



Early Stage Funding Opportunity Application

Thank you for your request for technical assistance or support through the Early Stage Funding Opportunity initiative at the Robert C. Byrd Institute (RCBI). If you are entrepreneurial, innovative and interested in taking advantage of manufacturing technology, this opportunity is for you.

The Early Stage Funding Opportunity initiative includes Accelerate Forward and Appalachian Hatchery programs to serve the State of West Virginia. After you submit the completed electronic information, an RCBI representative will contact you within two working days.

As part of our application process, RCBI may schedule a meeting between you and our Early Stage Funding Committee to discuss your project's details. The committee determines an award amount between \$1,000 and \$10,000 based on the project specifications. We look forward to discussing your innovative idea and providing the technical assistance or training necessary to help you prepare for a strong market entry.

Any supporting documents should be emailed to earlystagefunding@rcbi.org. Because of the prohibitively large size, please DO NOT ATTACH any video files; simply include a link to the YouTube video, etc.

The final step of the process is approval from RCBI's Director.

If you have questions, contact Diana Perdue at 800.469.7224 or 304.781.1675.

After you complete the application, attach your saved version to an email and send it to earlystagefunding@rcbi.org.

NAME (FIRST AND LAST)

EMAIL ADDRESS

WORK PHONE NUMBER

CELL PHONE NUMBER

OTHER PHONE NUMBER

PHYSICAL ADDRESS

HOW DID YOU HEAR ABOUT US? (Mark all that apply)

Email Advertising/Marketing

Newspaper Advertising/Marketing

RCBI Website

RCBI Newsletter

Chamber of Commerce: Specify:

You are an RCBI Customer

College/University: Which one:

Local Economic Development Agency: Specify:

Advantage Valley

Small Business Development Center (SBDC)

Word of Mouth: who or how:

Other (Describe)

PROJECT INQUIRY

VENTURE STATUS (Venture or Pre-Venture)

Venture (In Business)

COMPANY NAME

FOUNDING DATE

NUMBER OF EMPLOYEES -FULL TIME

NUMBER OF EMPLOYEES -PART TIME

THE COMPANY IS....check if true

A Home-based Business

Selling Your Products Online

Existing Business

Other (Describe)

LEGAL ENTITY OF BUSINESS

Sole Proprietorship

Corporation

Sole Corporation

Partnership

LLC

Other (Describe)

Pre-Venture (Entrepreneurial Start-Up)

Check all that apply.

Artist

Scientist

Educator

Student

Inventor

Farmer

Writer/Author

Engineer

Manager/Supervisor

Other (Describe)

PROJECT INQUIRY -- SPECIFIC PROJECT INFORMATION

PROJECT TITLE and MORE SPECIFIC NAME IF APPLICABLE

PREFERRED SECTOR (check all that apply)

- Agriculture
- Energy Efficiency and Renewable Energy Technology
- Aerospace Technology
- Transportation Technology
- Commercial Product Technology
- Composite Materials Technology
- Chemical, Petroleum and Plastics
- Manufacturing
- Business Services
- Healthcare
- Other (Describe)

Applicant Commitment

I understand that the first 5% (of amount awarded) of project funding is my responsibility and I must pay before project work begins. Applicant Commitment must be paid within 10 days after the receipt of the award letter and is non-refundable.

I agree to pay 5% of amount awarded.

TYPE OF SUPPORT REQUESTED check all that apply

- Computer-aided Design
- Fabrication
- Machining
- Reverse Engineering
- Prototyping
- 3D Printing
- Quality
- Training
- Marketing (Up to \$5,000)
- Other (Describe)

PROVIDE A NON-CONFIDENTIAL PROJECT SUMMARY

NO MORE THAN 100 WORDS

This summary will be non-confidential and will be included in RCBI press releases and media if the project is funded. This summary may be provided to members of the public or partner organizations. The summary should describe: scope of work, benefits, feasibility, goals and expected outcomes.

A. SCOPE OF WORK (up to 20 points review committee scoring)

1. Provide a detailed description of the objectives of the scope of work. The plan should describe what will be done, where it will be done, and how R&D will be carried out.

2. Provide a time line corresponding to the proposed scope of work. The proposed time line will be taken into consideration as part of the applicant's ability to complete the project in a timely manner.

3. Describe how the proposed scope of work will advance this technology, process, service or opportunity toward commercialization or help increase your business. What is your current infrastructure to carry out the proposed project, e.g. necessary equipment, facilities and capital?

B. SCIENTIFIC AND TECHNICAL MERIT (up to 25 points review committee scoring)

1. Clearly describe the specific technical problem or opportunity to be addressed through the development of the proposed technology (product, process, or service). List any risk areas associated with the technology development plan.

2. Describe your proposed technology (product, process, or service) and why it is unique and innovative. Provide comparisons to existing technologies and identify the advantages of your proposed technology, product, process or service.

C. MARKET POTENTIAL (up to 20 points review committee scoring)

1. Clearly state the pricing competitive advantage of the company's technology, product, processes or services.

2. Describe the addressable market for your product including relative metrics and trends. Describe target customers and how the market was evaluated. A letter from a significant interested buyer, end-user or partner may be included.

(Email all support documents to earlystagefunding@rcbi.org).

D. MANAGEMENT (up to 10 points review committee scoring)

1. Describe the management's relevant experience in developing and commercializing new products, processes and services. What is the management's relevant experience with the specific technology, process, service or opportunity being developed?

E. BUSINESS PLAN AND POTENTIAL FOR ECONOMIC IMPACT (up to 15 points review committee scoring)

1. Briefly describe how you would implement your proposed project.

2. Describe how and where the technology, process, service or opportunity will be manufactured or implemented.

3. Describe how the proposed project may lead to positive economic impact to the State of West Virginia including such measures as: NEW JOB EXPECTATIONS; RETENTION OF EXISTING JOBS; AND NEW REVENUES.

F. APPLICANT PRESENTATION (up to 10 points review committee scoring)

1. The applicant will meet with the scoring committee and others to present their project.

HISTORY OF BUSINESS AND CURRENT PROJECT

WHAT HAS BEEN DONE UP TO THIS POINT? WHAT STEPS HAVE YOU TAKEN TO ADVANCE YOUR IDEA? (concept or prototype working model) HOW MUCH R&D (TIME AND MONEY) HAVE YOU INVESTED IN YOUR IDEA UP TO THIS POINT?

HAVE YOU EVER APPLIED FOR/BEEEN AWARDED A PATENT?

No

Yes (Explain)

HAVE YOU EVER STARTED OR RUN A BUSINESS?

No

Yes (Explain)

HAVE YOU EVER DEVELOPED A PRODUCT OR SERVICE THAT COMMERCIALIZED?

No

Yes (Explain)

ARE THERE ANY REGULATORY STATUTES, TRENDS/THREATS THAT MIGHT AFFECT YOUR IDEA/SERVICE/PRODUCT?

No

Yes (Explain)

HISTORY OF PREVIOUS GRANTS

HAVE YOU APPLIED FOR OR RECEIVED ANY PREVIOUS GRANTS (RCBI OR OTHERS)?

No

Yes If yes, answer the following questions.

PROJECT TITLE

PROVIDE A SHORT HISTORY OF PREVIOUSLY FUNDED PROJECT(S). DESCRIBE WORK PROPOSED AND WORK ACCOMPLISHED.

EXPLAIN WHY THE PROJECT WAS OR WAS NOT A SUCCESS.

IDENTIFY SUBSEQUENT EFFORTS LEADING TOWARD COMMERCIALIZATION OF THE FUNDED TECHNOLOGY.

IDENTIFY ANY RELEVANT STATE, FEDERAL OR OTHER FUNDING RECEIVED IN THE LAST FIVE YEARS OR WHICH IS CURRENTLY PENDING. REPLY NONE IF NOT APPLICABLE.

Incomplete applications will not be considered.

Full applications will be sent to Robert C. Byrd Institute (RCBI) Review Committee if considered.

Applicants will receive written notification of the acceptance or rejection of their application.

A list of all recipients may be posted on www.rcbi.org website.

The expected project endpoints and date targeted for project completion must be specified and agreed to by both the recipient and RCBI.

Upon completion of the grant work the awardee will complete a post project report document provided by RCBI to record the efforts and findings of the project and the next steps to be taken to advance the technology toward commercialization including both technical and financial objectives.

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EXAMPLES OF SUPPORTING DOCUMENTS: BUSINESS PLAN, DRAWINGS, PATENT DOCUMENTS, LETTERS OF SUPPORT, ARTICLES, PICTURES, DIAGRAMS, MARKET INFORMATION, LETTERS FROM EXPERTS, PARTNERS COLLABORATORS OR SUPPLIERS, ETC.

SUBMIT YOUR APPLICATION

Save this document to your computer if you have not already saved it. Once it is saved, then attach this application to an email addressed to earlystagefunding@rcbi.org.

By submitting this application electronically, the applicant certifies the application has been checked for completeness. The applicant also requests that all application information be treated as confidential other than project name, type of work performed, and the "Non-Confidential Summary."