

Invitation to Apply to ESA BIC Madrid Region

Reference: ESA BIC Madrid Region Open Call – Issue A, 13/12/2022

Thank you for your interest in ESA BIC Madrid Region.

The European Space Agency (ESA) together with its Member States supports entrepreneurs with the ambition to exploit space technology or utilise space systems in non-space markets, or become suppliers to the space sector, e.g. by exploiting non-space technology in the space market.

Together with its local partners, ESA manages a network of Business Incubation Centres (ESA BICs) across Europe. In Madrid Region, Fundación para el Conocimiento madri+d (“Fundación madri+d”) is responsible for managing ESA BIC Madrid Region. ESA BIC Madrid Region can be incubated at one of the following locations to be chosen by the applicant (subject to space availability in the chosen center):

- Montegancedo Business Center (UPM) in Pozuelo
- Madrid Science Park Incubator (PCM) in Tres Cantos
- Leganés Science Park incubator (UC3M) in Leganés
- Móstoles Technology Park Incubator (URJC) in Móstoles
- Alcalá Desarrollo Incubator (UAH) in Alcalá de Henares

ESA BIC Madrid Region offers a comprehensive package of support to start-ups selected for incubation, including office accommodation, incentive funding, technical support, business coaching, and legal/IPR advice to the start-ups selected for incubation.

Services to be offered by ESA BIC Madrid Region to each incubatee shall comprise a minimum of 140 hours:

- 50 h of business coaching for free
- 80 h of technical support for free
- 10 h of IPR/legal advice for free

ESA BIC Madrid Region hereby invites you to submit your application for business incubation. This document provides an introduction to the application and evaluation process and contains references to the templates that should be used when applying.

Please contact ESA BIC Madrid Region for any further questions.

Yours sincerely,
Carlos Romero
Manager
ESA BIC Madrid Region

Introduction

The purpose of this Open Call for ESA BIC Madrid Region is to inform about the opportunity for space-related start-ups to become incubated in ESA BIC Madrid Region and to provide the material and guidance needed to apply for incubation.

Selection and evaluation of applications are scheduled periodically, see <https://www.madrimasd.org/emprendedores/esa-bic-comunidad-madrid> for details.

The Call is permanently open, has no closing date for the submission of applications unless the ESA BIC Madrid Region has indicated otherwise.

Who can apply?

In general, any space-related start-ups in Madrid Region not older than five years, or natural persons with the intention to set up a space-related start-up, are welcome to apply for incubation.

However, some further criteria apply. These can be found in the Cover Letter Template of the application documents. In particular, note the following:

- The application needs to have a valid *space connection*. In general terms this means that it must be evident that “space” (space technology or a space based service such as satellite communication, navigation or earth observation) is actually needed. Alternatively, it must be evident that the proposed technology or service can actually be used in a space context. In case of doubt, please contact the ESA BIC for further guidance.
- Applicants need to run their start-up at their own risk. In practice this means that more than half of the shares must be owned by the entrepreneur(s) that apply to the ESA BIC.
- In case the application is done by natural persons, these need a permanent working permit in Spain. Also, the process of setting up a company must have been started. The application shall include details about the status, the intended legal structure, and the shares distribution. An incubation contract can only be signed with a legal entity.
- This Call explicitly excludes applications promoting, or being related to, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling, or illegal drugs.

How to apply

Please make sure you have received the following documents, which are part of the Open Call documentation:

- Cover Letter including Requirement Checklists and data consent
- Business Plan
- Incubation Proposal
- Draft Incubation Contract
- Draft Rental Agreements

Make sure to fill in all required sections in the application templates and pay particular attention to the following:

- Instructions inside the documents ([highlighted in blue in each template](#)) shall be followed in order to fulfil all pre-conditions of the Open Call and for the application to be accepted.
- Please read the Draft Incubation Contract carefully. The Cover Letter must include a clear, explicit and unambiguous statement declaring that the applicant has read, understood and accepted the terms and conditions contained in the contractual documentation (this is part of the Cover Letter template). Modifications or amendments to the Incubation Contract may only be done in exceptional cases. Please contact the local ESA BIC Manager for guidance.

- Make sure the Cover Letter and the Requirement Checklists are signed by either the majority shareholder or by shareholders with a combined ownership in excess of 50%.
- The incubation proposal should include details on how the incentive funding is meant to be spent. Note that, as a general rule, the incentive funding has a ceiling of 50.000 EUR. It can only be spent in Spain unless the product/service is not available in Spain and the ESA contribution (25,000 EUR) may not be used for direct labour costs or office costs, and can only be used for product development (e.g., components, prototypes, software, third-party expertise, market research and validation) and IPR (e.g., patenting or acquiring licenses). Please see the Draft Incubation Contract for details.
- Incubation in ESA BIC Madrid Region may be requested for a minimum of 12 months and a maximum of 24 months.
- ESA BIC Madrid Region has the right not to place a contract, if three months after the notification to the successful Applicant no contract has been implemented due to a reason for which the Applicant can be held accountable.
- During the incubation time the company representatives shall be reasonably present at the premises of the ESA BIC Madrid Region.
- 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”.

Please submit the application documents in electronic form (pdf, maximum three files, one for each required document) to the following e-mail address: esabic@madrimasd.org with subject “ESA BIC Madrid Region Open Call”.

ESA BIC Madrid Region will verify the identity of applicants. You are requested to send digital copies of a passport etc. in a separate file together with your application.

Any questions related to submission of proposals should be sent to the same e-mail address: esabic@madrimasd.org

The evaluation procedure

The evaluation of all received applications is managed locally by ESA BIC Madrid Region and follows common ESA BIC procedures.

Once a published submission deadline has passed, ESA BIC Madrid Region first assess the formal aspects of applications received before the submission deadline. If a non-compliance of a minor nature is found, the applicant may be asked to address this in an updated proposal within 48 hours. If the proposal is found non-admissible, the applicant will be informed and the reason will be explained. In such a case an applicant is eligible to submit a revised proposal at a later date.

If the application is compliant with the formal requirements, applicants will be invited to hold a presentation to the ESA BIC Madrid Region evaluation board. The evaluation will typically take place a few weeks after the submission deadline. The evaluation board consists of representatives of ESA BIC Madrid Region, ESA, Madrid Regional Ministry of Universities, Research and Innovation, CDTI and Fundación madri+d and other experts. There will also be an opportunity for the evaluation board to ask questions to the applicant.

The application and the presentation will be marked against the criteria in Table 1, taking weighting factors into account.

Criteria	Weighting factor
Background and Experience <ul style="list-style-type: none"> • Experience and team composition • Support entities • Vision 	25%
Technology/Service <ul style="list-style-type: none"> • Space Connection • Technical feasibility of the product/service to be developed • Production development strategy • Intellectual Property strategy 	20%
Value proposition & Market <ul style="list-style-type: none"> • Value proposition • Market • Competition 	20%
Business Modelling and Risk <ul style="list-style-type: none"> • Revenue model • Finance • Risk 	15%
Activity proposal <ul style="list-style-type: none"> • Quality of the application • Milestones/Cost-planning • Work break-down • Management • ESA BIC investment opportunity 	20%

Table 1: ESA BIC evaluation criteria and weighting factors.

All applicants will be notified in writing about the outcome of the evaluation. The applicant may require, within 10 calendar days from the receipt of the notification, an oral debriefing explaining the reason why the application was successful or not.

ESA BIC Madrid Region will enter into contract negotiations with successful applicants, taking the comments of the evaluation board into account. ESA BIC Madrid Region has the right *not* to place a contract if, after three months after the notification to a successful applicant, no contract still has been signed, and this is because of a reason for which the applicant can be held accountable.

Additionally, ESA BIC Madrid Region has the right not to place a contract in case the (intended) legal entity presented in the application is different from the actual established and registered legal entity.

Furthermore, we kindly ask you to pay attention to the following:

- Please note that applications will be treated as confidential. However, the applicant's idea may through this application fall into the public domain (e.g. if local laws require so). Therefore, we strongly recommend that the applicant discusses the protection of his/her idea with a dedicated expert in this field prior to application, and – if relevant – takes appropriate steps to protect the idea (e.g. by applying for a patent).
- As far as allowed by law, any title held by the applicant to his/her idea shall remain vested in him/her. An application to ESA BIC Madrid Region will not result in the acquisition of any title whatsoever to the idea. *However, ESA retains a right to use the Intellectual Property in specific*

cases. Please read the detailed conditions described under the section “Use of Intellectual Property Rights” in the Draft Incubation Contract.

- No expenses incurred in either stage of the application procedure will be reimbursed to the applicant by ESA BIC Madrid Region, ESA and/or any third party.
- This Open Call does not impose any obligation upon ESA BIC Madrid Region to enter into negotiations with any applicant.

Draft Rental Contract

The five rental and service contracts can be downloaded at ESA BIC Madrid Region website (<https://www.madrimasd.org/emprendedores/esa-bic-comunidad-madrid/documentacion>).

Start-ups will be hosted at five incubation facilities:

- **UPM Montegancedo:** Montegancedo Business Center at Montegancedo Science and Technology Park (UPM - Technical University of Madrid) located in Pozuelo.
- **UC3M Leganés:** Leganés Science Park incubator (UC3M - Carlos III University of Madrid) located in Leganés.
- **URJC Móstoles:** Móstoles Technology Park Incubator (URJC - Rey Juan Carlos University) located in Móstoles.
- **PCM:** Madrid Science Park Incubator PCM (UAM - Autonomous University of Madrid and UCM - Complutense University of Madrid) located in Canto Blanco.
- **UA Tecnoalcalá:** Tecnoalcalá Science and Technology Park Incubator (UA - Alcalá University) located in Alcalá de Henares.

The general service provision for a standard Technology Center is:

- Work spaces: ‘flexdesk’, ‘workdesk’, flex office or office.
- Central reception and switchboard
- Telephone answering in company name
- Photocopying, printing and post handling
- On-site meeting and conference facilities
- Parking
- Dining room and catering facilities
- Broadband and Wireless internet access
- Site security and access control systems, providing 24 hour access
- Secretarial, accounting and legal services

Access to the facilities will be available upon signing a rental contract. A summary of the incubation services provided by the five Technology Centers is shown below:

Available services	UPM Montegancedo	UC3M Leganés*	URJC Mostoles	PCM	UA Tecnoalcalá
Basic					
• Reception	X	X	X	X (24/7)	X
• Telephone operator / Fax (nat)		X	X	X	
• Electricity	X	X	X	X	X

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(based on ESA BIC Open Call template v1.3, 24/03/2021)

• Water	X	X	X	X	X
• 24-hour Security/Surveillance	X	X	X	X	X
• Offices €/m ²	17,2 €/m ²	according to annuity 12-14€/m ²	TBC	22,03*	12 €/m ² **
• Laboratories €/m ²	TBC	according to annuity 12-14€/m ²	TBC	36,86*	3,5 €/m ²
• Basic cleaning in offices	X	X	X	X	X
• Cleaning of common areas	X	X	X	X	X
• Waste management		X	X	X	
• Air Conditioning	X	X	X	X	X
• Wi-Fi throughout the building	X	X	X	X	X
• Fix data network company/Internet	X	X	X	X	
• Outdoor parking with controlled access	X	X	X	X	X
• Meeting rooms:	X	X	X	X	X
- hours / week.	TBC	20h/m	2h/d	2	TBC
- Additional use: € / day, limiting the total number of hours	8-10 €/h	140 €/d	X	X	X
• Training rooms: hours/year at no cost	TBC	8 h/y	TBC	3	TBC
• Auditorium on reservation:	X	X	X	X	TBC
- Auditorium at no cost (one morning or afternoon)	1d/m	1d/y	X	X	TBC
- Additional use: € per morning or afternoon	225 €	100 €/h	X	175 €	TBC
- per full day	400 €/d	499 €/d	X	250 €	TBC
• Basic training for entrepreneurs and business		X	X	X	X
• Basic legal assistance		X	X	X	X
• Access to technology watch reports - general business / studies		X	X	X	
• Outdoor Gardening	X	X	X	X	X
• Reception desks in each office space	X	X	X	X	X
• ISO 9001:2008 certification					
• Scientific/ technical equipment (laboratory users only)				X	X
• Supply of gases, Mili-Q water, liquid N ₂ , dry ice etc (lab users only, ltd. supply)		X		X	
• Furniture in each office/ laboratory		X (Office space only)		X	
• IRIS Network (online services for the Spanish Scientific Community)		X			
• Compressed air (laboratories)		X		X	
Services with charge:					
• Telephone	X	X	X		
• Indoor parking (€/y)	52,22 €/m	63,92-127,83 €/y (outdoor-indoor)	Free	X	TBC
• Possibly , space to hire workshops and / or laboratories	X	X	X	X	
• Reprographics	X		X	X	X
• Supercomputing	X				
• Catering	X	X	X		
• Basic cleaning		X			
• Support for the organization of events		X	X		X
• Full, time availability to individual office space		X			X
• Storage	X			X	X
• Additional supply of liquid N ₂ and dry ice				X	
• Access to the infrastructures and scientific-technical laboratories / computer center under preferential conditions.	X	X	TBC	X	TBC
Possible services to ESA BIC Companies (80 hours/company):					
• Information and advice in talent search: job offers and contracts, scholarships and final career projects, doctoral theses and alumni associations/ incorporation of undergraduate or postgraduate students	X	X	X	X	X
• Information and advice regarding public funding, R&D and innovation projects		X	X	X	X
• Help in submitting documentation to the different calls	X	X	X	X	
• Advanced training for entrepreneurs and business (Team building, Process improvement, diversification, commercialisation, networking,)	X	X	X	X	
• IPR Advice	X	X	X	X	

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• Basic legal and financial advice	X	X	X	X
• Loan Packaging Assistance		X		
• Technology watch assessment	X	X	X	X
• Evaluation of technologies	X	X	X	
• JSA (job safety analysis) advice				X
• Information, advice and contact with R&D centres, groups & experts	X	X		X
• Search for R&D/ technology/ business partners		X		X
• Contact with investors, technology corporations, tech transfer offices, universities and other regional, national or international organizations		X		X
• Support for the organization of events		X		X
• Press releases and communication services		X		X
• Internationalization services		X		X
• Innovation assessment		X		X
• Guidance on R&D expenses capitalized as intangible assets and accounting review.		X		
• Establishing contacts with potential clients and partners, access to corporate programs.		X		X
• Inclusion of the company's tech & commercial supply & demand in business platforms. Support in brok.events, fairs and sectoral meetings.		X		X

* VAT and energy costs not included. Monthly fee for offices/ laboratories with more than 20 m². These rates may be updated after 2022.

** Price on an office of 30,5m² would be 366€, offices of 43m² also available.