

SUBJECT: Invitation to apply to the European Space Agency Business Incubation Centre in the United Kingdom (ESA BIC UK)

Through the ESA BIC UK the ESA BIC programme is available to UK-registered start-ups and early-stage SMEs less than 5 years old which are independent (i.e. the founding entrepreneurs own at least 51% of the company) and have a demonstrable space connection. They may be developing technologies for use in space or they may be developing downstream applications in non-space fields of space technologies (Earth Observation, Satellite Communications, Satellite Navigation, or ESA-patented technologies). There is a network of ESA BICs around Europe – more details can be found at https://www.esa.int/Applications/Telecommunications_Integrated_Applications/Business_Incubation/ESA_Business_Incubation_Centres12

The ESA BIC UK is managed by STFC Innovations Ltd, a wholly-owned subsidiary of the Science and Technology Facilities Council (STFC) which in turn is part of United Kingdom Research and Innovation, a public body funded by the UK Government. From 2020 onwards STFC has partnered with the University of Leicester to deliver the ESA BIC UK across four locations. Three STFC locations are available to ESA BIC incubatee companies: at STFC's Science and Innovation Campuses at Harwell (near Oxford) and Daresbury (in Cheshire) and at the Higgs Innovation Centre at the Royal Observatory Edinburgh. In addition companies may be based at Space Park Leicester.

The programme provides a package of incentive funding (to be used to accelerate product development, i.e. for R&D, prototyping, IP protection, market research, third-party consultancy) plus business support, access to networking events, and technical support from STFC or the University of Leicester.

Selected companies need to rent either an office or a dedicated desk in a shared office in the ESA BIC and become an active member of the chosen campus.

It is important to address the unique aspects of the ESA BIC programme in a proposal, by explaining:

- the central role of space technologies in your company
- how you would propose to take advantage of the technical and business support on offer
- how you would propose to locate your operations on campus and become an active member of the campus.

The application template documents and supporting information may be found at www.esa-bic.org.uk and comprise the following:

ESA BIC UK Open Call:

- Details of the ESA BIC UK Open Call [*ESA BIC UK Open Call – Issue A.docx*]
- Instructions for completing the application, evaluation process and evaluation criteria [*ESA BIC UK Open Call Sections I-II – Issue A.docx*]

Draft Incubation Contract and Lease for reference:

- ESA BIC UK draft Business Incubation Contract (Section III) [*ESA BIC UK Open Call Section III Business Incubation Contract_STFC – Issue A.docx for companies at STFC locations, or ESA BIC UK Open Call Section III Business Incubation Contract_UoL – Issue A.docx for companies based at Space Park Leicester*]
- ESA BIC UK draft Lease (Section IV) for companies based at STFC locations [*ESA BIC UK Open Call Section IV Template Lease for STFC tenancies in England – Issue A.docx* and *ESA BIC UK Open Call Section IV Template Lease for STFC tenancies in Scotland – Issue A.docx*] – NB: This lease applies to STFC offices. A simple contract is used in its place where a dedicated desk is selected instead of an office.
- ESA BIC UK draft Licence to Occupy (Section IV) for companies based at Space Park Leicester [*ESA BIC UK Open Call Section IV Licence to Occupy (ESA BIC UK at Leicester) – Issue A.doc*]

Business Application Proposal (BAP) documents for completion:

- Template Cover Letter [*ESA BIC UK Application Template – Cover Letter and Requirements Checklist – Issue A.docx*]
- Template Incubation Proposal [*ESA BIC UK Application Template – Incubation Proposal – Issue A.docx*]
- Template Business Plan [*ESA BIC UK Application Template – Business Plan – Issue A.docx*]

Space Connection Assessment [*ESA BIC UK Space Connection Assessment – Issue A.docx*]

Support templates for BAP [*ESA BIC UK Application Template – Tables & Figures – Issue A.xlsx*]

Reference Document:

Innovation Readiness Level [*ESA BIC UK Application Template – Innovation Readiness Level – Issue A*]

Q&A:

ESA BIC UK Frequently Asked Questions [*ESA BIC UK Q&A 2021 – Issue A.pdf*]

You may also find the following ESA pages useful for searching and locating IPR and Technology:

- ESA IP for Commercialisation:
http://www.esa.int/Enabling_Support/Space_Engineering_Technology/IP_for_commercialisation
- ESA Innovation Exchange:
https://www.esa.int/About_Us/Business_with_ESA/Global_Space_Economic_Forum/Innovation_Exchange_Fuel_the_future

How to Apply:

To apply, please complete and send the following **three** Business Application Proposal (BAP) documents:

1. Cover Letter and Requirements Checklist
2. Incubation Proposal
3. Business Plan

(note that templates are provided separately for the tables in the Incubation Proposal and Business Plan).

Instructions for how to send these documents are provided in the ESA BIC UK Open Call document and are also repeated here for convenience:

Your complete proposal and all supporting documents are to be submitted, in electronic form (.pdf and .doc/.docx) to the following email address: enquiries@esa-bic.org.uk.

Feedback will be provided on unsuccessful applications. One resubmission is permitted, but please note the requirement that a resubmission must fully take account of any previous feedback given to the applicant and must include a summary of the changes made since the previous application. This will be assessed by the Tender Opening Board in deciding whether or not the resubmission is admissible.

BEFORE DRAFTING YOUR APPLICATION PLEASE CONTACT enquiries@esa-bic.org.uk FOR GUIDANCE.