



TIPS & STRATEGIES FOR DEVELOPING A 100K INNOVATION FUND PROPOSAL

2022 Cacao for Peace Innovation Fund Grant Competition

November 15, 2022



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◆ 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)





Background 100,000 Strong in the Americas Innovation Fund



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



Join the 100K Innovation Network

#100KStrongAmericas



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ABOUT THE INNOVATION FUND

GRANTS

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JOIN THE INNOVATION NETWORK

CONTACT US

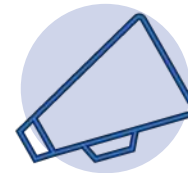
100,000 Strong in the Americas Innovation Fund

The Innovation Fund supports dynamic higher education partnerships, increases student training and exchange opportunities, and strengthens regional education cooperation and competitiveness throughout the Americas.

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



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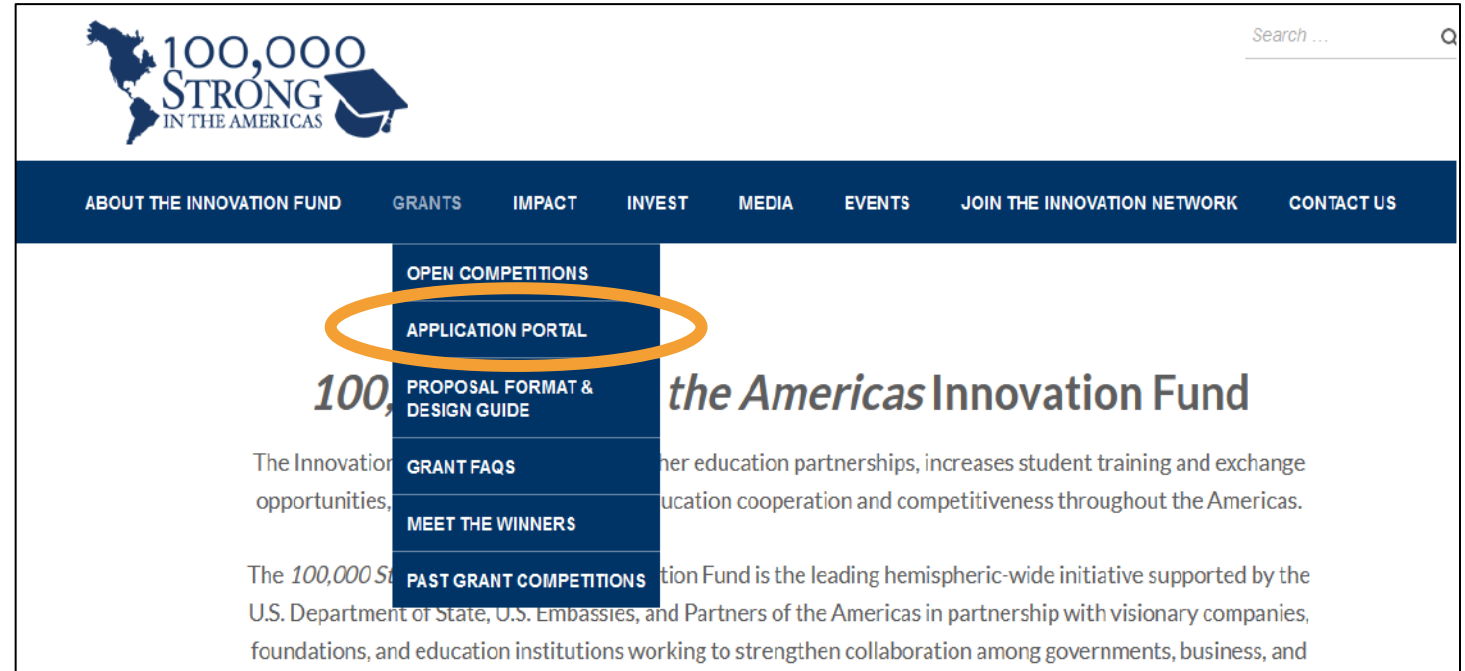


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STEP 1:

Visit our Application Portal.



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

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 *
Dr.	Innovation	Fund
Job Title/Position *	Department/Unit *	
Grant-maker	Partners of the Americas	
Work Phone *	Work Email *	
202-628-3300	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

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.

There are 41 hours remaining to submit this.

Submit

1

Application Form

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.

Action Required

Open

2

Partner Information Request

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.

Action Required

Open

100K



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/



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

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ELIGIBILITY



www.100kstrongamericas.org



AVAILABLE AWARDS



8 grants



\$25,000

ELIGIBLE COUNTRIES & INSTITUTIONS

Higher education institutions (HEIs)
located and registered

Colombia



United States



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ATTENTION: UPDATED RFP, as of Nov. 11th

➤ *Make sure that you are using this revised version.*

THEMATIC 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

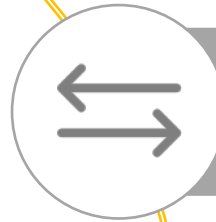


Required: In-person scientific exchange of students.

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

ACTIVITY	TIMEFRAME
Application Deadline	January 31, 2023 (end of day)
Notification of Status of Proposal	Mid-April 2023
Award of Grant Funds to Winners	April-May 2023
PROJECT IMPLEMENTATION	
June 1, 2023 – May 31, 2024	

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



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Build Your 100K Proposal



www.100kstrongamericas.org

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%

10 pages maximum

Budget (20%)

Summary Table

Narrative

5 pages

Supporting Documents

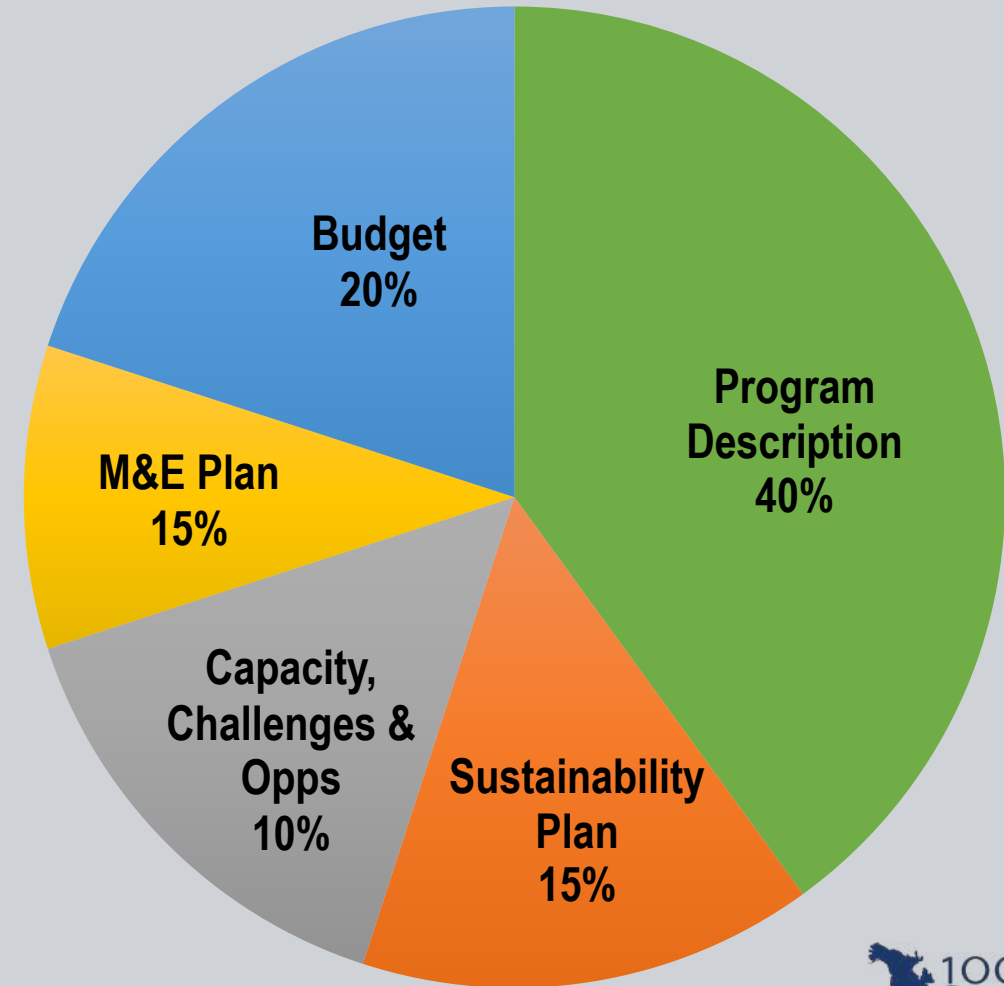
Letters of Support (*required*)

Biography/résumé of Project Team (*required*)

1-2 pages per person

Sample Program Materials

No page limit



◆ (40%)

EXECUTIVE SUMMARY & PROGRAM DESCRIPTION

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

- ☐ **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

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
- ☐ 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

*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/



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/

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

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/



**For more information/questions
about the budget, visit**

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
- 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/

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.*

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Questions?



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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/

For any new questions, complete the form:

100kstrongamericas.org/questions/



Contact us

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Partners of the Americas

Contact our team at:



100kstrongamericas@partners.net

The recording and materials will be sent to all participants.

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Thank you for your
interest &
participation!

