

[Project Name]

# ESA Spark Funding Application Luxembourg

Spin-in / Spin-off Project  
Technical Breadboard & Business Case

[Company Logo(s)]

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

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

Template Reference	AD-SF-3	ESA Spark Funding Application Template (Phase 1)
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Version	1.1	
Status	FINAL	

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

ESA Spark Funding Luxembourg  
ESA BROKER CREATION INT Sàrl  
67, rue du Château,  
L-1329 LUXEMBOURG

For the attention of  
Jean-Paul HENRY  
Managing Director

**SUBJECT:** Application for ESA Spark Funding LUXEMBOURG  
**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 CREATION INT Sàrl, managing the ESA Spark Funding LUXEMBOURG, [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 none 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]

<b>ESA Spark Funding General Application Requirements (for Spin-off Projects – Phase 1):</b>	<b>Compliance statement</b>
The Applicant is a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of LUXEMBOURG.	[compliant/non-compliant/partially-compliant]
The Applicant's product or service is based on a transfer of space technology to a non-space application (spin-off) or on the transfer of a non-space technology into a space application (spin-in).	[compliant/non-compliant/partially-compliant]
The Applicant is headquartered in LUXEMBOURG.	[compliant/non-compliant/partially-compliant]
The Applicant is fully compliant with LUXEMBOURG tax 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]

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

**Signature(s):**

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

## Data Protection

By submitting the application for ESA Spark Funding LUXEMBOURG, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to CREATION INT Sarl 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 LUXEMBOURG upon fulfilment of all requirements set out in the Permanent Open Call. Such consent to the controlling of 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):<sup>1</sup>**

**Date:**

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

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## 1 Executive Summary

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

Entities involved:

Who is the applicant and who is the technology provider.

Technology/asset to be transferred:

Please select whether you are applying for a spin-in or a spin-off activity; you may only check one box:

- Spin-in activity (non-space technology used)
- Spin-off (space technology used)

Provide a brief description of the technology/asset that is being incorporated (non-space technology for spin-in transfers or space technology for spin-off transfers).

Market segment and business case:

The targeted (space or non-space, as applicable) application domain and essentials of the business case; including customers/users, need/problem to be addressed, a brief description of the product/service.

## 2 Business Case and Technical Proposal

All sub-sections included within the Business Case and Technical Proposal chapters should be completed in a **maximum total of 7 pages**.

### 2.1 Background and Experience (1 page)

#### 2.1.1 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.

#### 2.1.2 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.

#### 2.1.3 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.). A brief overview of the activity in the broader implementation plan of the product/service is appreciated (including a summary of key steps for a fully-fledged offer and roll-out of the product/service to the targeted application market, as well as follow-up actions to this activity (e.g. apply for further ESA or non-ESA funding, creation of a new company, licensing, commercial efforts, etc.)).

### 2.2 Market Opportunity (3 pages)

#### 2.2.1 New application domain:

Describe the new application domain targeted for the technology/asset to be transferred to.

### 2.2.2 Customers & Users:

Identify and present the targeted customers/users of your product/service/solution and describe their role in the value chain of the new domain of application. Customers shall be understood as stakeholders who are candidates to procure your solution directly. Users shall be understood as end-users that may procure a product or service from your Customers. Customers and users may be the same, e.g. when your product/solution/service can be used as a standalone.

### 2.2.3 Current situation:

Please present how the customers/users currently handle the issues that the proposed product/service would address. Include a description of the problems faced in the current use case scenario and opportunities for improvements. Explain the impact(s) of those problems (e.g. high costs, safety issues, lack of performance, issues of maintenance, disposability, environmental footprint, etc.).

### 2.2.4 Problem validation:

Provide evidence of validation of the problem(s) by customers/users and possibly other relevant stakeholder(s). Letters of support from major customers/users and the Technology Provider shall be included in the Annex to this application. Letters of support shall include a clear and explicit statement of the stakeholder involvement during this activity.

### 2.2.5 Value proposition of the new product/service:

Provide a description of the proposed product/service which shall be developed to solve the identified problem of the customers/users. 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). This effectively includes an analysis of existing products/services with which the proposed new product/service will compete.

### 2.2.6 Suitability of technology to be transferred

Justify your assumption that the technology to be transferred may be relevant to solve the problem(s) currently faced in the target application. Illustrate how the involvement of the technology/know-how adds value to the new product/service offering.

## 2.3 Technology (3 pages)

### 2.3.1 Involvement of technology:

Please select whether you are applying for a spin-in or a spin-off activity; you may only check one box:

- Spin-in activity (non-space technology used)
- Spin-off (space technology used)

Please present the technology/asset/know-how which is subject for integration. Characterize the (non-) space heritage of the technology, clearly identifying the original (non-) space development and whether it was made in connection with an ESA mission, a mission from another space agency, a research programme, or through other commercial activities.



**2.3.2 Maturity of technologies required for integration in breadboard design:**

Please present the current maturity/development status of the space or non-space technology/asset/know-how to be used or integrated in the final product/service (Technology Readiness Level (TRL))<sup>2</sup>, and provide an estimation regarding the timeline for operational maturity. Include the outcomes of any feasibility studies, proof of concept, or other similar activities.

**2.3.3 Access to technology/asset/know-how:**

Please provide information on the means of access to the 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 3<sup>rd</sup> parties, trade secrets, etc.) shall be highlighted. For technology/knowledge transfer projects, Applicants should include a letter from the 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.

**2.3.4 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). Identify the major technical requirements and risks for the intended transfer. Present a plan/strategy regarding potentially necessary validation tasks and milestones.

**Activity Proposal (7 pages)**

All sub-sections included within the Activity Proposal chapter should be completed in a **maximum total of 7 pages**.

**2.4 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 task, 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.

**2.5 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.

<b>Task #</b>		<b>Start date:</b>	DD/MM/YY
<b>Task Title</b>		<b>End date:</b>	DD/MM/YY
<b>Task Manager</b>			
<b>Objective(s)</b>			

<sup>2</sup> [https://cdn.sci.esa.int/documents/34923/35555/1567215992116-Technology\\_Readiness\\_Levels.png/74414ed8-f42c-efe5-980d-9048ae453ca8?version=1.0&t=1567215995841](https://cdn.sci.esa.int/documents/34923/35555/1567215992116-Technology_Readiness_Levels.png/74414ed8-f42c-efe5-980d-9048ae453ca8?version=1.0&t=1567215995841)

<b>Inputs</b>			
<b>Sub-tasks</b>			
<b>Output &amp; Deliverables</b>			
<b>Cost</b>	<b>Total Amount</b>	<b>ESA Spark Funding</b>	<b>Other Sources</b>

### 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 Technology Broker website: [https://creation-int.eu/esatechbroker/esa\\_spark\\_funding\\_luxembourg\\_open\\_call/7](https://creation-int.eu/esatechbroker/esa_spark_funding_luxembourg_open_call/7)

<b>Overall Cost</b>			
<b>Task</b>	<b>Total Amount</b>	<b>ESA Spark Funding</b>	<b>Other Sources</b>
<b>Task 1 + Title</b>			
<b>Task 2 + Title</b>			
<b>Task ....</b>			
<b>Total</b>			

## 2.6 Key Resources and Facilities

Briefly list and describe the key resources and facilities needed to conduct the activity and which of those are at the disposal of the Applicant through their own infrastructure, their partners, through service providers or suppliers.

## Management Proposal (1 page)

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

## 2.7 General Management (1 page):

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.

### 3 Annexes

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