

[Please insert information as requested and remove all blue text including brackets “[“ and “]” before submitting the document. In the requirements checklists, ensure that the word “compliant” is inserted at relevant places and remove it in case of not being compliant.]

[Sender: Name]

[company logo, if available]

[Company (if already founded)]

[Address]

[E-Mail]

[Web Site (if available)]

SUBJECT: Application to ESA BIC Northern Germany

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 Anwendungszentrum GmbH Oberpfaffenhofen (AZO), AVIASPACE BREMEN e.V. (ASB), Bremer Aufbau-Bank GmbH (BAB), Technikzentrum-Fördergesellschaft mbH (TFG) and Forschungs GmbH Wismar (FGW) we are pleased to submit **our proposal** to host [insert name of existing company or company to be founded] in ESA BIC Northern Germany.

Our ESA BIC location of choice is

☐ Bremen

☐ Schleswig-Holstein

☐ Mecklenburg-Western Pomerania

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] and leave one of the two blank at the compliance statement section	
(a) In case the Applicant is a legal entity	
The Applicant's first registration at a chamber of commerce, or equivalent, has taken place no longer than 5 years prior to submission of Applicant's proposal. [attach the Chamber of Commerce Registration Form, or equivalent, if available]	[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 with a German chamber of commerce as a German legal entity before signing an incubation contract.	[compliant]
More than half of the shares of the new company will be owned by the Applicant.	[compliant]
[The following requirements apply to all applicants]	
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.	
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	[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.

environment (spin-off), or exploitation of non-space technology in the space market (spin-in).	
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, the production nor exploitation of alcohol, illegal drugs, tobacco, pornography, or gambling. The Applicant's business activities shall also refrain from addressing topics related to war, religion, politics, intolerance, violence and obscenity.	[compliant]
Neither the Incubation nor the Incentive funding shall be used for military activities. This means that the Applicant's business application shall be exclusively for peaceful activities and not include any military activities at the time of application to and incubation in an ESA BIC.	[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 (including any other ESA BIC), or entity or organisation providing similar support, for the duration of the incubation contract. This implies that applications shall not be done to more than one ESA BIC at a time. Only when an application has been evaluated and rejected, a new application to another ESA BIC is allowed. (Participation to 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 Northern Germany about this in advance of the application. Provide details here and in the attachment (resubmission summary): [Which ESA BIC], [When application took place], [Name of proposal] [OR N/A]	[compliant]

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

In addition, the Applicant has as part of this application provided an explanation on how feedback to the previous application has been taken into account and, if applicable, to which extent the application at hand contains any new material.	
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]

ESA BIC Northern Germany Specific Application Requirements	Compliance statement
The authorized representative of the Applicant must become a resident of Germany before signing an Incubation Contract.	[compliant]
The Company has to be located at (one of) the incubator facilities of ESA BIC Northern Germany.	[compliant]
The Applicant has been in dialogue with ESA BIC Northern Germany prior to submitting the application.	[compliant]
[Choose section (a), (b) or (c), depending on ESA BIC location]	
a) In case the Applicant has chosen Bremen	
<p>The Applicant has to comply with the following conditions for the local part of the incentive, provided by the Ministry of Economic Affairs, Ports and Transformation of the German federal state of Bremen,</p> <ul style="list-style-type: none"> • The company in question must be a small or midsize enterprise (SME). • Companies that are not considered SMEs within the meaning of the EU definition shall not own more than 25% of the company filing the application. • ANBest-P The General Supplementary Provisions on Project Subsidies (Allgemeine Nebenbestimmungen für Zuwendungen zur Projektförderung, ANBest-P) constitute an essential component of the approval notification process. • Subsidies may not be transferred to third parties. • The company is not "a firm in difficulty". • The company must be eligible under the de minimis criteria. • The total amount of de minimis aid (such as subsidies, holdings, loans, and bonds) may not exceed €300,000 over a period of three years. <p>The Ministry of Economic Affairs, Ports and Transformation of the German federal state of Bremen reserves the right to make changes to the conditions, and addenda if required for the execution of its overall plan.</p>	[compliant]
<p>If the Applicant intends to make use of the optional local loan scheme available through ESA BIC Northern Germany, the applicant shall comply with the local conditions of the silent partnership from Local Bank</p> <ul style="list-style-type: none"> • For the silent partnership agreement, a document of self-disclosure for the bank and a signed silent partnership application are required. • The business plan submitted at ESA BIC Northern Germany along with the Chamber of Commerce Registration Form (if available) will be provided to Local Bank. 	[compliant]
OR	

b) In case the Applicant has chosen Schleswig-Holstein	
The Applicant must have been selected to participate in the GATEWAY49 accelerator and a contract with the GATEWAY49 accelerator (represented by the Technikzentrum-Fördergesellschaft mbH) to participate in this programme must exist.	[compliant]
c) In case the Applicant has chosen Mecklenburg-Western Pomerania	
<p>The Applicant must comply with the following conditions for the local part of the incentive, provided by the Ministry of Economics, Infrastructure, Tourism and Labour of the German federal state of Mecklenburg-Western Pomerania.</p> <p>To receive approval for the incentive the applicant must meet the following requirements set by the Ministry:</p> <ul style="list-style-type: none"> • Positive evaluation of the application by the tender evaluation board of ESA BIC Northern Germany. • Fulfillment of formal requirements through the incubation contract. <p>The Ministry reserves the right to make changes to the conditions, and addenda if required for the execution of its overall plan.</p>	[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 Northern Germany 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 Anwendungszentrum GmbH Oberpfaffenhofen (AZO), AVIASPACE BREMEN e.V. (ASB), Bremer Aufbau-Bank GmbH (BAB), Technikzentrum-Fördergesellschaft mbH (TZL), and ForschungsGmbH Wismar (FGW) 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 Northern Germany 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 Northern Germany 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.

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized. Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

[Add the information below in the form:
Source Used for Section(s)]

Attachments

Resubmission Summary

Writing Tips

[Resubmissions are permitted, but please note the requirement that a resubmission must fully take account of any previous feedback given to the applicant.

If this is a resubmission, include in this section the feedback previously received, and show how you have addressed it with a summary of the changes made since the previous application. This will be assessed by the Tender Opening Board in deciding whether or not the resubmission is admissible.]

Text