



## Section I: Instruction for Business & Activity Proposal (BAP)

This document is meant to inform applicants of the required length and content of their Business & Activity Proposal (BAP). Any relevant information in addition to the required information is welcome.

## Content of proposal

The proposal shall contain the following information:

### **1. Cover Letter**

The Applicant is asked to introduce the application with a cover letter following the template attached in document Proposal Template Cover Letter. The cover letter must clearly state that the draft contract conditions are read, understood and accepted. It shall also provide the name, address, e-mail and telephone number of the Applicant whom all communications relating to the call for proposal shall be addressed to, as well as the names, e-mail and telephone numbers of the persons who will be responsible for the day-to-day management of any resulting contract and the legal representative signing the contract. It also contains a Requirements Checklist and the Applicant is specifically asked to fill in, sign, date the Requirements Checklist in the document Proposal Template Cover Letter. The Applicant is welcome to provide additional information on any aspect of the Requirements Checklist. The Applicant is also asked to provide a paragraph concerning Space Connection that is to be copy/pasted from paragraph 4.1 of the Business Plan.

The Applicant is asked to provide a paragraph "Support Request Overview" on maximum ½ page.

The Applicant is also asked to provide a paragraph concerning Executive Summary to be copy/pasted from paragraph 1 of the Business Plan, maximum 1 page.

### **2. Incubation Proposal**

The Applicant is asked to produce the Incubation Proposal, containing Activity Proposal, Management & Work Logic, Funding Request and Support Request, following the Template Incubation Proposal. Please limit the Incubation Proposal to maximum 10 pages excluding cover page and excluding the table of contents.

### **3. Business Plan and Executive Summary**

The Applicant is asked to produce a Business Plan as provided in the document Proposal Template Business Plan. The content of the Business Plan is attached in the document Proposal Template Business Plan.

The Applicant is asked to produce an executive summary also provided in the document Proposal Template Business Plan and also attach it in the document Proposal template Cover Letter. Please limit the Business Plan to maximum 25 pages excluding cover page and excluding the table of contents. To detail and add some more info, add annexes to maximum 15 pages.

#### **4. Additional Information**

Any additional information relevant to the application such as:

Current tenancy Agreement including notice period

References

Publications

Letter of Support

Patents filed

Etc.