# **ANNEX B – ESA Prepare for Space Application Template**

[Sender: Name]

[Company Name]

[Address]

[E-Mail]

[Web Site]

ESA Prepare for Space Belgium

Verhaert New Products & Services NV

For the attention of the ESA Tech Broker

SUBJECT: Application for ESA Prepare for Space Belgium

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 Verhaert, 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.
* Selection of the activities to be performed.

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]

|  |  |
| --- | --- |
| **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 Belgium | [compliant / non-compliant / partially-compliant] |
| The Applicant is headquartered in Belgium | [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] |

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 Prepare for Space Belgium, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Verhaert 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 Belgium 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):** **Date:**

# **Proposal**

# (maximum 3 pages – delete this and the other guidance text in 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 any support letters or similar that help evidence the market opportunity

# Training Proposal

This section should be completed following discussion with the ESA Technology Broker. Choose from the activities listed below or devise your own that should be addressed during the dedicated training. 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 and Personnel

Propose a realistic timeline for the completion of the agreed training. Explain which personnel will participate to the trainings, their position and role within the entity, and why they have been selected.