

SUBJECT: Permanent Open Call for Proposals for the European Space Agency's 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://spacesolutions.esa.int/>.

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. Three 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 in Edinburgh.

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.

Selected companies need to rent an office in the ESA BIC (approx. £500 per month plus varying levels of internet access) 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 become an active member of the campus and whether you would locate your operations on campus.

The application documents and templates comprise the following:

ESA BIC UK POC (Permanent Open Call):

- Details of the ESA BIC UK POC (Permanent Open Call) [*ESA BIC Permanent Open Call_UK_v1.5.docx*]
- Instructions for completing the application, evaluation process and evaluation

criteria [ESA BIC POC Sections I-II_UK_v1.2.docx]

Draft Incubation Contract and Lease for reference:

- ESA BIC UK draft Business Incubation Contract (Section III) [ESA BIC POC Section III Business Incubation Contract_UK_v1.2.docx]
- ESA BIC UK draft Lease (Section IV) [ESA BIC POC Section IV Lease for tenancies in England 03-2018_UK_v1.1.docx] – NB this lease applies to offices and a simple contract is used in its place where a dedicated desk is selected instead of an office. A different lease is used for companies based in Edinburgh.

Business Application Proposal (BAP) documents for completion:

- Template BAP Cover Letter (Section V) [ESA BIC POC Section V BAP Template Cover Letter & Requirements & Executive Summary_UK_v1.5.docx]
- Template BAP Incubation Proposal (Section VI) [ESA BIC POC Section VI BAP Template Incubation Proposal_UK_v1.1.docx]
- Template BAP Business Plan (Section VII) [ESA BIC POC Section VII BAP Template Business Plan_UK_v1.1.docx]

Support templates for BAP [ESA BIC POC Sections VI-VII Template for Swot Risk PoL Milestone and funding_UK_v1.0.xlsx]

Reference Document:

Innovation Readiness Level [ESA BIC POC Section VII Innovation Readiness Level RD.1.pdf]

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

[ESA IP for Commercialisations](#)

[ESA Technology Exchange](#)

[ESA Technology Transfer Programme](#)

How to Apply:

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

1. Cover Letter (Section V)
2. Incubation Proposal (Section VI)
3. Business Plan and appendices as needed (Section VII)

(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 POC document.

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