ESA BIC Application Template – Cover Letter and Requirement Checklist, v5.1, 03/11/2022

ESA BIC UK – Issue B, 01/01/2023

[Please insert information as requested and remove all blue text including brackets “[“ and “]” before submitting the document. In the requirements checklists, ensure that the word "compliant” is inserted at relevant places and remove it in case of not being compliant.]

[Sender: Name] [company logo, if available]

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

SUBJECT: Application to ESA BIC UK

REF: [Please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for Business Incubation issued by STFC Innovations Ltd (SIL), managing the ESA BIC UK, we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in the ESA BIC UK. Our ESA BIC location of choice is [insert preferred location (Harwell, Daresbury, Edinburgh or Leicester)].

Please find attached hereto the following documents:

* Business Plan
* Incubation Proposal

The funding for Business Incubation will be offered by SIL as a Minimal Financial Assistance (MFA) subsidy under section 37(2) of the Subsidy Control Act 2022, subject to your ESA BIC Contract and compliance with the Requirements of this letter.

1. The Application is **compliant with the Requirements** outlined in the Requirement Checklists attached to this document.

2. The **contract conditions have been read, understood and accepted**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be in charge of signing the contract:

[Name(s), representing a majority of company shares in the (intended) company]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s): Date:** [insert date of submission]

[Insert Sender(s) Name(s), Title(s), and Signature(s), **representing a majority of shares** in the (intended) company, as per Companies House registration]

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# Requirements ChecklistS

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| **ESA General Application Requirements** | **Compliance statement** |
| [Choose section (a) or (b), depending on company status] |  |
| 1. In case the Applicant is a legal entity |  |
| The Applicant’s first registration at Companies House took place no longer than 5 years prior to submission of Applicant’s proposal. [attach the Companies House registration form if available] | [compliant] |
| More than half of the shares are owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant.  Mark as applicable:  ( ) The Applicant has legal personality  ( ) The Applicant is a legal entity without legal personality[[1]](#footnote-2) | [compliant] |
| The company must fall into the EU definition of SME (European Commission Recommendation 2003/361) | [compliant] |
| OR |  |
| 1. In case the applicant is not yet a legal entity |  |
| The Applicant shall set up and register a company in the United Kingdom before signing an incubation contract. | [compliant] |
| More than half of the shares of the new company will be owned by the Applicant. | [compliant] |
|  |  |
| [The following requirements apply to all applicants] |  |
| Please provide the names of all owners and the (intended) related shareholding:   1. [Full Name] (\_\_%) 2. [Full Name] (\_\_%) 3. [Full Name] (\_\_%) 4. [Full Name] (\_\_%)   [add lines if needed]  If voting shares are different from ownership shares, add information above. |  |
| The Applicant’s product or service is based on a transfer of space technology to, and/or utilisation of a space system in a non-space environment (spin-off), or exploitation of non-space technology in the space market (spin-in). | [compliant] |
| The Applicant sells and delivers innovative products, processes or services for his own account and risk. | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, alcohol abuse, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs. | [compliant] |
| The Applicant will not provide consultancy as the main business activity. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations.[[2]](#footnote-3) | [compliant] |
| The Applicant states that all the key personnel under the incubation contract have all the relevant working permits for the duration of the incubation contract. | [compliant] |
| The Applicant is not and undertakes not to be hosted in another business incubator (including any other ESA BIC), or entity or organisation providing similar support, for the duration of the incubation contract. (Participation in complementary programmes may be agreed upon on a case-by-case basis). | [compliant] |
| The Funding is linked to work packages within the incubation project only. | [compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant] |
| The Applicant understands that information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant] |
| In case the Applicant has applied to an ESA BIC before, the Applicant has informed the ESA BIC UK about this in advance of the application. Provide details here:  [Which ESA BIC], [When application took place], [Name of proposal], [Outcome of application]  [OR N/A] | [compliant] |
| The Applicant(s) shall provide a copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and visas shall also be provided. (Please provide all such copies below.) | [compliant] |

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| --- | --- |
| **ESA BIC UK** **Specific Application Requirements** | **Compliance statement** |
| The Applicant acknowledges the Subsidy Control restrictions applicable in the United Kingdom and will inform of any Minimal Financial Assistance received before and during the execution of the incubation contract. | [compliant] |
| The total amount of Minimal or SPEI Financial Assistance (such as grants, guarantees, forgoing of revenue, the provision or purchase of goods or services) may not exceed £315,000 during (a) the elapsed part of the current financial year, and  (b) the two financial years immediately preceding the current financial year | [compliant] |
| The authorised representative of the Applicant must become a resident of the United Kingdom before signing an Incubation Contract. | [compliant] |
| Company must lease a physical space (e.g., desk, office, lab) at one of the incubator facilities of the ESA BIC UK [insert preferred location (Harwell, Daresbury, Edinburgh or Leicester]. | [compliant] |
| The Applicant shall ensure they become an active member of the ESA BIC UK community (attend workshops and organised events, contribute to the community and have a regular presence in the office). Additionally, the Applicant must attend all mandatory workshops (up to 4 per year, notice of mandatory events will be given at least 4 weeks in advance). | [compliant] |
| In case the current application is a resubmission to the ESA BIC, the Applicant confirms that [no more than one previous application has been made to the ESA BIC UK][OR the ESA BIC UK has agreed exceptionally to consider a further application].  Provide details here, and complete the Resubmission Summary below: [Date of previous application(s)]  [OR N/A] | [compliant] |
| In case the Applicant has previously received Minimal Financial Assistance for this idea, the Applicant has informed the ESA BIC UK about this in advance of the application. Provide details here:  [Source: ESA, UK Space Agency, Innovate UK, etc], [When application took place], [Name of proposal]  [OR N/A] | [compliant] |
| The Applicant has contacted a member of the ESA BIC UK team to discuss this application prior to its submission | [compliant] |

By signing the Cover Letter, to which these Requirement Checklists are attached, I declare that my application is compliant to the General and the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**RESUBMISSION SUMMARY**

Writing Tips

[Resubmissions are permitted, but please note the requirement that a resubmission must fully take account of any previous feedback given to the applicant.

If this is a resubmission, include in this section the feedback previously received, and show how you have addressed it with 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.]

**DECLARATION OF MINIMAL FINANCIAL ASSISTANCE**

In view of the fact that the Applicant wishes to become an ESA Business Incubator by entering into an ESA Incubation Contract;

In view of the fact 50% of the financial that funding (£21,551.50) and all support in kind provided under an ESA Incubation Contract (up to £20,000 depending on length of incubation and services accessed) constitutes MFA;

In view of the fact that companies can receive MFA up to the threshold of £315,000 cumulated over

(a) the elapsed part of the current financial year, and

(b) the two financial years immediately preceding the current financial year.

In pursuant to Section 36(1), the Applicant states the following:

I hereby declare, on behalf of the Applicant, that receipt of MFA subsidies under an ESA Incubation Contract will not exceed the Applicant MFA threshold (£315,000).

I hereby declare, on behalf of the Applicant, the following MFA subsidies (gross value) received by the Applicant in the current financial year, and the two financial years immediately preceding the current financial year (please use another page if there are more than 3 public entities) are:

1. Date or period of MFA subsidy received:

Name of entity providing subsidy:

Name of Subsidy Scheme:

Total amount of MFA subsidy [[3]](#footnote-4):

2. Date or period of MFA subsidy received:

Name of entity providing subsidy:

Name of Subsidy Scheme:

Total amount of MFA subsidy 3:

3. Date or period of MFA subsidy received:

Name of entity providing subsidy:

Name of Subsidy Scheme:

Total amount of MFA subsidy 3:

Furthermore, I undertake to inform SIL in writing of any MFA[[4]](#footnote-5) subsidy received after the date of signature of this declaration until completion of envisaged ESA Incubation Contract.

Signature:

Authorised Signatory

Title

On this place and date:

**DATA PROTECTION**

In case of the submission of the application for the ESA BIC UK by a natural person (referred further to as “data subject” for the purpose of the EU General Data Protection Regulation- GDPR), the data subject gives by his or her signature beneath this statement, free, specific, informed and unambiguous consent to SIL with the controlling and the processing of his or her personal data in relation to this Permanent Open Call and for the purpose of possible selection for the ESA BIC UK upon fulfilment of all requirements set in the Permanent Open Call. Such consent to the controlling and the processing of his or her data shall be permitted only for the duration of 1 (one) year upon signature. Agreement to the controlling and processing of personal data is necessary in order to fully evaluate his or her application to the Permanent Open Call for the ESA BIC UK and, if successful, in order to enter into contractual agreement as stipulated in the Permanent Open Call.

The data subject shall have the right to information and the right of access to his or her personal data, right to rectification and erasure (right to be forgotten), right to restriction of processing, right to data portability, right to object, right not to be subject to a decision based solely on automated processing. The particularities of these rights are stipulated in the Regulation (EU) 2016/679 of the European Parliament and the Council.

The data subject shall have the right to withdraw his or her consent at any time. Such withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

The data subject has moreover the right to lodge a complaint with a supervisory authority established in each of the EU Member State as indicated in the GDPR.

I hereby give full consent to the above statement.

**Name(s) and Signature(s):[[5]](#footnote-6) Date:**

**IDENTITY DOCUMENTS**

[Please include a scanned copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and visas shall also be provided.]

1. Note that an incubation contract can only be signed with a legal entity *with* legal personality. Please contact the ESA BIC in advance to clarify ownership structure. [↑](#footnote-ref-2)
2. Both documents are available from the ESA BIC as part of the application package. [↑](#footnote-ref-3)
3. Minimal Financial Assistance received in kind shall be calculated to its cash equivalent [↑](#footnote-ref-4)
4. Other than the funding to be received in the frame of an ESA Incubation Contract [↑](#footnote-ref-5)
5. Please have the form signed by all natural persons whose personal data is provided as part of the application. [↑](#footnote-ref-6)