



## LINC Grant Application Guidelines

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### About LINC Grants

The purpose of the Leveraging Innovations in New Communities (LINC) Grant program is to facilitate deeper collaborative engagement between Mandela Washington Fellowship Alumni across countries and cohorts. LINC Grants provide Alumni of all cohort years funds to pursue professional collaborations within the Fellowship's Alumni Network. Funds will allow Alumni to travel to each other's organizations or communities or collaborate virtually to learn from each other's best practices and expertise. Examples of LINC collaborations include joint service projects or trainings, job shadowing or mentorship arrangements, and joint research or teaching. By providing for the travel and program costs of joint projects and learning opportunities, LINC Grants remove some of the most daunting obstacles to cross-cohort, cross-regional collaboration among Fellowship Alumni.

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### LINC Grant Timeline

◆ Application Period:	January 21, 2021 – February 15, 2021
◆ Notification of Award:	Late March 2021 – Late April 2021
◆ Grant Period:	May 17 – November 30, 2021

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### Definitions

**Team Lead:** The principal point of contact for the LINC collaboration. LINC Team Leads are responsible for logistical and programmatic coordination with IREX.

**Collaborator:** The secondary point of contact for the LINC collaboration. *Please note:* Collaborators must complete a separate application.

**Project:** A LINC collaboration with an event or program component requiring budgeting for venue rental, catering, marketing, etc. Please note, not all collaborations will include a project that requires funding (e.g., a job shadowing or a joint research arrangement).

**In-Person Collaboration:** A LINC collaboration in which one member of the LINC Team (either the Team Lead or the Collaborator) travels to the other's country or community.

**Virtual Collaboration:** A LINC collaboration with no travel or in-person components; all activities and events take place virtually.

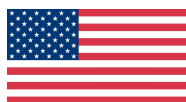
**Hybrid Collaboration:** A LINC collaboration with a mix of virtual and in-person components. The Team Lead and Collaborator work together virtually. They do not travel to each other's countries or communities, but may have limited in-person activities and events in their own community.

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### Collaboration Formats

In light of the global public health crisis, LINC Teams have the option to conduct their collaborations in one of three formats: in-person, virtual, or hybrid.

In-person collaborations, where the Team Lead or Collaborator travels to their partner's country or community, are subject to U.S. Department of State confirmation that travel is safe. According to January 2021 guidelines, travel for in-person collaborations will only be approved if:



- The [U.S. Centers for Disease Control \(CDC\) risk assessment level](#) for the host country is below a 3;
- The [U.S. State Department travel advisory level](#) for the host country is below a 4;
- The U.S. Embassy or Consulate in the host country approves LINC Grant travel.

Please note that this is subject to change.

LINC Teams that propose in-person collaborations will also be asked to describe if and how their collaborations could be converted to virtual or hybrid formats if travel is not permitted.

Virtual collaborations, in which collaboration activities only take place virtually (for example, a LINC Team collaborating remotely to produce an online conference for a global audience), may incur expenses for supplementary internet service, teleconferencing software, and other technical needs. Allowable costs for virtual LINC collaborations are outlined in the budget template.

Hybrid collaborations, which incorporate in-person activities into a virtual collaboration, may include in-person activities in the Team Lead's country, the Collaborator's country, or both. The Team Lead, for example, could organize a live, in-person training in their community, which the Collaborator co-facilitates virtually. In-person activities taking place as part of a hybrid collaboration must abide by the hosting country's social distancing policies and rules surrounding large gatherings. In-person activities will also be subject to U.S. Embassy/Consulate approval.

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#### *Financial Provisions:*

Maximum Grant Amount for In-Person Collaborations: \$4,000

Maximum Grant Amount for Virtual or Hybrid Collaborations: \$2,700

LINC Grants provide small grants for collaborative engagement between Mandela Washington Fellowship Alumni in Sub-Saharan Africa. Grants of up to \$4,000 will be available for travel and project expenses for in-person LINC collaborations. Since virtual and hybrid collaborations remove travel costs, including flights, meals, lodging, and similar expenses, budgets for these projects may not exceed \$2,700. Application budgets and work plans must clearly justify expenses and outline how grant funds will be distributed between the Team Lead and Collaborator. LINC Grants will be disbursed in installments, contingent upon receipt of required deliverables from both the Team Lead and the Collaborator. Upon submission of signed Terms and Conditions and other required documents, the first installment will be disbursed to the Team Lead and Collaborator as designated in the application. The final installment will be remitted upon receipt of a final report. Proposals may be offered partial funding at the discretion of the selection committee.

Costs in excess of \$4,000 for in-person collaborations and \$2,700 for virtual or hybrid collaborations will not be covered.

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#### *Eligibility Criteria*

Applications meeting the following criteria will be eligible for LINC Grants:



- Alumni (Team Leads and Collaborators) are from any Mandela Washington Fellowship year (2014-2019)
- Alumni (Team Leads and Collaborators) have completed and submitted the [Alumni Contact Information and Biography Form](#) before the LINC application deadline
- Alumni and LINC collaboration activities are based in Sub-Saharan Africa. Same-country collaborations (i.e., where the Team Lead and Collaborator live anywhere within the same country) are permitted, though collaborations between Alumni residing in different countries are strongly encouraged.
- Alumni are not employees or immediate family members of employees of the U.S. Government (including U.S. Embassies, USAID, and other U.S. Government entities)
- LINC collaboration does not exceed four weeks
- LINC collaboration is consistent with one or more of the following strategic priority areas:
  - Cultivating Economic Prosperity through Women's Entrepreneurship
  - Fostering International Trade through Business Partnerships
  - Advancing Peace through Conflict Prevention and Reconciliation
  - Promoting Access to Quality Education
  - Innovating in Science & Technology

*Note: priorities may change for future application rounds*

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### *Selection Criteria*

Eligible applications will be evaluated using the following criteria:

- Clarity and feasibility of goals and planned activities
- Relevance to designated strategic priority areas
- Benefit to Team Lead and Collaborator's communities, organizations, service initiatives, or professional or leadership development, or to the broader Mandela Washington Fellowship Community.
- Continued impact of collaboration after the grant period
- Relevance of Team Lead and Collaborator's experience to proposed activity
- Persuasiveness of justification for need to travel (for in-person collaborations)

Preference will be given to applications that also demonstrate or reflect:

- Previous collaboration or engagement between members of the LINC Team.
- Collaborations across different cohort years
- Collaborations across different countries/regions
- Budget cost-share
- Team Lead, Collaborator, and/or project participants who represent traditionally underrepresented groups or communities
- Team Lead and Collaborator who have not benefited from Reciprocal Exchange Awards in the same year as application

### *Restrictions*

- Alumni may only submit one LINC application per application cycle.
- Alumni may submit as either Team Leads OR Collaborators (not both).

- Alumni may apply for both Reciprocal Exchange and LINC Grants, but may only receive one type of award per calendar year.

All completed applications received by **11:59 PM EST on Monday, February 15, 2021** will be evaluated competitively against the eligibility requirements and selection criteria.

IREX and ECA reserve the right to verify all the information included in the application. In the event of a discrepancy, or if information is found to be false, the application will be declared invalid and the applicant ineligible. Incomplete applications will not be considered.

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### *Reporting Requirements*

LINC Team Leads and Collaborators will be required to submit a final report to IREX within 30 days of the completion of their collaboration. Team Leads and Collaborators will also be asked to share their experience with the wider Fellowship Alumni community via a knowledge-sharing activity accessible through the Mandela Washington Fellowship Portal. Those who do not complete the final report will not be eligible to receive the final installment of their LINC Grant. More information about reporting requirements will be included in the Terms and Conditions documents signed by Team Leads and Collaborators.

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### *Identifying Partners*

LINC Grant applicants are encouraged to take advantage of the Fellowship's online platforms to identify prospective collaboration partners. Using the [Fellowship Portal](#), Alumni can access the [Givitas](#) platform to make collaboration requests within the full Alumni Network and visit the [Fellowship's online courses](#) to browse the Alumni experts featured. To review Alumni biographies or search for potential partners by name, cohort, country, or area of expertise, visit the [Fellowship Directory](#) or [Names and Faces](#). [The Fellowship Alumni Facebook Group](#), local Alumni Associations, Institute WhatsApp groups, and personal Fellowship networks are also good resources to identify potential LINC partners.

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### *Application Instructions*

LINC Grant applications must include the following components, submitted by both the Team Lead and Collaborator. Applications missing any component will be considered incomplete and therefore ineligible.

- ✓ Complete LINC Grant Eligibility Quiz: Confirm that your collaboration qualifies for a LINC Grant.
- ✓ Complete Application Form: All responses must be in English.
  - Include your full, legal name as it is spelled in your international passport.
  - Provide complete contact information, including country codes for telephone numbers.
  - Designate the Team Lead and Collaborator for your LINC collaboration
  - Determine your collaboration format (in-person, virtual, or hybrid). For in-person collaborations, determine who will travel (the Team Lead or Collaborator).
  - Answers to essay questions should not exceed 300 words per question.

- ✓ Complete Work Plan: Team Leads and Collaborators must each submit a joint work plan. Please include as much detail as possible.
  - Eligible work plans must use the provided template and comply with the requirements outlined in the template's *Guidelines* tab.
- ✓ Complete Budget Form: All costs should be in U.S. dollars.
  - Budget should reflect total estimated costs for in-person, virtual, or hybrid collaborations inclusive of expenses that will be provided in-kind and/or through cost-share.
  - Eligible budgets must use the provided template and comply with the requirements outlined in the template's *Guidelines* tab.
- ✓ Professional Resume: Resumes should be submitted in English and illustrate qualifications relevant to the proposed collaboration activities.
- ✓ Complete the [Alumni Contact Information and Biography Form](#).

Please note the following:

- Applications must be received on or before the due date. Applications received after the deadline will not be considered.  
Team Leads and Collaborators must work jointly on a work plan and budget, but must submit individual applications. Questions in the Team Lead and Collaborator applications are similar, but require individual answers from each party. **Essay responses should not be identical.**
- Please do not leave any spaces blank. If a question does not apply, write N/A (not applicable).