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Efficiency for Access Design Challenge Prototyping Funding Application Guidance 2022–2023

Funded by:



IKEA Foundation

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PROTOTYPE FUNDING APPLICATION

We are entering an exciting stage of the Efficiency for Access Design Challenge and are pleased to announce that we will be providing funding that will enable you to prototype your ideas. This is a great opportunity to build on your concepts and progress these ideas through the design process. The funding available is optional for all teams, though we encourage that you consider the added benefit and value.

KEY DATES

- The application window opens **9 March 2023** and closes midnight **2 April 2023**
- The prototyping webinar will be held on **22 March 2023 at 11 am**.
- Student teams will likely receive notification of the outcome of their application by latest **2 May 2023**.
 - **The above is not the date on which you will receive the prototype funds.** We will aim to disburse funds to the university's account within two weeks of receiving news of the outcome of your application. Your academic should aim to disburse funds to student teams within another two weeks of receiving funds in the university account. However, these processes may be subject to unforeseen delays. Therefore, do not expect to receive your funds until at least June.
- Students must send images of their prototypes and the process so far (mid-way check-in) by **15 August 2023**.
- Impact reports must be shared by **31 October 2023**.

Please do not wait until the final day of the application window to submit. A high proportion of applications submitted towards the end of the application window can cause congestion and a delay in the application process. The sooner that funds are received, the sooner prototype processes can begin.

WHY CREATE A PROTOTYPE

It is important to keep in mind that the prototyping process is completely optional. Regardless, it does provide a wonderful opportunity to bring your ideas to life, empathise with your end user, and present a strong use case for your design. Be aware that funds will likely not be received until after you have completed the Challenge. Therefore, the prototyping opportunity is there for people who would like to take their design further, continue learning through a practice-based learning approach, or are using their design to support outside work – such as a university project.

A prototype is a simple, experimental model of a proposed solution used to test or validate ideas, design assumptions, and other aspects of its conceptualisation quickly and cheaply. The purpose of it is to allow you to communicate your concept and iterate and improve your design by empathising with how a person would use it. We advise you take photos and videos throughout the prototyping process, as this will also be useful for your impact report (details below) and allow the Efficiency for Access Design Challenge team to promote your work.

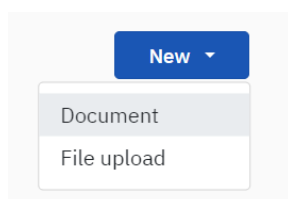
Prototypes are not limited to functioning models. Examples of the many forms that prototypes can take include simple sketches or storyboards used to illustrate a proposed experiential solution or paper or digital model. Prototyping need not be full products: you can prototype a small part of your full solution (the digital interface of an electric cooker for example) to test that specific aspect or component. Funding could be used to develop the prototype, and/or membership of a makerspace (or similar facility) when facilities are not suitable at your university.

Where use of labs or meeting with team members is not possible, digital prototypes are encouraged. If software is unavailable at your institution, we would recommend using open-source software such as [DesignSpark](#) for printed circuit board, electrical, and/or mechanical designs.

APPLICATION INFORMATION

To apply for funding, each student team must submit a **prototyping application** – the template for which can be found on [CrowdSolve](#), [online](#) and in [Annex A](#) of this document. This application must be submitted as a CrowdSolve document by:


1. entering your document space and clicking 'new', 'document'



2. pasting the template into the live document box

New document

Team 2022-01 Prototype Application
(5/40)

A • B I U 

-----TEMPLATE-----

Prototyping Application

What is your assigned team number?
e.g. 2022-01 – you will have received this number in a comment to your concept note submission

Please state the name of your university:

Please state your full name:

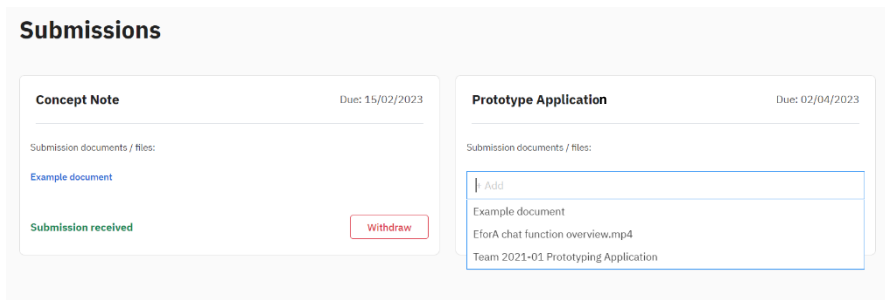
Please state your email address:
This will be the primary student contact of your team

Please state your supervising academic's/educator's full name:

Please state your supervising academic's/educator's email address:

What is the name of your project?

- going into your 'Submission Space' and selecting your document under the 'Prototype Application' window so that we know your application has been finalised and is ready for review.



The screenshot shows a 'Submissions' interface with two main panels. The left panel is titled 'Concept Note' with a due date of '15/02/2023'. It contains a 'Submission documents / files:' section with a link to 'Example document' and a green 'Submission received' status. The right panel is titled 'Prototype Application' with a due date of '02/04/2023'. It also has a 'Submission documents / files:' section with an 'Add' button and a list of files: 'Example document', 'EforA chat function overview.mp4', and 'Team 2021-01.Prototyping Application'. A red 'Withdraw' button is visible at the bottom right of the Concept Note panel.

- Please note, this should not be done as a 'file upload', as we will use the live document features to request amendments to your application before approval.
- When amending an application following a review – please make any changes in **red** so the reviewer can identify which areas have been changed.

We strongly encourage you to consult with your academic on the merits of applying for funding and come to an agreement with them. Academics will be requested to sign off on your application and provide university bank details at the point of application. The application will be reviewed by the Efficiency for Access Design Challenge team to determine eligibility for funding.

Only one application is required per team and should be completed with full team approval and consent.

We can offer all teams *up to* \$1,500 USD. However, teams may only apply for the amount of funding needed to create their prototype. All funding will need to be clearly budgeted and will be checked by the application reviewers. Funding will also be assessed against a strong 'needs statement' which will need to justify your funding request.

The application will require the following information (all detailed below) and all elements must be submitted by midnight on **2 April 2023**:

- Needs Statement - 300–800-word proposal outlining why prototyping funding is required.
- Budget breakdown.

If your application is successful, funding will be sent to your **university's designated bank account**. For inter-university teams, this will be sent to the assigned primary

university unless other arrangements have been made. Once these funds are sent, it is your academic's responsibility to let you know how to access them.

NEEDS STATEMENT

Your needs statement should be 300-800 words and will include your proposal for the funding. It should explain why you require this funding, how it will be spent, and what you predict the impact of your prototype will have.

An excellent needs statement attracts your funder's interest by using both facts (quantitative data) and stories (qualitative data). The need you address must clearly relate to the Challenge Brief.

Your needs statement should avoid circular reasoning, a common error in funding proposals. The Foundation Center defines circular reasoning as claiming that the absence of your solution is the actual problem and how the solution is a way to solve that problem. For example, "The problem is that people don't have access to solar powered mills. Providing solar powered mills will solve this". Incorporating your clear and concise problem statement from your concept note into your needs statement can help avoid this.

BUDGET

The final piece of your application should show a line-by-line breakdown of anticipated costs associated with the prototype. The total should match your final funding request.

Guidance around the budget template:

- Please make your funding request in US dollars (USD). Where suitable, a contingency against any fluctuation of currency between application and receiving funding is to be included by the applicant and should be explicitly stated as such. If you are unfamiliar with USD, please feel free to refer to this [currency converter](#).
- Budget should include all main components of prototyping e.g. materials, software, workspace, tools etc. to a suitable level of detail. Funding will only be provided for what is stipulated in the budget.

IMPACT REPORT

As part of any funding process, you will be required to provide an impact report at the end of the prototyping process. **The purpose of an impact report is to assess the impact of the funding and validate spend.**

You will be provided with a template for your impact report. Your impact report should be one – two A4 pages and cover:

1. What was the problem that you tried to tackle? This could be adapted from your concept note or final submission. A simple, short, and concise problem statement that is SMART (specific, measurable, accurate, realistic, and time bound) is a useful way to define your purpose. Just as with the needs statement – avoid circular reasoning in your impact report.
2. What you did to address it? Explain your activities clearly and what the funding enabled you to do in terms of addressing your problem statement. *It is key that you record how funding was spent.* However, more than the practicalities of purchasing the components of your prototype it is important to indicate what you hoped to achieve by building your prototype.
3. What this achieved? Look at the outcomes you are achieving and try to link them back to both your activities and problem statement where possible. You must provide evidence (**photographs or videos**) to support the description.

Please remember to take photographs and videos at each stage of the prototyping process. We will have a mid-way check-in to request photos and videos of progress made on **15 August**.

Impact reports should be accompanied by at least four pictures and videos that are to be submitted as separate attachments to avoid file compression.

Failing to send the impact reports will prevent teams from your university to receive funds to develop their prototype in the following years.

An impact report template and further guidance will be provided to those who received funds closer to the submission date.

Impact reports need to be submitted after funds have been spent and prototyping completed. Receiving these prototype funds is contingent on the submission of this impact report. Teams must spend prototyping funds and send the Efficiency for Access Design Challenge team their impact report by **31 October 2023**. Please send your impact reports to EforAchallenge@est.org.uk.

ANNEX A

-----TEMPLATE-----

Prototyping Application

What is your assigned team number?

e.g. 2022-01 – you will have received this number in a comment to your concept note submission

Please state the name of your university:

Please state your full name:

Please state your email address:

This will be the primary student contact of your team

Please state your supervising academic's/educator's full name:

Please state your supervising academic's/educator's email address:

What is the name of your project?

Please enter the name of your project as per your concept note submission

Needs Statement:

Please clearly provide why you require funding, how you will spend it, and what you predict the impact of your prototype will have. Your needs statement should be 300-800 words long and will include your proposal for the funding.

Budget

Total funding in US dollars (\$):

Please use [this tool](https://www.oanda.com/currency-converter/en/?from=GBP&to=USD&amount=1) to help you convert between currencies wherever necessary - oanda.com/currency-converter/en/?from=GBP&to=USD&amount=1

Item Number	Item Description	Link to item/quote where appropriate	Quantity	Unit Cost	Cost
1	Sample item – please delete	Sample link – please delete	2	\$100.00	\$200.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Add more lines above if necessary					
				Total	\$ 100.00