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

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

ESA BIC Madrid Region

Av. de las Arcas del Agua nº 2  
28905 Getafe, Madrid

Spain

For the attention of M. Carlos Romero

SUBJECT: Application to ESA BIC Madrid Region for the location of: [select 1 location only; selecting a location is mandatory]

[UPM Montegancedo](http://www.upm.es/MontegancedoEN)

PCM

UC3M

[URJC Móstoles Tecnológico](http://cumostolestecnologico.es/presentacion/entidades-instaladas/universidad-rey-juan-carlos)

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 Fundación para el Conocimiento madri+d, we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in your BIC.

Please find annexed the following information:

* Requirements Checklist
* Space Connection
* Funding, Technical and Business Support Requests
* Executive Summary

Please find attached hereto the following documents:

* Business Plan
* Incubation Proposal

1. The Application is **compliant with the Requirements** set out in the Call for Proposals as shown 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 min. 50% of company shares in total]

[Address(es)]

[Phone]

[E-Mail]

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

[Insert Sender(s) Name(s) & Title(s) representing min. 50% of company shares in total, as per Chamber of Commerce registration form]

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[Please remove all blue text before submitting the document.]

# Requirements Checklist

|  |  |
| --- | --- |
| **ESA General Application Requirements:** | **Compliance statement** |
| 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 (consultancy is excluded) for his own account and risk. | [compliant] |
| The Applicant’s first registration at a Spanish Mercantile Registrer has taken place no longer than 5 years prior to submission of Applicant’s proposal to the Agency. A copy of the registration in the Spanish Mercantile Register (called “nota simple” in Spanish) shall be enclosed with this application. | [compliant] |
| In case the Applicant has legal personality, the Applicant does not form part of a group at the time of submission of the Applicant’s proposal. This means that no less than half the issued capital is owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant. In case the Applicant is a legal entity without legal personality, the Applicant is a fully authorised general partner. Please provide the names of the owner(s) of the company and the related shareholding. | [compliant] |
| Shareholders of the company in question are: (1)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (2)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ;  (3)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) ; (4)\_\_\_\_\_\_?\_\_\_\_\_\_\_( \_ %) … | [compliant] |
| The Applicant does not conduct business activities promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs. | [compliant] |
| The Applicant shall provide a copy of an official identity form with this application. | [compliant] |
| The Applicant is able to communicate in English. | [compliant] |
| The Applicant will inform the Agency of any financial support received during the execution of the incubation contract and acknowledges the State Aid restrictions applicable in the European Union. | [compliant] |
| The Applicant states that the terms and conditions of the template incubation contract and the template tenancy agreement are accepted without any reservations. | [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 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] |

I hereby declare that my application is compliant to the General Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

|  |  |
| --- | --- |
| **ESA BIC Madrid Region** **Specific Application Requirements:** | **Compliance statement** |
| The Applicant states that the terms and conditions of the Open Call, the draft incubation contract and the draft rental agreement are read, understood and accepted without any reservations. In addition, 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 states not to be hosted in another business incubator – or entity or organisation providing similar support, for the duration of the incubation contract. | [compliant] |
| The Applicant shall set up and register a company establishment in Spain prior to the start of the business incubation. | [compliant] |
| The authorized representative of the Applicant must become a resident of Madrid Region before signing an Incubation Contract. | [compliant] |
| In case the Applicant is a legal entity, the company must fall into the UE definition of SME.  The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.” Extract of Article 2 of the Annex of Recommendation 2003/361/EC. | [compliant] |
| Company headquarters and fiscal address have to be located at one of the offices of the ESA BIC Madrid Region (UPM, PCM, UC3M or URJC) before receiving any funds from the programme. | [compliant] |
| The local financial contribution to the Activity amounts to EUR 25,000 (Fifty thousand Euros), complying the following conditions:   * + Addressing additional job creation –other than the entrepreneur him/herself– within the start-up company.   + Accepting only new labour contract (excluded, for example, internships, commercial contracts, etc.)   + Justifying only Labour Costs clearly linked to the development of products, prototypes, software and IPR.   + Providing a clear output of the activity in terms of deliverables. | [compliant] |
| Local conditions of the incentive scheme: The applicant has to provide all documents requested by financial partners and to comply with all conditions required. | [compliant] |
| Once the evaluation of the application has been conducted, the Applicant has been accepted in the ESA BIC Madrid Region programme and consequently notified, the Applicant is to duly execute the necessary tasks and duties in order to be installed in the ESA BIC Madrid Region premises in no more than 3 months. In case these terms are not met, the Applicant may lose the right of joining the ESA BIC programme and all its benefits. | [compliant] |
| The Applicant choses his/her preferences for one of the offices of ESA BIC Madrid Region when applying to the ESA BIC Madrid Region Permanent Open Call. | [compliant] |
| The Applicant provides proof of full compliance with Spanish and Madrid Region tax and social security obligations before receiving any funds from the programme. | [compliant] |
| The Applicant is not incurring in contradictions with any of the circumstances provided for in Article 13, point 2, Spanish law 38/2003 of General Subsidies of November 17th. | [compliant] |
| The Applicant has registered his/her data in the entrepreneurs web site managed by the Regional Ministry of Economic Affairs, Employment and Treasury at [www.emprendelo.es](http://www.emprendelo.es) and in the web site of Fundación madri+d at [http://www.madrimasd.org/emprendedores/contacto/FormularioEmpresa SinEntrevista.aspx](http://www.madrimasd.org/emprendedores/contacto/FormularioEmpresa%20SinEntrevista.aspx) | [compliant] |
| The Applicant is aware that 50% of the incentive provided by ESA BIC Madrid Region is subject to the de minimis aid and that the total amount of de minimis aid (such as subsidies, holdings, loans, and bonds) may not exceed €200,000 over a period of three years. Any “de minimis” aid granted over the EURO 200.000 limit may be subject to repayment with interest. | [compliant] |
| The Business Application Proposal (BAP) is considered as a whole, with complete consistency in all the information, including descriptions of activities, timelines, funding and financial tables, etc. If any inconsistency or wilful misrepresentation is detected at any time (before or during the incubation period) ESA BIC Madrid Region may ask the applicant to amend its proposal. The applicant may be excluded from the program if have not proceeded with a rectification acceptable by ESA BIC Madrid Region. | [compliant] |
| During the incubation time the company agrees in participating in all the events (training, workshops, presentations, mentoring, etc.) organized by ESA BIC Madrid Region. Any exception should be analysed case by case and approved by ESA BIC Madrid Region. | [compliant] |
| The Applicant includes in the BAP profile descriptions (*vacancy note*) and/or CVs of potential candidates to be hired with the local incentive. | [compliant] |
| Economic incentive shall not be transferred to third parties. | [compliant] |

I hereby declare that my application is compliant to the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

**Signature(s): Date:**

# GDPR

In case of the submission of the application for the ESA BIC Madrid Region by a natural person (referred further to as ‘data subject’ for the purposes 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 Fundación para el Conocimiento madrimasd 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 Madrid Region 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 5 (five) years upon the 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 Madrid Region and, if successful, in order to enter into the 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.

Date:

Name: Signature

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# Space Connection

Writing Tips

[Copy/Paste of Paragraph 4.1 of the Business Plan]

Text

# Support Request Overview

Writing Tips

[Please summarise on max. ½ page:

* the requested cash incentive (ESA BIC funding),
* the technical support hours requested
* and the business support hours requested.

Please also provide summary information of own resources provided by the applicant.]

Text

# Executive Summary

Writing Tips

[Copy/Paste of Paragraph 1 of the Business Plan]

Text

# Attachments

[Please include scans of IDs for all applicants signing the cover letter. Please attach Chamber of Commerce / Spanish Mercantile Registrer Registration Form, if available.]