



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

The United States-Brazil Climate/Inclusive Education Grant Competition  
(100K Strong U.S.-Brazil CLIMA/IE)

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June 20, 2024



# 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



- Introduction to 100K donor-partners
- Background on 100K
- How to Apply
- Competition Eligibility & Requirements
- Proposal Evaluation Criteria
- Build A 100K CLIMA Proposal: Tips & Considerations
- 100K Grantee Panelist
  - Tam y Guimarães - Pennsylvania State University
- 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 - 2024

# 100K



315 grants awarded to teams of 578 HEIs



26 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/)



### 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.



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/)



The screenshot shows the website's navigation menu with the following items: ABOUT THE INNOVATION FUND, GRANTS, IMPACT, INVEST, MEDIA, EVENTS, JOIN THE INNOVATION NETWORK. A dropdown menu is open under 'GRANTS', listing: OPEN COMPETITIONS, APPLICATION PORTAL (circled in yellow), PROPOSAL FORMAT & DESIGN GUIDE, GRANT FAQs, MEET THE WINNERS, and PAST GRANT COMPETITIONS. The main content area features the heading 'the Americas Innovation Fund' and introductory text about the fund's mission to strengthen education and innovation in the Americas.



# 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	<a href="#">Edit</a>
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### 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"/>	
<small>Please include the country code.</small>		
Name of Higher Education Institution *		
<input type="text" value="Test University"/>		
<small>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.</small>		
Size and Setting *	Type of Higher Education Institution *	
<input type="text" value="ExGP: Exclusively graduate/professional"/>	<input type="text" value="Private"/>	
<small>Based on the Carnegie Classification of Institutions: <a href="http://carnegieclassifications.iu.edu/classification_descriptions/size_setting.php">http://carnegieclassifications.iu.edu/classification_descriptions/size_setting.php</a></small>		
Address Line 1 *		
<input type="text" value="1424 K Street NW"/>		
Address Line 2		
<input type="text" value="Suite 700"/>		
City *		
<input type="text" value="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 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





## 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.

# Step 3: Complete Required Tasks



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

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

How to Apply for a 100K  
Innovation Fund Grant



- 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



100,000 Strong in the Americas

# United States-Brazil Climate-Inclusive Education

(100K Strong CLIMA/IE) Grant competition

Application Period: **April 24,2024 - July 31,2024**





# EUA lançam edital de financiamento 100,000 Strong in the Americas

Projetos em educação climática inclusiva serão contemplados em parceria com o SENAI

Período de Inscrição:

**24 de abril de 2024 - 31 de julho de 2024**







◆ **Eligibility**





# Available Grants



7  
Grants

\$40,000  
USD



# Eligible Partnerships



## Required

One U.S. Higher Education Institution  
*Uma instituição de ensino superior dos EUA*

+

One SENAI Higher Education or Innovation Institution  
*Uma instituição de ensino superior ou de inovação do SENAI*

## Recommended

One U.S. Higher Education Institution  
*Uma instituição de ensino superior dos EUA*

+

One SENAI Higher Education or Innovation Institution  
*Uma instituição de ensino superior ou de inovação do SENAI*

+

One Brazilian Higher Education Institution  
*Uma instituição de ensino superior brasileira*

# ◆ Eligible Thematic Areas



- Biodiversity Protection
- Bio-Economy and Sustainable Value Chains
- Carbon Capture and Storage
- Climate Justice
- Climate Technology
- Community Conservation Practices
- Conservation and Reforestation
- Decarbonization
- Endangered/Threatened Species Management and Protection
- Environmental Protection
- Green/Climate Finance
- Renewable Energy
- And more!

\*Read the RFP for more information!

*\*Leia a RFP para obter mais informações!*





# ◆ Program Components

HEIs must use grant resources to:

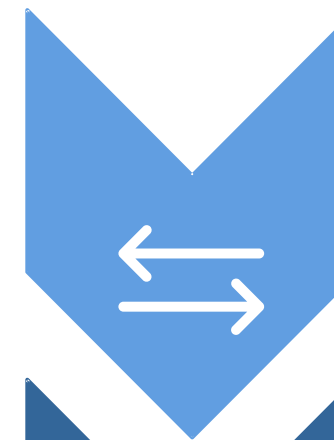
1. Implement new inclusive exchange and training programs between the U.S. and Brazil in climate-related fields of study *and*
2. Start, sustain, or expand a strategic, ambitious Climate Action Project (CAP) that leverages the unique capacity and skills of the HEI community.

# ◆ Additional requirements & considerations



Required:  
In-person scientific exchange of students.

Programs can also include:  
Researchers  
Scientific & technical personnel



◦ Bidirectional travel strongly preferred



◦ No minimum/maximum number of students



◦ No minimum/maximum duration of stay



# ◆ 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





# Competition Timeline

ACTIVITY	TIME PERIOD
<b>Application Deadline</b>	<b>July 31, 2024 by 11:59 pm ET</b>
<b>Notification of status of proposal</b>	October 2024
<b>Award of Grant Funds to Winners</b>	November - December 2024
<b>Period of Performance</b>	
<b>January 1, 2025 – January 31, 2026</b>	

\*Please note that these dates are subject to change





# ◆ Build Your 100K Proposal



# ◆ Evaluation Criteria

## Technical Narrative (80%)

Cover Page - 1 page

Table of Contents - 1 page

Executive Summary & Program

Description 40%

Sustainability Plan 15%

Capacity, Challenges & Opportunities 10%

Monitoring & Evaluation (M&E) Plan 15%

## Budget (20%)

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

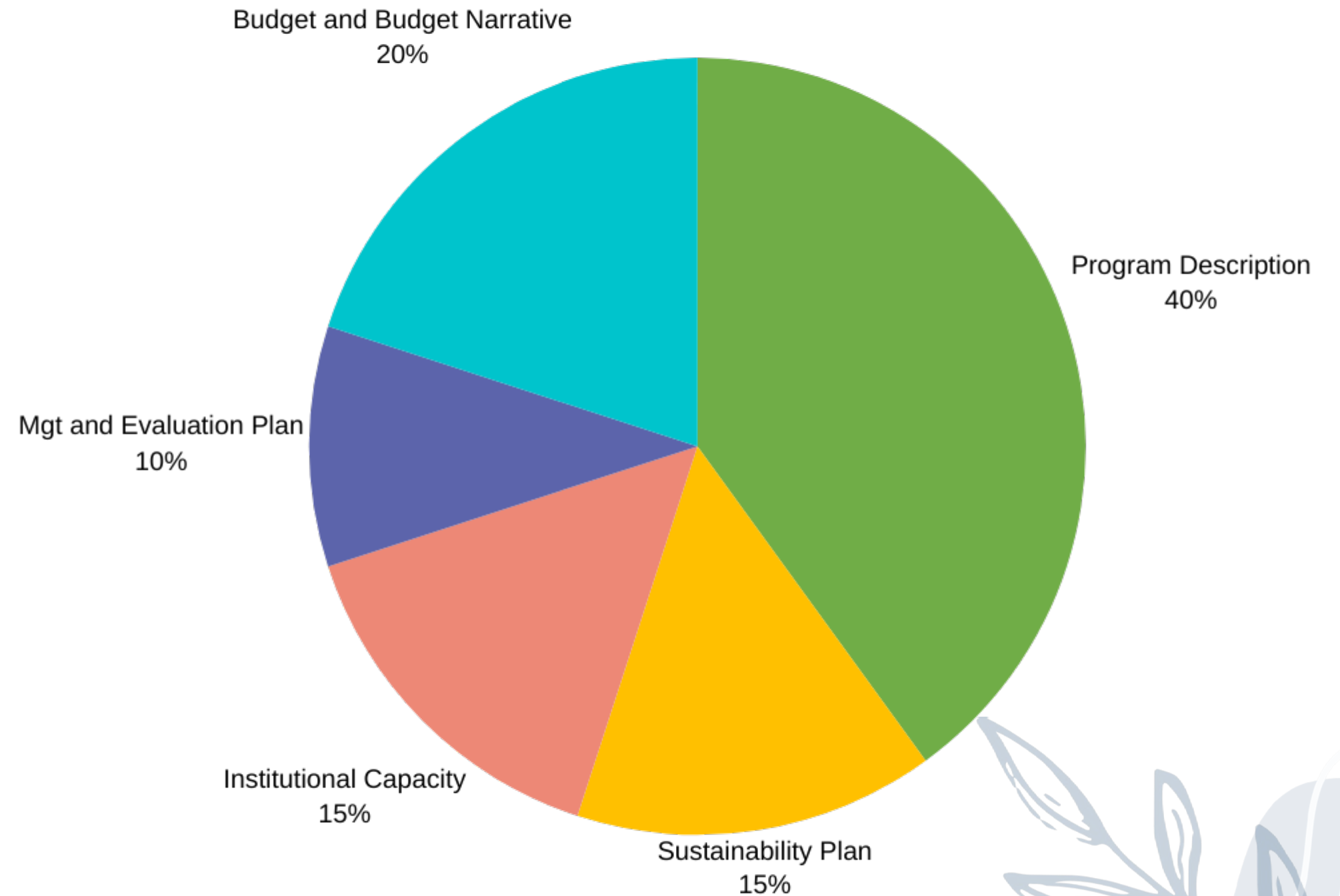
Additional Materials

15 pages maximum

5 pages

No page limit

■ Program Description ■ Sustainability Plan  
■ Institutional Capacity ■ Mgt and Evaluation Plan  
■ Budget and Budget Narrative





# 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

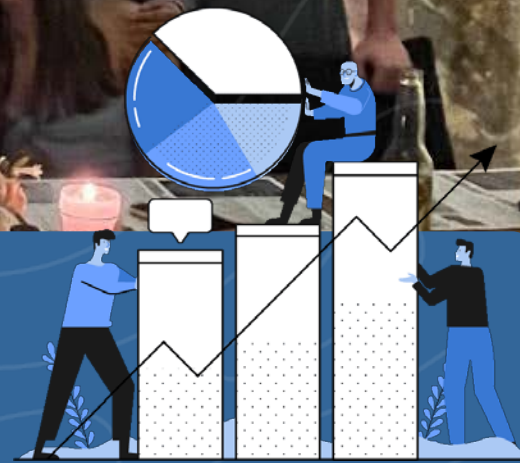


## Discuss...

- 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.





# 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)

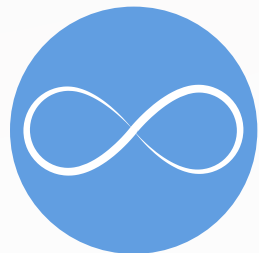


# A REVIEWER'S PERSPECTIVE



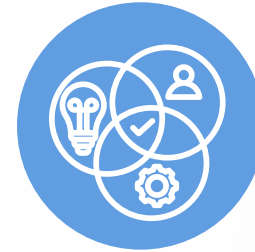
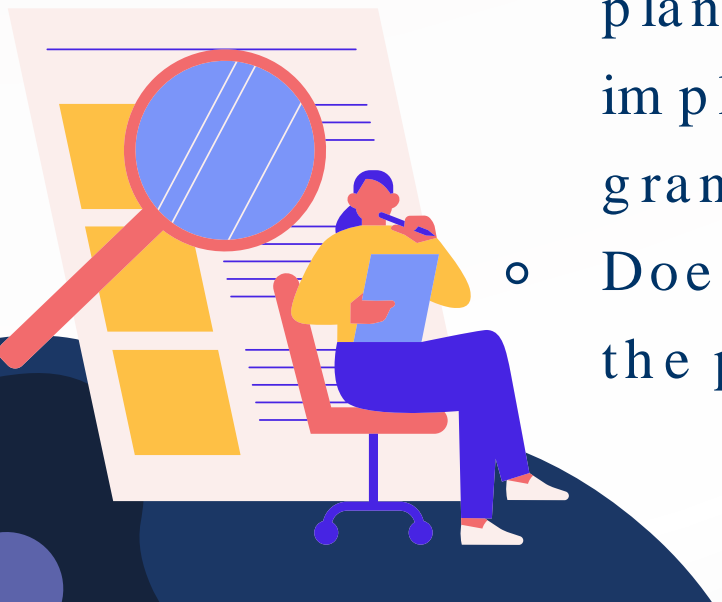
## Program Description

- 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?



## 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?



## Monitoring & Evaluation Plan

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



# 100K

## A REVIEWER'S PERSPECTIVE



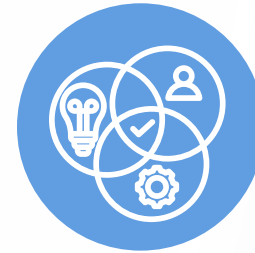
### BUDGET

#### 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?



### Institutional Capacity, Challenges & Opportunities

- 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

Dr. Tamy Guimarães,  
Pennsylvania State University  
[guimaraes@psu.edu](mailto:guimaraes@psu.edu)

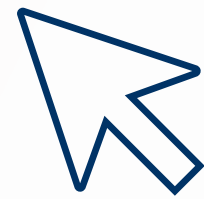


**PennState**<sup>®</sup>





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

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)

