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://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 become an active member of the campus and whether you would locate your operations on campus.

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

**ESA BIC UK Permanent Open Call:**
- Details of the ESA BIC UK Permanent Open Call [ESA BIC UK Open Call_v1.1.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_v1.5.docx] – please note this contract is for companies at STFC locations, and a similar document will be available for companies based at Space Park Leicester
- ESA BIC UK draft Lease (Section IV) for companies based at STFC locations [ESA BIC POC Section IV Tenant Lease for tenancies in England 06-2019.docx and ESA BIC POC Section IV Tenant Lease for tenancies in Scotland.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. Equivalent documents will be available for companies based at Space Park Leicester.

**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_v1.6.docx]
- Template BAP Incubation Proposal (Section VI) [ESA BIC POC Section VI BAP Template Incubation Proposal UK_v1.2.docx]
- Template BAP Business Plan (Section VII) [ESA BIC POC Section VII BAP Template Business Plan UK_v1.2.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]

**Q&A:**
ESA BIC UK Frequently Asked Questions [ESA BIC UK Q&A 2020_v1.0.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](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](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 (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 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.

In parallel, one set of signed paper originals is to be sent to:

Dr Sue O’Hare  
ESA BIC Operations Manager  
Science and Technology Facilities Council  
Atlas Building R27 room G27  
Harwell Campus  
Didcot  
OX11 0QX

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Feedback will be provided on unsuccessful applications. Resubmissions are permitted, but please note the requirement that a resubmission must fully take account of any previous feedback given to the applicant.

A resubmission 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.