

[Project Name]

ESA Spark Funding Czech Republic Application

[Company Logo(s)]

****Please delete the guidance notes (in blue) associated with each section prior to submitting****

Project Name	:		
Project Reference Number	:		
Company Name(s)	:		
Project Manager(s)	:		
Date of Submission	:		

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

ESA Spark Funding Czech Republic
TC CAS
Ve Struhách 1076/27
160 00 Prague 6
Czech Republic

For the attention of
Ondřej Šimek

SUBJECT: Application for ESA Spark Funding Czech Republic
REF: [please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for ESA Spark Funding issued by TC CAS, managing the ESA Spark Funding Czech Republic, [Company Name] is pleased to submit **our proposal** for the project named [insert project name].

Please find included the following information:

- Requirements Checklist
- Executive Summary
- Business Case and Technical Proposal
- Activity Proposal
- Management Proposal
- Annexes

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 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 signing the contract:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Signature(s):

Date: [insert date of submission]

ESA Spark Funding General Application Requirements:	Compliance statement
The Applicant's product or service is based on a transfer of space technology to, and/or utilisation of a space asset in a non-space environment	[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 the Czech Republic	[compliant/non-compliant/partially-compliant]
The Applicant is headquartered in the Czech Republic	[compliant/non-compliant/partially-compliant]
The Applicant is fully compliant with Czech tax, health insurance and social security obligations	[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 Spark Funding Contract are accepted without any reservations.	[compliant/non-compliant/partially-compliant]
The Funding is linked to work packages within the ESA Spark Funding project only.	[compliant/non-compliant/partially-compliant]
The Applicant declares that the activities proposed under the submitted ESA Spark Funding project are not and have not been funded through other means (e.g. ESA Business Incubation, ESA Business Applications, European Commission etc)	[compliant/non-compliant/partially-compliant]
The Funding is granted in net amounts (not including VAT).	[compliant/non-compliant/partially-compliant]
The 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/non-compliant/partially-compliant]

ESA TB Czech Republic Specific Application Requirements:	Compliance statement
The activities proposed under the submitted ESA Spark Funding project are not being funded through other means (e.g. ESA Business Incubation, ESA Business Applications, European Commission etc).	[compliant/non-compliant/partially-compliant]

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

Signature(s):

Date: [insert date of submission]

DATA PROTECTION

By submitting the application for ESA Spark Funding Czech Republic, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to TC CAS 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 Spark Funding Czech Republic 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):¹

Date:

¹ Please have the form signed by all natural persons whose personal data is provided as part of the application.

Table of Contents

1) Executive Summary 8

2) Business Case and Technical Proposal 8

 a) Background and Experience 8

 b) Business Case..... 8

 c) Technology 9

3) Activity Proposal10

 a) Work Breakdown: 10

 b) Milestone Planning: 9

 c) Cost Planning: 10

4) Management Proposal11

 a) General Management: 11

5) Annexes11

1) Executive Summary

The Executive Summary shall provide the following information in **maximum 1 page**:

- Entities involved in the activity;
- Space technology/asset(s) involved and brief description;
- Targeted (non-space) market segment, the customers/users, and the need/problem to be addressed;
- Brief description of the product/service in that non-space market.

2) Business Case and Technical Proposal

All sub-sections included within the Business Case and Technical Proposal should be completed in a **maximum total of 10 pages**.

a) Background and Experience

(i) Team composition:

Please describe the overall team composition, including participants from all subcontractors, if any, including all key personnel (i.e. having a major role within the team and/or being responsible for one or more tasks) and their position within his/her own entity's structure.

(ii) Background of the entities involved:

Please describe briefly the relevant space and non-space capabilities and experience of the Applicant and consortium partners for the performance of the proposed work. Please provide the rationale for the involvement of the proposed consortium partners in the activity.

(iii) Vision:

Please describe how this activity fits into the vision of the Applicant and proposal partners (e.g. alignment with medium- or long-term objectives, synergies with other activities, etc.).

An overview of the activity in the broader implementation plan of the product/service is appreciated (including the key steps to have a fully-fledged offer and roll-out the product/service to the non-space market, as well as follow-up actions to this activity (e.g. apply for further ESA or non-ESA funding, spin-off creation, licencing, commercial efforts, etc.).

b) Business Case

(i) Business Model Canvas:

Please present a first iteration of a Business Model Canvas making use of the template available under. If different market segments are addressed by the proposition, colours shall be used to differentiate them in the Canvas. Attach the Business Model Canvas as an Annex to the application.

(ii) The non-space target market:

Please provide information of the targeted non-space market, presenting the characteristics of the market (e.g. commercial/institutional, mass/niche, applicable regulations, entry

barriers, etc.), including, as much as possible, a quantitative assessment of the addressable market.

(iii) Product/service:

Please provide a description of the proposed product/service which shall be developed.

(iv) Customers/users and their needs:

Please present the customers/users that will be targeted and include a description of their essential and driving needs/pains that the intended product/service will satisfy. A short overview shall be given related to the status of the customer/user interest and commitment to participate in the proposed activity. Letter(s) of interest from the major customer(s) / user(s) shall be included indicating why they are interested, how they intend to contribute to the activity, and if they are interested to engage beyond the project in case the activity shows satisfactory results.

(v) Current situation:

Please present how the customers/users currently handle the issues that the proposed product/service would address. An overview of the shortcomings and challenges vis-à-vis the present situation shall be provided, as well as opportunities for improvements. This effectively includes an analysis against existing products/services with which the proposed new product/service will compete.

(vi) Value proposition:

Please state briefly how the proposed product/service will satisfy needs/pains of the customer. Describe the main benefits and present the unique, compelling value proposition. Values may be quantitative (e.g. price, speed of service) or qualitative (e.g. design, customer experience).

c) Technology

(i) Involvement of space technology:

Please present the space technology/asset/know-how which are subject for integration, and illustrate how the involvement of these adds value to the non-space product/service offering. For space technologies, include whether the original space development was made in connection with an ESA mission, a mission from another space agency, a research programme, or through commercial activities.

(ii) Maturity of technologies required for integration:

Please present the current maturity/development status of the space and non-space technology/asset/know-how to be used or integrated in the final product/service (Technology Readiness Level (TRL)), and provide an estimation regarding the timeline for operational maturity. Include the outcomes of any feasibility studies, proof of concept, or other similar activities.

(iii) Access to space technology/asset/know-how:

Please provide information on the means of access to the space technology/asset/know-how relevant for the activity. Intellectual Property Rights (IPR) status of the space technology/asset(s) in question (ownership, rights of use by 3rd parties, trade secrets, etc.) shall be highlighted. For technology/knowledge transfer projects, Applicants should include a

letter from the Space Technology Provider that demonstrates that the Applicant will have access to the relevant Intellectual Property Rights during the project. A description of any existing or future limitation of access shall also be presented.

(iv) Potential feasibility of the application/system concept:

Please present the expected technical requirements and concept or high-level architecture of the underlying product/service system and why it is considered technically feasible in the target time frame (market entry date). Present a plan regarding potentially necessary validation tasks and milestones.

3) Activity Proposal

a) Milestone Planning

Please, present in chart form (Gantt or similar) the initial planning of the activity, including the overall duration, the planning and duration of each tasks, and the major milestones (e.g. kick-off, progress updates with Local ESA Spark Funding Manager, Mid-Term and Final Review). Note: The duration of the Spark Funding activity shall not exceed 12 months.

b) Work Breakdown:

Please provide an overview of the Tasks planned within the activity, the expected outputs, and illustrate how the tasks justify the funding requested. Duplicate the table below for each individual Task.

Task #		Start date:	DD/MM/YY
Task Title		End date:	DD/MM/YY
Task Manager			
Objective(s)			
Inputs			
Sub-tasks			
Output & Deliverables			
Cost	Total Amount	ESA Spark Funding	Other Sources

c) Cost Planning:

Using the table below, present the total costs for the execution of the activity, and the contribution asked from the ESA Spark Funding initiative. The value and source(s) of co-

funding to be provided can be found in the Permanent Open Call for ESA Spark Funding as well as on the local ESA Near Me Contractor's website.

Overall Cost			
Task	Total Amount	ESA Spark Funding	Other Sources
Task 1 + Title			
Task 2 + Title			
Task			
Total			

4) Management Proposal

The Management Proposal should be **maximum 1 page**.

a) General Management:

Please present how the management (including the coordination with partners), reporting, meetings and deliverables will be organized during the activity. Provide information on the activities of the Project Manager, the reporting lines within the team and the means for settling disagreements.

5) Annexes

- Business Model Canvas
- Letter(s) of support
- Any other relevant information about the activity or the Applicant, as necessary;