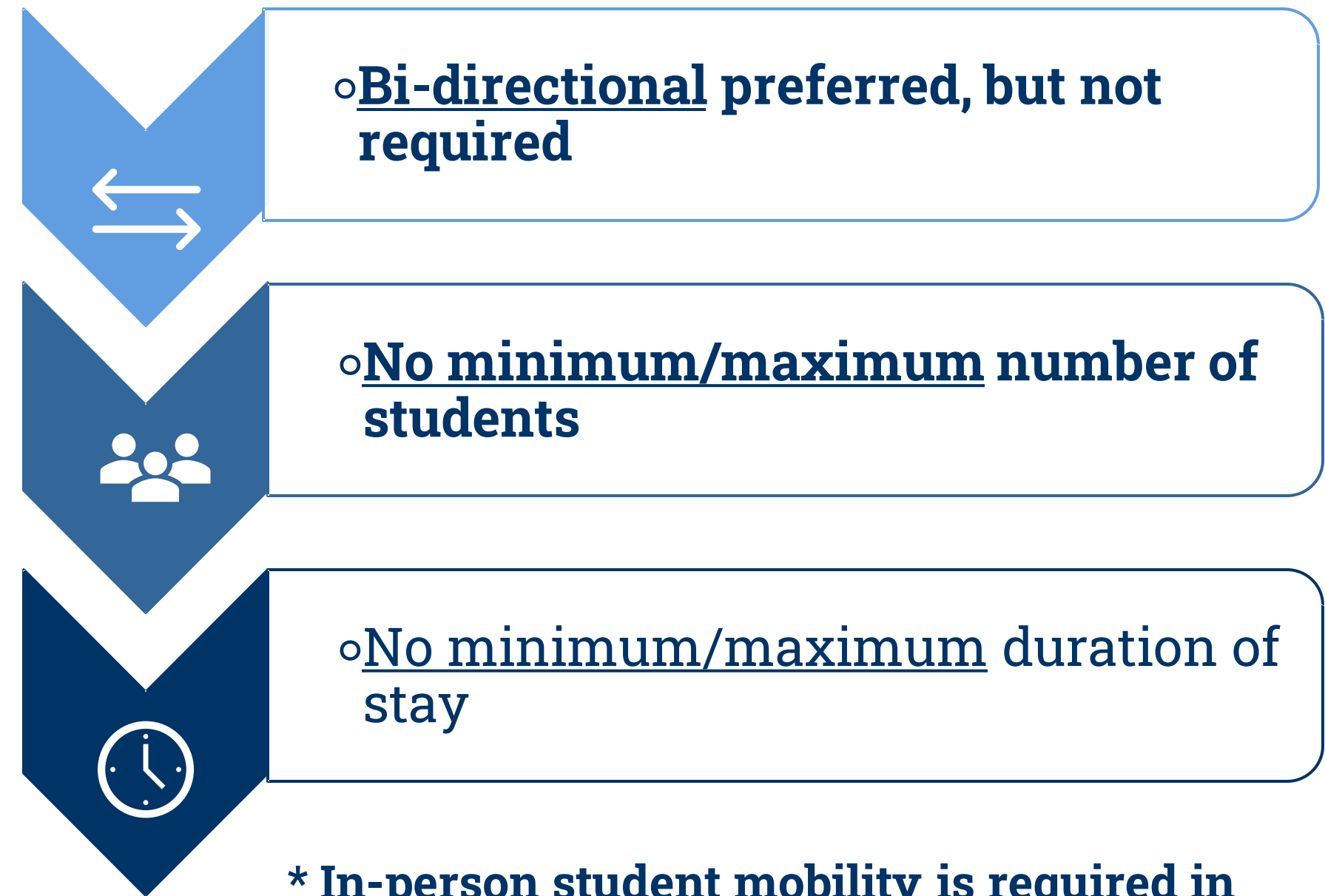


# ◆ Additional requirements & considerations



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

**Programs can also include:**  
Researchers  
Scientific & technical personnel



**\* In-person student mobility is required in at least one direction**

# ◆ Program Design



## Level of Study

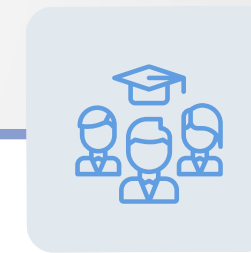
Students can be at any level of post-secondary education

**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

Special consideration will be given to proposals focused on programs that benefit underserved, non-traditional, and/or diverse student populations.

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



A light blue decorative graphic of a leafy branch in the top left corner.

# Competition Timeline

ACTIVITY	TIME PERIOD
Application Deadline	January 31, 2024 by 11:59 pm EST
Notification of status of proposal	Mid- April 2024
Award of Grant Funds to Winners	May - June 2024
Period of Performance	
June 1, 2024 – May 31, 2025	

\*Please note that these dates are subject to change

A dark blue decorative graphic with curved, wave-like shapes at the bottom left of the page.





# ◆ Build Your 100K Proposal



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

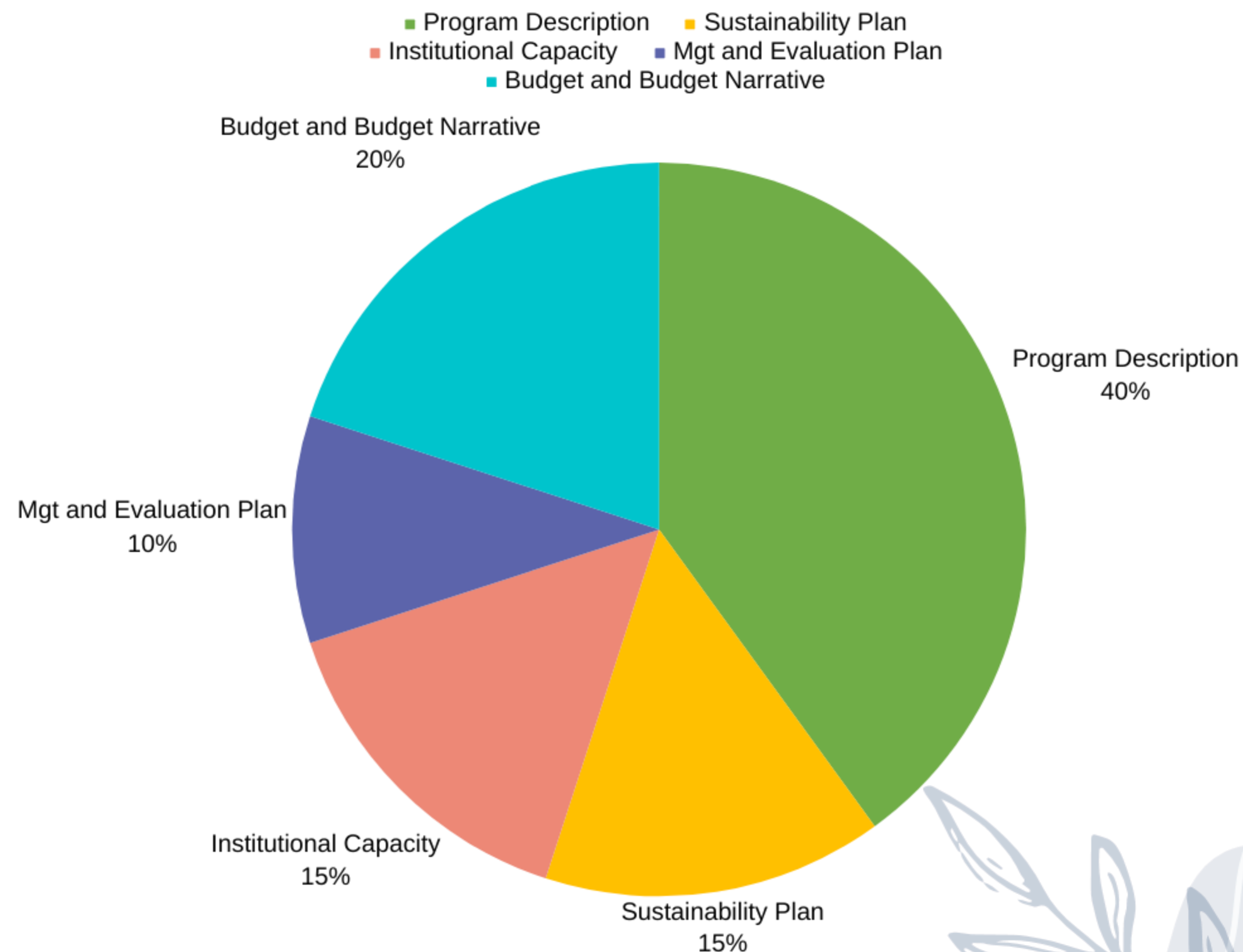
Letters of Support (*required*)

Biography/résumé of Project Team  
(*required*)

*2 pages max per person*

Additional Materials

# ◆ Evaluation Criteria



# EXECUTIVE SUMMARY & PROGRAM DESCRIPTION



## 40%

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

- **Executive Summary** of the Project
- **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.

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



# ◆ SUSTAINABILITY PLAN



## 15%

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*



# CAPACITY, CHALLENGES, & OPPORTUNITIES FOR GROWTH



## Discuss...

- 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

10%

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



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



# ◆ MONITORING & EVALUATION (M&E) PLAN



15%

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



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





# ◆ BUDGET 20%

## Clarity (5%)

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

## 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

Use the Budget Summary template provided on the website:

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



## 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/](https://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)

# 100K

## A REVIEWER'S PERSPECTIVE



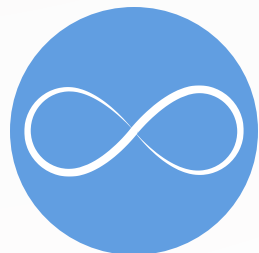
### Program Description

- 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?



### Supporting Documents (Annexes)

- 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?



### Sustainability Plan

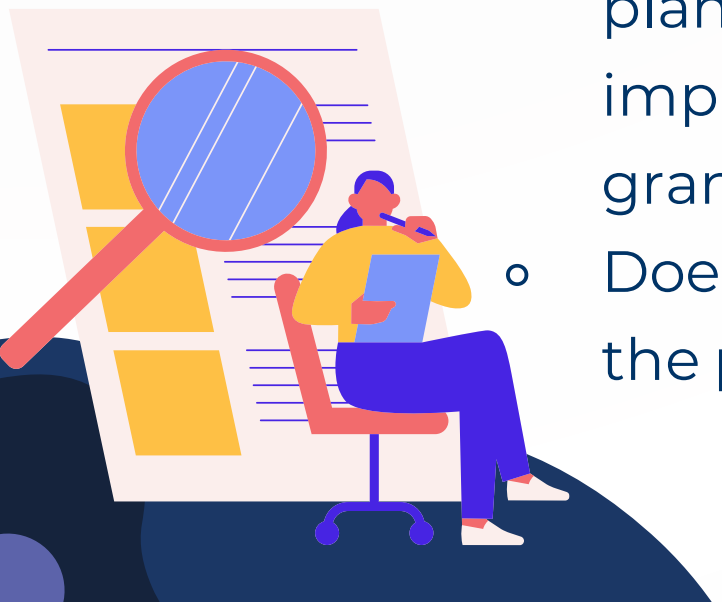
- Have the HEIs put thought into a plan for how will they continue to implement the program after the grant?
- Does it show commitment toward the program & partnership?



### Monitoring & Evaluation Plan

- In addition to program success, will the HEIs measure student learning?
- Does it include outcomes, and not only outputs?

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







# A REVIEWER'S PERSPECTIVE



## Institutional Capacity, Challenges & Opportunities

### 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?

- 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/](https://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.



# Tips and Suggestions from a Previous 100K Grantee

**Sondra Schreiber– Des Moines  
University**

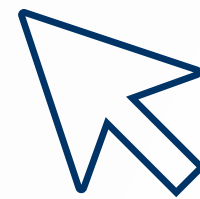
**Sondra.Schreiber@dmu.edu**

DES MOINES  
UNIVERSITY  
MEDICINE & HEALTH SCIENCES



Universidad de  
**los Andes**  
Colombia

**More  
Questions on  
Application  
Guidelines?**



## **Visit Our Website**

<https://www.100kstrongamericas.org/app-format/>



## **Attend Upcoming Webinars**

<https://www.100kstrongamericas.org/events/webinars/>  
or [Join the Innovation Network to stay up-to-date](#)



# Questions?



## Please submit questions via the Q&A box in your Zoom window

*Any questions not addressed in this webinar will be answered in a Question & Answer Report, which will be sent to the email you used to register for this webinar within 5-6 business days.*

*You can also refer to our [Grant FAQs](#) page for answers to the most commonly asked questions.*



# Contact us

## Mariana Cabrera Figueroa

Program Officer, 100.000 Strong in the Americas Innovation Fund

**Partners of the Americas**

## Sondra Schreiber

**Des Moines University**

Sondra.Schreiber@dmu.edu

***Contact our team at:***

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

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





# Thank you!

For questions or clarifications, contact  
the Innovation Fund team:

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

