Incubation Proposal

**[Name of the company]**

**[Address of the Company or of the Entrepreneur]**

**[Reference Period of Incubation]**

Author:

Date:

Reference: XXXX, Issue… Version …

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[Before each paragraph, you will find “writing tips”. Please use these questions as guidelines.

Please limit this Incubation Proposal to maximum 10 pages excluding cover page and excluding the table of contents.]

# 1. Activity Proposal

## 1.1 Milestone Planning

Writing Tips

[Please provide an overview on the schedule including a planning of the milestones (Kick-Off, Mid Term Review and Final Review). The maximum duration of the incubation is 24 months. For this, please use the PLAN table contained in the Excel file attached to this application package. Note, all Tasks defined in this planning have to be specified below.]

Text



Fig.: Milestone Planning [example]

## 1.2 Task Descriptions

Writing Tips

[Please provide for each Task one table containing detailed tasks description. Provide for each task the responsible person, input, objectives and output with a detailed description of the task itself. Please limit yourself to a manageable Task structure and use Sub-tasks to detail the activities further.]

Text

|  |
| --- |
| **TASK # …** [name]**INPUTS:** [e.g. output of previous tasks, results of a tests campaign, reference of publication, …**OBJECTIVES:****SUB-TASKS:*** **…**
* **…**
* **…**

**OUTPUT:** [e.g. Design Document, Software, Hardware prototype, Test Results …] |

Tab.: Task Description

# 2. Management & Work Logic

Writing Tips

[Please provide a description of how you are going to manage the work during the incubation period. For guidance, you may refer to the management requirements already defined in the draft contract. We however expect that you amend them by your own processes and rationale on how to manage your technical developments and other key activities.]

Text

# 3. Funding Request

Writing Tips

[Please, provide the funding split with your data to outline the planned financial sources to cover the project costs during incubation. For this purpose, in the table Funding Split, please provide per task the estimated split of the cost into “Product Development” and “IPR Management”.

The funding sources are divided into:

* The **ESA incentive** is limited to 25 K EUR. It is provided only for the purpose of product/service development and IPR (patenting or acquiring licenses). The incentive has to be spent on 3rd parties and cannot be spent on direct labour and or office costs. It is encouraged that the cash incentive is spent within the ESA BIC’s region unless no suitable suppliers are available there. This incentive does not have to be paid back; it is provided without sales tax, but may be subject to income tax.
* The **local incentive** is limited to 25 KEUR and is provided by Community of Madrid (so-called “local co-funding”), where specific funding rules may apply. For guidance, please refer to the Open Call document.
* **Other Sources** may specify additional local financial opportunities such as financial support provided by business angels, etc. as well as company/entrepreneur own/self-funding. Please specify the other funding sources considered in a footnote to the table.

Please ensure that “Total Costs” match “Total Funding”.

In the column “Experts”, please provide a distribution of the Technical Support requested across the defined tasks - on top of the incentive. Note, the number of support hours available per applicant may differ for individual ESA BICs. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.

Please use the FUNDING table contained in the Excel file attached to this application]

Text



Tab.: Funding Split

# 4. Support Request

## 4.1 Technical Support

Writing Tips

[Please define in your own words, what type of Technical Support you request from the ESA BIC in order to develop your product/service. Such support is typically provided as advisory support and is typically related to the use of space technology, data with space origin or methodologies developed within the space engineering domain. Note, the support provider may differ for individual ESA BICs. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.]

Text

## 4.2 Business Support

Writing Tips

[Please define in your own words, what type of Business Support you request from the ESA BIC in order to establish and grow your company. Such support is typically provided through coaching and training. Note, the support provider may differ for individual ESA BICs as well as the number of support hours available per applicant. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.]

Text

## 4.3 Office Support

Writing Tips

[Please define the number of desk places and further requirements such as laboratory space. Please note, that you will typically be required to rent office & lab space, while common facilities at the ESA BIC may be provided free of charge during incubation, such as meeting rooms. For guidance, please contact the individual ESA BIC that you apply for before you submit the application.]

Text