

SUBJECT: Permanent Open Call for Proposals for the European Space Agency's Business Incubation Centre in Harwell (ESA BIC Harwell)

Through the ESA BIC Harwell 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 18 ESA BICs around Europe – more details can be found at <https://spacesolutions.esa.int/>.

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. £450-500 per month plus varying levels of internet access) and become an active member of the Harwell 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 Harwell campus and whether you would locate your operations on campus.

The application documents and templates comprise the following:

ESA BIC Harwell POC (Permanent Open Call):

- Details of the ESA BIC Harwell POC (Permanent Open Call) [*ESA BIC Permanent Open Call_Harwell_v1.3.docx*]
- Instructions for completing the application, evaluation process and evaluation criteria [*ESA BIC POC Sections I-II_Harwell_v1.1.docx*]

Draft Incubation Contract and Lease for reference:

- ESA BIC Harwell draft Business Incubation Contract (Section III) [*ESA BIC POC Section III Business Incubation Contract_Harwell_v1.0.docx*]
- ESA BIC Harwell draft Lease (Section IV) [*ESA BIC POC Section IV Lease_Harwell_v1.0.docx*]

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_Harwell_v1.1.docx*]
- Template BAP Incubation Proposal (Section VI) [*ESA BIC POC Section VI BAP Template Incubation Proposal_Harwell_v1.1.docx*]
- Template BAP Business Plan (Section VII) [*ESA BIC POC Section VII BAP Template Business Plan_Harwell_v1.1.docx*]

Support templates for BAP [*ESA BIC POC Sections VI-VII Template for Swot Risk PoL Milestone and funding_Harwell_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 Harwell POC document.