

Invitation to Apply to ESA Prepare for Space Spain

Thank you for your interest in ESA Prepare for Space Spain.

The purpose and objective of ESA Prepare for Space is to support companies in Spain find commercial opportunities in the space industry by offering dedicated training to develop the business case, understand the supply chain, and source funding etc. It is also intended to facilitate the on-boarding process into ESA Programmes for Economic Operators by offering a dedicated training to Economic Operators to understand and identify relevant ESA's opportunities and respond to ESA ITT or calls.

In other words, ESA Prepare for Space aims to support the development of stronger proposals and business cases which lead to faster time to contract and increased commercial viability, technical robustness and programmatic coherence, improved start-up and SME engagement, improved return on investment, and a stronger space industrial ecosystem.

In Spain, Arribes Enlightenment S.L. is the ESA Technology Broker (ESA TB) and is responsible for managing and implementing the ESA Prepare For Space open call. Universidad Politécnica de Madrid supports Arribes Enlightenment S.L. in this project.

For ESA Prepare for Space Spain, ESA, the ESA Technology Broker Spain and Delegation to ESA (AEE) welcome applications addressing a need for:

- dedicated business support to improve their business case for space (e.g. financial, managerial, business model, market studies, etc);
- support to develop commercial opportunities within the space supply chain;
- presentation of relevant ESA's opportunities;
- specific training support for apply to ESA opportunities;
- typical steps and requirements for responding to ESA calls and participating to ESA procurements (e.g. understanding of the ECSS)

ESA hereby invites you to submit your application for ESA Prepare for Space Spain. This document introduces the application and evaluation process and contains references to the templates that should be used when applying.

Please contact Arribes Enlightenment S.L. for any further questions at esa-technology-broker@arrib.es. Additional information on the Prepare for Space Spain Open Call can be found at [ESA Technology Broker Spain](#) web page.

Yours sincerely,

Dr. Noelia Sánchez Ortiz

ESA Prepare For Space Spain Manager

Arribes Enlightenment S.L.

Introduction

The purpose of this Open Call for ESA Prepare for Space Spain is to inform about the opportunity for entities looking for support regarding on-boarding process into ESA Programmes and finding commercial opportunities in the space industry in Spain. It is also intended to benefit to all programmes of the Agency by offering a dedicated training to Economic Operators to understand and identify relevant ESA's opportunities and respond to ESA ITT or calls.

Evaluation and selection of applications are scheduled on a rolling basis, see [ESA Technology Broker Spain](#) for details.

The Call is permanently open, has no closing date for the submission of applications unless Arribes Enlightenment S.L. has indicated otherwise.

Who can apply?

ESA Prepare for Space is targeted at SMEs or larger entities. Typically, these entities are either new to the space market and need to know more about ESA's funding opportunities.

However, some further formal criteria apply. To be eligible for contract award, applicants must fulfil all the requirements below:

- To be a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of Spain.
- To be headquartered in Spain.
- To have taken part in the Webinar and at least one workshop organised by the ESA Technology Broker Spain.
- To observe the remaining requirements stated in this document;

How to apply

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

- ESA Prepare for Space Application Template
- Draft Prepare for Space Contract

Fill in all required sections and pay particular attention to the following:

- Instructions inside the documents shall be followed in order to fulfil all pre-conditions of the Open Call and for the application to be accepted for evaluation.

- Please read this document as well as the Draft ESA Prepare for Space Contract carefully. The Cover Letter shall 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 template). Modifications or amendments to the ESA Prepare for Space Contract may be done in exceptional cases. Please contact the local ESA Technology Broker Manager for guidance.
- Make sure the Cover Letter and the Requirement Checklist are signed by an authorised representative of the entity applying. As part of the application, a Training Proposal must be submitted. This should be prepared in conjunction with the ESA Technology Broker and include what areas of support are required and what will be provided by the Broker (or a third party).

Please submit the completed ESA Prepare for Space Application Template in electronic form as:

- A single .pdf document.
- To the following e-mail address: esa-technology-broker@arrib.es.
- With subject “ESA Prepare for Space Spain Open Call”.

Once all sections have been completed and reviewed by the ESA Technology Broker, the proposal will be submitted to ESA for evaluation.

Any questions related to submission of proposals should be sent to: esa-technology-broker@arrib.es.

The evaluation procedure

The evaluation of all received applications follows common ESA Prepare for Space procedures.

Once an application has been submitted by the applicant and the ESA Technology Broker to ESA, a first assessment is done on the formal aspects to ensure compliance with the open call.

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, the proposal will be evaluated by ESA. The evaluation will typically take place within two weeks after the submission deadline.

The application will be marked against the criteria in the table below:

Evaluation Criteria	Sub-Criteria	Yes/No
Technology	Is the technology to be brought to the space market clearly defined? Is it sufficiently mature for the space market? (e.g. TRL 3)	
Market Opportunity	Is the space market need for this technology clearly identified? What is the commercial and strategic value vs existing state of the art for the space market	
Training Proposal	Is a clear training plan proposed? Is the training justified? How will this support the development of a commercial opportunity?	
Timeline, Personnel, and Costing	Is the timeline appropriate and realistic? Are the personnel proposed by the applicant well justified? Are the experts from the ESA Technology Broker or third parties deemed suitable, sufficiently experienced, and available? Are the costs for the activity justified?	

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 not successful.

Arribes Enlightenment S.L. will enter into contract negotiations with successful applicants, taking the comments from the evaluation into account. Arribes Enlightenment S.L. has the right not to place a contract if, after three months following 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.

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

- Please note that applications will be treated as confidential. However, despite the efforts undertaken by Arribes Enlightenment S.L. to ensure full

confidentiality, the applicant's idea may through this application fall into the public domain. 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).

- No expenses incurred in either stage of the application procedure will be reimbursed to the applicant by Arribes Enlightenment S.L., ESA, and/or any third party.
- This Open Call does not impose any obligation upon Arribes Enlightenment S.L. to enter into negotiations with any applicant or to enter into any other specific arrangement.

ANNEX A – DETAILS ON DELIVERABLES

Under an ESA Prepare for Space project, the Contractor shall deliver a document addressing (Template to be provided when project starts):

- The work performed by Arribes Enlightenment S.L.: which modules were offered and qualitative assessment regarding the trainings provided.
- Explain what are the main take aways and how this has impacted their strategy.
- A list of commercial leads and/or ESA funding opportunities that were identified as relevant following the dedicated coaching.

ANNEX B – ESA Prepare for Space Application Template

Cover letter, Data Protection, and Proposal

[Sender: Name]
[Company Name]
[Address]
[E-Mail]
[Web Site]

ESA Prepare for Space Spain
Funding Spain
Arribes Enlightenment S.L.
C/ Picasso, 19
28691 Madrid, Spain

For the attention of
Dr. Noelia Sánchez Ortiz

SUBJECT: Application for ESA Prepare for Space Spain
REF: [\[please insert your own reference number here\]](#)

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for ESA Prepare for Space issued by Arribes Enlightenment S.L., [\[Applicant Name\]](#) is pleased to submit **our proposal** for the project named [\[insert project name\]](#).

Please find included the following information:

- Description of technology or know-how to be brought to the space sector.
- Evidence of the need/technology gap or opportunity identified for the space sector.
- Content related to the activity(ies) to be performed as part of the training.
- The Timeline, Personnel, and Costing plan for the training.

1. We hereby declare that the Application is **compliant with the Requirements** set out in the Call for Proposals as shown in the Requirement Checklist below.

2. We hereby confirm that the **contract conditions have been read, understood and accepted, and any of the Applicant's terms and conditions do not apply.**

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 legal representative who will be signing the contract:

[\[Name\(s\)\]](#)
[\[Address\(es\)\]](#)
[\[Phone\]](#)
[\[E-Mail\]](#)

ESA Prepare for Space General Application Requirements:	Compliance statement
The Applicant has clearly described the technology/ know how they want to bring to space and why they believe it is of relevance	[compliant/non-compliant/partially-compliant]
The Applicant is a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of Spain	[compliant/non-compliant/partially-compliant]
The Applicant is headquartered in Spain	[compliant/non-compliant/partially-compliant]
The Applicant does not conduct business activities promoting, or being related to alcohol abuse, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs.	[compliant/non-compliant/partially-compliant]
The Applicant is able to communicate in English.	[compliant/non-compliant/partially-compliant]
The Applicant states that the terms and conditions of the Draft ESA Prepare for Space Contract are accepted without any reservations.	[compliant/non-compliant/partially-compliant]
The Applicant has prepared the Training Proposal and Timeline, Personnel, and Costing sections jointly with the ESA Technology Broker Spain	[compliant/non-compliant/partially-compliant]

I hereby declare that my application is compliant to the ESA General Application Requirements.

Legal Representative of Applicant Signature:

Date: [insert date of submission]

The ESA Technology Broker Spain declares that they have supported the preparation of the proposal and are in the position to deliver the proposed package of support:

ESA Technology Broker Spain Signature:

Date:

DATA PROTECTION

By submitting the application for ESA Prepare for Space Spain the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Arribes Enlightenment S.L. with the controlling of the personal data contained in the proposal and business application in relation to this Permanent Open Call and for the purpose of possible selection for ESA Prepare for Space Spain upon fulfilment of all requirements set in the Permanent Open Call. Such consent to the controlling of the personal data shall be permitted only for a necessary period up to a maximum duration of 1 (one) year upon signature of the present consent.

The Applicant shall have the right to information and the right of access to its 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 its 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 legal framework.

I hereby give full consent to the above statement.

Name(s) and Signature(s) of Legal Representative(s):

Date:

Proposal

(maximum 4 pages – delete the guidance text for each section once complete.)

Technology

Describe the technology and/or know-how that the applicant plans to bring to the space sector. Include the Technology Readiness Level within the current application and justify that it is sufficiently mature to be transferred into a space application.

Market Opportunity

Describe the envisioned market need within the space industry that is being targeted. Include where you see prospective commercial or strategic advantages against the current state of the art. Attach as an Annex any support letters or similar that help evidence the market opportunity

Training Proposal

This section should be completed jointly between the applicant and the ESA Technology Broker. Choose from the example activities listed below or devise your own that should be addressed during the dedicated training. Elaborate on what will be delivered and explain and justify why these have been selected and how the training contributes towards the development of a commercial opportunity.

- dedicated business support to improve the business case for space (e.g. financial, managerial, business model, market studies, etc);
- support to develop commercial opportunities within the space supply chain;
- presentation of relevant ESA's opportunities;
- specific training support for apply to ESA opportunities;
- Typical steps and requirements for responding to ESA calls and participating to ESA procurements (e.g. understanding of ECSS

Timeline, Personnel, and Costing

This section should also be completed jointly between the applicant and the ESA Technology Broker. Propose a realistic timeline for the completion of the agreed training. Explain which personnel from the applicant will participate to the trainings, their position and role within the entity, and why they have been selected. The ESA Technology Broker should include who will provide the training and their relevant experience.

Use the below table for each work package to show the number of hours foreseen and the associated cost.

Work Package Name:

Inputs:		
Activities:		
Outputs:		
	Hours	Cost
Names of personnel from ESA Technology Broker		
Names of personnel from third parties		
Total		