**Space BIC by ERATOSTHENES CoE**

Application Template – Incubation Proposal, v1.0, 12/06/2025(subjected to amendment)

Incubation Proposal

**[Name of the Company]**

**[Address of the Company or the Entrepreneur]**

**[Reference Period of Incubation]**

Author: <…>

Date: <DD/MM/YYYY>

Reference: <XXXX>, Issue <…> Version <…>

[Before each paragraph, you will find “writing tips”. Please use these questions as guidelines.

Please limit this Incubation Proposal to maximum 10 pages including cover page and any annexes. Don’t change or reduce the font size.]

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# 1. Activity Proposal

## 1.1 Milestone and Task Planning

Writing Tips

[Please provide an overview of the schedule including clearly indicating task durations and mandatory milestones:

* Kick-Off (KO),
* Progress Meeting 1 (PM1) (approximately one month after kick-off)
* The Incubatee Progress Report (submitted every 3 months)
* The Incubatee Annual Report (submitted yearly)

Clearly specify the start and end dates for each task. Detail each task in the Task Descriptions section below.

For this, please use the PLAN table contained in the Excel file attached to this application package and insert below. Please note that the table is not meant as a recommendation of how to plan the work, but merely an example of how it can be illustrated. Please seek advice from Space BIC, if needed.

The maximum duration of the incubation is 24 months.]

Text



Fig.: Milestone Planning [example]

## 1.2 Task Descriptions

Writing Tips

[In this section a detailed description of each Task shall be provided. These Tasks are the core of the business incubation. Therefore, please include tasks both related to business, intellectual property, and technical activities. Maintain a transparent and manageable task structure.

Ensure the proposal highlights the connection to space technology. "Downstream" activities must detail integration and development of space-based data or technology and market development. "Upstream" activities must address essential technical and business actions.

Please provide task descriptions for **all** work you intend to do during incubation, not only for work related to using the incentive. If the tasks to be carried out require additional resources (e.g., financing in addition to the incentive), please clarify this in the funding table below. Explain how all activities together contribute to the goal of your company.

For each Task, please provide a table containing a detailed description using the template below. Identify the responsible person, input, objective, and output. Use Sub-tasks to detail the activities further. One or several tasks shall contain outputs that qualify as “deliverable” according to the Draft Incubation Contract; also, see the separate section below.

The task descriptions, especially the sub-tasks, should be detailed and specific enough for the evaluators of your proposal to understand in detail what activities will take place and how these contribute to the development of the technology and the business. They also serve as criteria for the Space BIC to monitor your company's progress and as a detailed work plan during incubation. Therefore, describe not only what you will do, but also what the intended result is. For development activities, explain how you will validate and verify the outcome.

In the costs overview, which also serves as an expenditure plan for the incentive and other funding sources, explain which costs you expect to have and from which sources they are financed. If you plan to use the incentive to pay for internal costs, then information on personnel category, number of hours, and internal hourly rates are required. Please respect any restrictions related to the Space BIC incentive as described in the draft incubation contract.]

Text

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task # …** [name]  **Responsible: [name]**  **Inputs:** [e.g. output of previous tasks, test results, publication reference, …  **Objective:** [describe **what** should be achieved by the end of the task and define what a successful outcome is]  **Sub-Tasks** [describe in detail the activity steps needed to reach the objective]   1. … 2. … 3. …   **Costs**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sub-task | Type of expense/Supplier etc. | Space BIC incentive (EUR) | Other Local incentives (EUR) | Total of other sources  (EUR) | |  |  |  |  |  | |  |  |  |  |  | | Total (EUR) |  |  |  |  |   **Output:** [e.g. Design Document, Software, Hardware prototype, Test Results, Market analysis, …] |

Table: Task Description

## 1.3 Deliverables to the Space BIC

Writing Tips

[Please provide a detailed description of the deliverables to be provided at the mandatory milestones PM1, MTR and FR. As a minimum, the following is required:

* PM1:
  + Finalised incubation proposal (including any updates agreed upon at the negotiation or subsequently)
  + Updated business plan including any changes made after applying to the Space BIC
* The Incubatee Progress Report (submitted every 3 months)
  + action items completed during the reporting period;
  + description of progress: events accomplished etc;
  + problem areas, if any, and corrective actions planned and/or taken.
  + events anticipated during the next reporting period;
  + further details to be provided on a case-by-case basis.
  + Updated business plan – as applicable
* The Incubatee Annual Report (submitted yearly)
  + Technical Deliverable: Valid Technical concept Specification
  + Business Deliverable: Addressed IPR Obligations, Formalized Business Plan
  + Strategic, Communication, PR Deliverable: Company fact sheets, Concept teaser video, Investors/ Partners pitch deck, any other public activities
  + Updated business plan – as applicable

The Space BIC may also request additional or other deliverables to be done.

Regarding “deliverable item”:

* The Space BIC will discuss with successful applicants which “deliverable items” are suitable and can be agreed upon. Nevertheless, a proposal should be provided.
* This should be hardware, software, a prototype, demonstrations, etc., that qualify as deliverables according to the Draft Incubation Contract.
* The Space BIC will use this both for demonstration purposes and for verifying the use of incentive according to the incubation proposal (or as subsequently agreed).
* All deliverables should be agreed upon during contract negotiation and should be specified either in the incubation contract or in minutes of the negotiations.]

# Management

Writing Tips

[Explain how you will manage the incubation period. Highlight anticipated challenges and your strategies to address them.]

Text

# 3. Financing and Funding Request

Writing Tips

[Detail financing plans during incubation, specifying funding sources until revenue generation becomes sustainable. Note any restrictions related to the Space BIC incentive and that most of this funding may be paid in terms *after* the costs have been made. Outline how internal costs, personnel categories, hours, and rates will be funded.

In the table Funding Split below, please provide per task the estimated split of the costs into “External costs” (services or products provided by third parties) and “Internal costs”. Also indicate which sources will cover these costs.

The funding sources are divided into (see the draft incubation contact for details):

* The **Space BIC incentive** is limited to 50 000 EUR in total. It can be used for any purpose linked with the objectives of the incubation. This incentive does not have to be paid back. Please refer to the Draft Incubation Contract for more details.
* **Loan Request**: You may optionally request a bank loan (or other funding mechanism) prior to or during incubation. In the table Funding Split, please provide what amount you plan to request as a loan (or other funding source).
* **Other Sources:** Please specify additional financial sources such as financial support provided by investors, etc. as well as company/entrepreneur own/self-funding. Please specify the other funding sources.

Please ensure that “Total Costs” match “Total Funding”.

Please use the FUNDING table contained in the Excel file attached to this application and insert this below.]

Text



Tab.: Funding Split

# 4. Support Request

## 4.1 Technical and IPR Support

Writing Tips

[Please define in your own words, what type of Technical or Legal/IPR Support you request from the Space BIC to develop your product/service. Technical support is typically provided as advisory support and is generally related to using space technology, data with space origin or methodologies developed within the space engineering domain. Access to facilities may be available as technical support. IPR support is typically related to patents and other intellectual properties.]

Text

## 4.2 Business Support

Writing Tips

[Please define in your own words, what type of Business Support you request from the Space BIC in order to establish and grow your company. Such support is typically provided through coaching and training.]

Text

## 4.3 Office Support

Writing Tips

[Specify the required number of desk spaces and additional facilities, such as laboratory space. Note that office or laboratory space might incur rental fees, whereas common Space BIC facilities like meeting rooms are typically free during incubation.]

Text