# ESA Prepare for Space Application Template

This template contains:

* Cover letter template
* Data Protection statement
* Proposal template

All templates must be filled in and signed appropriately in line with the indications provided in blue.

Cover letter  
  
[Sender: Name] [Company Name] [Address]

[E-Mail] [Web Site]

[Danish CVR]

ESA Technology Broker Denmark

ESA Prepare for Space

DTU Space

Diplomvej 372, 2-214

2800 Kongens Lyngby, Denmark

For the attention of

Mr. Poul Zimmermann Nielsen

SUBJECT: Application for ESA Prepare for Space Denmark

REF: [please insert your own company internal reference number here]

Dear Sir,

In response to the Permanent Open Call for Proposals for ESA Prepare for Space issued by ESA Technology Broker Denmark at DTU Space, [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, upstream, downstream or both.
* Evidence of the need/technology gap or opportunity identified for the space sector, or non-space sector.
* Content related to the activity(ies) to be performed as part of the desired support and/or training.
* The Timeline, Personnel, and Costing plan for the desired 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 all the Applicant Terms are fulfilled.**
3. Contact Information

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]

1. General Application Requirements:

|  |  |
| --- | --- |
| 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 registered under the laws of Denmark | [compliant/non- compliant/partially- compliant] |
| The Applicant is headquartered in Denmark and the activity related to the application will be carried out in Denmark | [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, both orally and in writing | [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 Denmark | [compliant/non- compliant/partially-  compliant] |

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

**Legal Representative of Applicant Signature:**

**Date:** [insert date of submission]

The ESA Technology Broker Denmark 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 Denmark Signature: Date:** [insert date of submission]

# DATA PROTECTION

By submitting the application for ESA Prepare for Space support to DTU Space and ESA Technology Broker Denmark, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to DTU Space 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 support 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):**

**Company Details:** [insert Name and address, Danish CVR]

**Date:** [insert 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 (TRL) within the current application and justify that it is sufficiently mature to be transferred into a space application.

Alternatively, describe the space technology or space-based assets that will be used in the non-space sector. Describe its TRL and justify that it is sufficiently mature to serve the intended purpose in the non-space sector.

Attach as an Annex any support letters or similar that help evidence the need for the technology and proposed system or service.

## Market Opportunity

Describe the envisioned market need within the space industry, alternatively non-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 and Support Proposal

This section should be completed jointly between the applicant and the ESA Technology Broker Denmark (ESA TB DK).   
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 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 ESA TB DK. Propose a realistic timeline for the completion of the agreed training in dialogue with ESA Technology Broker Denmark. A project can include more work packages than given below.

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 Denmark should include who will provide the training and their relevant experience, as well as the amount allocated for each work package.

In dialogue with ESA Technology Broker Denmark, fill in the following project overview table.

|  |  |
| --- | --- |
| **Company:** [Applicant Name] | |
| Project named: [insert project name] | |
|  | Cost |
| Work Package Name: |  |
| Work Package Name: |  |
| Work Package Name: |  |
| Total |  |

Use the below table for each work package to show the names of the assigned ESA Technology Broker Denmark personnel, the number of hours foreseen, and the associated cost.

In dialogue with ESA Technology Broker Denmark, fill in the following table. More work packages can be specified.

|  |  |  |
| --- | --- | --- |
| **Work Package Name:** | | |
| Inputs: | | |
| Activities: | | |
| Outputs: | | |
|  | Hours | Cost |
| Name of personnel: |  |  |
| Name of personnel: |  |  |
| Name of personnel: |  |  |
| Total |  |  |