

EPICS High Pitch Funding
Handbook

The EPICS High Pitch Funding Competition is an opportunity for EPICS High teams to submit their projects to a review committee for potential funding. This handbook is designed as a guide to assist teams seeking funding. Successful applications will demonstrate a compelling need for their proposed solution, provide evidence that the team is working closely with stakeholders to develop the best possible solution, and exhibit strong project management skills. Please review this handbook carefully before starting your application.

This handbook includes:

Part I: The Application

Section I: Rules for participation.....	2
Section II: Application Template.....	3
1. Project Charter.....	3
2. Project Management.....	4
3. Pitch Video.....	5

Part II: We got funded. Now what?..... 6

Section I: Dissemination of Awards.....	6
Section II: Materials	6
Section III: Restricted Vendors.....	6
Section IV: Communication.....	6
Section V: Keys to successful materials ordering.....	7

Part III: Links and Deadlines..... 8

Part I: The Application

Section I: Rules for participation

In order to receive funding, teams must:

1. Submit a [student registration form](#) for each team member. See page 8 for link.
2. Have a current 2017-2018 MOU on file between their school/district and ASU EPICS High. ASU EPICS High will work directly with teachers and/or administrators to make sure MOUs are on file.
3. Complete all sections of the application: Project Charter, Timeline, Budget, and Pitch Video.
4. Meet ALL deadlines, including last day to submit materials lists for ordering. If teams do not submit final materials lists by the deadline, FUNDING IS CONSIDERED FORFEITED. See list of deadlines in Section VI on the last page of this document.

Funding Cycles: Pitch Funding is divided into 3 cycles throughout the school year – one at the beginning of the school year, one before winter break, and one after winter break. See complete list of cycle start and end dates in Section VI on the last page of this document.

- Teams may only receive funding during ONE cycle.
- Teams who do not receive funding may re-submit during a subsequent cycle. For example, if a team is denied funding during Cycle I, that team can re-submit during Cycle II or III.

Estimated maximum funding amount per team: \$600.00

Teams can request more than \$600. Such requests will be reviewed on a case-by-case basis.

Section II: EPICS High Pitch Funding Application Template

Before we review your application, there must be an MOU on file with your school and a [student registration form](#) submitted by each member of your team. For a complete list of links and deadlines, see page 8.

1: Project Charter

Total points possible: 105

A. Your EPICS High Team: 10 points

In this section, please provide the following:

1. School - 2pts
2. Teacher Name – 2pts
3. Team name – 2pts
4. List of team members along with a list of *each person's role and responsibilities*, – 4pts including:
 - a. Team member name
 - b. Grade level
 - c. Role
 - d. His or her major responsibilities

B. Community Partner: 5 points

In this section, please provide the following:

1. Name of your community partner - 2pts
2. Name of contact person (person you are working with at the organization) - 2pts
3. Email or phone number of contact person at the organization - 1pts

C. Statement of Purpose: 35 points

In this section, please provide the following:

1. A detailed description of the problem or need your team wants to solve – 10pts
2. A detailed description of your proposed solution to the problem- 10pts
3. A description of how your proposed solution will impact your stakeholders – 10pts
4. A description of how your proposed solution is different from existing solutions – 5 pts

D. Stakeholders: 15 points

In this section, please provide the following:

1. A detailed description of who will use and/or benefit from this project, including any secondary stakeholders

Questions? Contact us at EPICSHigh@asu.edu or 480-965-0100.

E. Stakeholder Basic Requirements: 10 points

In this section, please provide the following:

1. A description of requirements you discovered when talking with your community partner or stakeholder(s), including any unique situations that will need to be addressed in order to fill your stakeholder(s) needs

F. Outcomes: 30 points

In this section, please provide the following:

1. A description of what you hope to accomplish with this project - 10pts
2. A list of your team's goals for this project (What do you hope to provide to your stakeholder(s) by the end of the term, semester, or year?) – 10pts
3. A description of how your project will be maintained after it is implemented – 10pts

2: Project Management

Total points possible: 45

A. Design: 10 points

In this section, please provide any drawings, schematics, CAD renderings, or pictures related to your proposed design.

B. Timeline: 10 points

In this section, please provide a timeline that shows specific tasks to be completed and by what date. Be sure to include project start and end dates, meetings with stakeholders, and major milestones.

C. Budget: 25 points

In this section, provide a detailed budget that includes the following:

1. A list of Items to be purchased with a description and direct link where it can be purchased online, if applicable – 3pts
2. Quantity of each item – 3pts
3. Total cost of each item – 3pts
4. Vendor -3pts
5. Budget Justification for each item (Explain why you need it!)-10pts
6. Total cost of the project and amount you are asking to be funded - 3pts

3: Pitch Video

Pitch Video: 75 points

An effective pitch video will be engaging, well-organized, and easy to understand.

Each pitch must:

1. Be less than 4 minutes – Reviewers will not watch beyond 4 minutes.
2. Be posted online and URL submitted with this application – 5 pts
3. Include list of team members and their roles on the project - 5pts
4. Include a brief summary of the problem – 10pts
5. Include a description of your community partner and stakeholders – 15pts
6. Include a summary of the solution and how your proposed solution works – 15pts
7. Include a list of outcomes – 10pts
8. State the amount of money being asked for – 5pts
9. Be engaging: use of audio, graphics, tone of voice, and general appeal – 10pts

Part II: We got funded! Now what?

Section I: Dissemination of Awards

Upon approval, teams will be issued funding in the form of materials. The ASU EPICS High team will use materials lists submitted by teams to place orders on each team's behalf. **ASU EPICS High cannot offer direct payment or reimbursement to individuals, schools, or school districts.**

Section II: Materials

Only materials that 1.) align with the team's proposed project AND 2.) adhere to ASU's purchasing policies will be ordered. ALL materials are subject to approval.

Restricted items include, but are not limited to:

- Any single item valued at more than \$500.
- Gift cards
- International shipping
- Mileage reimbursement
- Certain software
- Laptops, iPads, cell phones, and other similar devices
- Spray paint and other hazardous materials
- Food. This includes bottled water.
- Any other items that the review committee deems inappropriate or does not comply with ASU policy.

Section III: Restricted Vendors

ASU EPICS High will not order materials from the following vendors:

- Home Depot
- eBay
- International Vendors
- All vendors are subject to approval.

Section IV: Communication

EPICS High staff will use the email address below to send information to points of contact regarding Pitch Funding, including responses to applications and materials ordering. Please use this email address for all Pitch Funding related communication. Or, give us a call during regular business hours.

EPICS High Pitch Funding Correspondence
EPICSHigh@asu.edu
480-965-0100

****It is never appropriate to request an EPICS High staff member's personal cell phone number or email address or to attempt to connect with them via social media.***

Section V: Keys to successful materials ordering

- Assign ONE person to be the main point of contact. Emails from multiple team members can lead to confusion.
- The main point of contact should check his or her email every day during the ordering period.
- EPICS High staff will do their best to respond to emails and phone calls within one business day. However, please keep in mind that your account manager is working with many teams and may not be able to respond to you right away. For this reason...
- Communicate early! Do not wait until the last minute to send important information.
- Make sure your budget is finalized BEFORE sending to your account manager. He or she may not be able to accommodate changes.
- The sooner EPICS High staff receives your finalized budget, the sooner your materials will be ordered.
- Always be professional and appropriate via email and over the phone.

Part III: Links and Deadlines

Links

Apply in Cycle I between September 1, 2017 and October 6, 2017:

https://asuengineering.co1.qualtrics.com/jfe/form/SV_djzp0nLIN5Uencx

Apply in Cycle II between November 3, 2017 and December 15, 2017:

https://asuengineering.co1.qualtrics.com/jfe/form/SV_6YfBSkfTsrfyBgx

Apply to Cycle III between February 2, 2018 and March 9, 2018:

https://asuengineering.co1.qualtrics.com/jfe/form/SV_3Wc94RavGJ0RF9b

Student registration – <http://links.asu.edu/EPICSYESW>

Link to this handbook online – <http://epics.engineering.asu.edu/epics-high-school/resources/>

Deadlines

Pitch Funding Cycle I

September 1, 2017

Pitch Funding Cycle I Opens

October 6, 2017

Pitch Funding Cycle I Closes – Applications DUE

October 27, 2017

Last day to submit materials lists for Cycle I

Pitch Funding Cycle II

November 3, 2017

Pitch Funding Cycle II Opens

December 15, 2017

Pitch Funding Cycle II Closes– Applications DUE

February 2, 2018

Last day to submit materials lists for Cycle II

Pitch Funding Cycle III

February 2, 2018

Pitch Funding Cycle III Opens

March 9, 2018

Pitch Funding Cycle III Closes– Applications DUE

April 6, 2018

Last day to submit materials lists for Cycle III; Please note: we cannot guarantee that materials will arrive in time for the EPICS High Showcase.

*April 21, 2018

EPICS High Showcase – TBD @ASU Tempe Campus