

[Please insert information as requested and remove all blue text before submitting the document.]

[Sender: Name] [company logo, if available]
[Company (if already founded)]
[Address]
[E-Mail]
[Web Site (if available)]

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

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 [\[insert company/institution managing the ESA BIC\]](#), we are pleased to submit **our proposal** to host [\[insert name of existing company or company to be founded\]](#) in ESA BIC Madrid Region [Our ESA BIC location of choice is <[UPM Montegancedo / PCM / UC3M / URJC Móstoles Tecnológico / UAH](#) >.]

Please find attached hereto the following documents:

- Business Plan
- Incubation Proposal

1. The Application is **compliant with the Requirements** outlined 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 a majority of company shares in the (intended) company]
[Address(es)]
[Phone]
[E-Mail]

Signature(s):

Date: [insert date of submission]

[Insert Sender(s) Name(s), Title(s), and Signature(s), representing a majority of shares in the (intended) company, as per Chamber of Commerce registration form or similarly]

REQUIREMENTS CHECKLISTS

ESA General Application Requirements	Compliance statement
[Choose section (a) or (b), depending on company status]	
(a) In case the Applicant is a legal entity	
The Applicant's first registration at a Spanish Mercantile Register, has taken place no longer than 5 years prior to submission of Applicant's proposal A copy of the registration in the Spanish Mercantile Register (called "nota simple" in Spanish) shall be enclosed with this application.	[compliant]
More than half of the shares are owned – directly or indirectly – by the authorised representatives applying on behalf of the Applicant. Mark as applicable: () The Applicant has legal personality () The Applicant is a legal entity without legal personality ¹	[compliant]
The company must fall into the EU definition of SME (European Commission Recommendation 2003/361)	[compliant]
OR	
(b) In case the applicant is not yet a legal entity	
The Applicant shall set up and register a company in Madrid Region before signing an incubation contract.	[compliant]
More than half of the shares of the new company will be owned by the Applicant.	[compliant]
Please provide the names of the owners and the (intended) related shareholding: 1) [Full Name] (___%) 2) [Full Name] (___%) 3) [Full Name] (___%) 4) [Full Name] (___%) [add lines if needed] If voting shares are different from ownership shares, add information above.	[compliant]
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]

¹ Note that an incubation contract can only be signed with a legal entity *with* legal personality. Please contact the ESA BIC in advance to clarify ownership structure.

The Applicant sells and delivers innovative products, processes or services for his own account and risk.	[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 will not provide consultancy as main business activity.	[compliant]
The Applicant is able to communicate in English.	[compliant]
The Applicant acknowledges the State Aid restrictions applicable in the European Union and will inform of any financial support received before and during the execution of the incubation contract.	[compliant]
The Applicant states that the terms and conditions of the draft incubation contract and the draft rental agreement are accepted without any reservations. ²	[compliant]
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 is not and undertakes not to be hosted in another business incubator, or entity or organisation providing similar support, for the duration of the incubation contract. (Participation in complementary programmes may be agreed upon on a case-by-case basis).	[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 Applicant understands that 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]
In case the Applicant has applied to an ESA BIC before, the Applicant has informed ESA BIC Madrid Region about this in advance of the application. Provide details here: [Which ESA BIC], [When application took place], [Name of proposal] [OR N/A]	[compliant]
The Applicant(s) shall provide a copy of an official identity document (passport or similar) with this application for each person signing the application. If applicable, a copy of relevant working permits and VISAs shall also be provided. (Please provide all such copies in one separate file, not as part of the application text documents.)	[compliant]

² Both documents are available from the ESA BIC as part of the application package.

ESA BIC Madrid Region Specific Application Requirements	Compliance statement
The authorized representative of the Applicant must become a resident of Spain before signing an Incubation Contract.	[compliant]
Company headquarters and fiscal address have to be located at one of the five incubator facilities of ESA BIC Madrid Region	[compliant]
The Applicant chooses 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]
<p>The Applicant has to comply with the following conditions for the local part of the incentive, provided by Fundación para el Conocimiento madri+d:</p> <ul style="list-style-type: none"> ○ The applicant will use the full local incentive (25.000€) for: (tick one of the following two types of expenses) <ul style="list-style-type: none"> ▪ Subcontracting related to product development and IPR <input type="checkbox"/> ▪ Direct Labour Costs <input type="checkbox"/> ○ In case of using the full local incentive for Labour Costs: <ul style="list-style-type: none"> - Only new labour contracts will be accepted – other than the entrepreneur him/herself – excluding, for example, internships, commercial contracts, etc. - These must be clearly linked to the development of products, prototypes, software and IPR, and to the project deliverables. - The specific justification of Labour Costs will be made as detailed in the incubation contract. 	[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 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 on the web site of Fundación madri+d at http://www.madrimasd.org/emprendedores/contacto/FormularioEmpresaSinEntrevista.aspx	[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	[compliant]

inconsistency or willful misrepresentation is detected at any time (before or during the incubation period) ESA BIC Madrid Region may ask the applicant to amend the proposal. The applicant may be excluded from the program if he/she had not proceeded with an acceptable rectification for ESA BIC Madrid Region.	
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 analyzed case by case and approved by ESA BIC Madrid Region.	[compliant]
“Statement of Non Co-incubation” shall mean the statement from the Incubatee that his company shall not be incubated in or receive support of any kind from any other incubator whatsoever for the duration of the Contract Term. ESA BIC Madrid Region reserves the right to authorize participation in other incubation programs as long as the image of ESA BIC or the dedication of the incubatee to the development of the incubated project is not harmed.	[compliant]
Profile descriptions (vacancy note) and/or CVs of potential candidates to be hired with the local incentive are included in the Business Application Plan (BAP)	[compliant]
The economic incentive shall not be transferred to third parties.	[compliant]
In order for the MTR to be held, the applicant must justify that he has spent the initial payment, which is co-financed by the ESA and the CM. The candidate must, therefore, justify €20k spent in subcontracting or €10k in subcontracting and €10k in labor costs, depending on the option chosen.	[compliant]
The applicant is aware that Madrid contribution of the incentive funding falls under the terms of EC regulation 1998/2006 of 15th of December 2006 on the application of articles 87 and 88 of the EC treaty to “de minimis aid”.	[compliant]
The Applicant has been in dialogue with ESA BIC Madrid Region prior to submitting the application.	[compliant]

By signing the Cover Letter, to which these Requirement Checklists are attached, I declare that my application is compliant to the General and the Specific Application Requirements or that I shall undertake all necessary actions to ensure the compliance to same.

DATA PROTECTION

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 purpose 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 madri+d 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 1 (one) year upon 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 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.

Name(s) and Signature(s):³

Date:

³ Please have the form signed by all natural persons whose personal data is provided as part of the application.