

## Application Guidance

1. These Guidance Notes complement the Announcement of Opportunity and are designed to help with completing the Application Form (Annex C). Please note:
  - The application form template has been provided. No adjustments to the formatting, size, or other parameters should be adjusted.
  - All sections of the application form are mandatory other than those clearly stated (page 16). Should any mandatory sections be omitted, the proposal will be rejected.
  - Should any part of the application overrun the specified page or word limit, we will only consider material up to the designated page limit that is in the correct format.
  - All applications forms must be completed in Arial font, size 11, and submitted as an A4 document of 17 pages, in line with the template.
  - Annex D must also be completed and submitted with the application form, for the application to be considered

### **Application Process**

2. Please note the following information regarding this Announcement of Opportunity:
  - All applications will be treated in confidence in accordance with the confidentiality section of the Announcement of Opportunity.
  - The application process for this competition requires completion of the application form, Annex C and State Aid declaration, Annex D.
  - Both application documents must be submitted via email to [Spaceflight@ukspaceagency.gov.uk](mailto:Spaceflight@ukspaceagency.gov.uk). Applications must not exceed 10MB and all documents must be attached electronically, and submitted on the templates provided. For avoidance of doubt we expect each email to contain 2 attachments – a completed application form (Annex C) and a completed State Aid Letter of Evidence (Annex D). Additional information provided beyond that requested will not be evaluated.
  - We strongly advise that the accompanying Application Guidance notes below are read prior to submission.
  - Upon receipt of an application, you will be issued with a receipt note within 1 working day. If you do not receive this, please contact the Spaceflight team.

## ANNEX A

- If you wish to submit several applications, each of these must be emailed separately.
  - Only use acronyms where a term is mentioned frequently throughout the proposal. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the selection process.
  - Annexes A, B, E and F are provided as supporting documentation and are not to be submitted with the application.
3. The application form pages have been set. The table below identifies each section of the form and the page limits applicable to each. All text should be single-spaced typescript, font Arial, size 11. Information provided outside of the existing application form fixed pages will not be considered by the advisory panel when proposals are scored.

<b>Section</b>	<b>Description</b>
Main details <i>As per template layout</i>	A fully completed template summarising the main details of the proposal
Project Summary <i>As per template layout</i>	A summary of the proposed project, suitable for public release
Company and organisation <i>As per template layout</i>	Detail of parties involved in the project, including a description of the primary project delivery team
UK benefits <i>Max 3 pages</i>	A description of the proposed involvement from, and benefit to, the UK
Technical viability and concept of operations <i>Max 3 pages</i>	A description of your proposed concept of operations, and how the project will assess technical viability.
Commercial viability <i>Max 3 pages</i>	A description of how your project will consider a business plan and assess commercial viability
Financial and management information <i>As per template layout</i>	Detail on your projected cost information and management processes
Declaration <i>As per template layout</i>	Final declaration
State Aid <i>As per Annex D</i>	Completion of Annex D – State Aid Letter of Evidence

## **Guidelines for completing an application form**

### **Section 1 - Main Details**

This section should be completed as per the template provided, with the following details:

- a. Please confirm the full registered name of the single lead organisation making this proposal, to which any funding will be paid;
- b. The project duration, specified in months.
- c. Please specify the exact grant requested from the UK Space Agency. Costs should be to the nearest one pound and should be in GBP currency.
- d. Please specify the total project cost to the nearest one pound, and percentage of grant funding being requested compared to this total.
- e. Please identify if you are looking to provide range services for horizontal spaceflight, vertical spaceflight or both.

### **Section 2 - Project summary**

Please provide a summary of your proposal that can be used in publications, for example on the UK Space Agency website or in a press release if the project is funded.

### **Section 3 - Company and Organisation**

This section should be completed with the following details:

- a. Please confirm the nationality, employee count and estimated annual income of the lead organisation for this proposal, representative of the organisation.
- b. Please identify the name of the person who will be the primary contact for the duration of the project.
- c. Please identify any other organisations who are significantly involved in the application. In addition, a description of their expertise and role within the project should be provided. This may include:
  - i. Any organisations who are already committed to this project, and will form part of the project delivery team.
  - ii. All other organisations who are involved in the project, either forming part of the project delivery team or otherwise supporting the project.
  - iii. If the proposal is to study only one, two or three of the range control tasks,

please identify with whom the lead organisation propose working with to provide all remaining range control activities, and what form of relationship will exist with these other providers.

#### **Section 4 - UK benefits**

Please describe how your range services will bring benefits to the UK space sector or grow the expertise available in the UK and benefit the UK economy. In particular, please specify:

- a. How you intend the development and operation of your range services to generate wider employment and business opportunities;
- b. Any UK suppliers that will be involved in any aspect of your activity;
- c. How you will intend to estimate the value of the UK supply chain, jobs and other benefits that will could be created by your service, including your underlying assumptions.

#### **Section 5 - Technical viability and concept of operations**

This section should give a clear description of the concept of operations you propose to examine, and how the project will assess technical viability. In particular, please specify;

- a. Which of the four range control services, outlined in paragraph 7 of the Announcement of Opportunity document, you propose to study providing;
- b. What current evidence there is that your proposal would enable safe and reliable range control services;
- c. If, and how, your proposal will match the requirement of any specific launch vehicles or sites;
- d. The locations of any physical infrastructure, either fixed or mobile, you predict will be required to deliver your concept of operations;
- e. What standards or methods your proposal will consider when estimating the technical viability of your proposed operation.

#### **Section 6 - Commercial viability**

This section should give a clear description of the market you wish to consider serving, and how you propose to build a costed business plan that could be used to seek investment on commercial terms. In particular, please specify:

- a. How your project will assess commercially viability;

- b. The sources of investment your project will consider (or approach);
- c. Your initial expectation of the capital and operational costs involved in your proposed service;
- d. What customers you wish to consider serving, either in the UK or abroad, and any estimates of the price they may pay for your proposed service.

### **Section 7 - Financial and management information**

Please describe your approach to managing the project, and the any relevant financial information relating to delivery of the project. In particular, please specify:

- a. Describe the programme management, governance and oversight arrangements you will use to assure your time, cost and quality specifications;
- b. Identify and explain any key risks, constraints or uncertainties that you anticipate, alongside any processes or measures in place to manage or mitigate these risks;
- c. The rationale for the amount of grant funding requested, including reference to which of the four identified range control tasks you propose to study and the overall project cost;
- d. An explanation of your requested milestones, as per the milestone table provided in section 7e;
- e. Complete the milestone proforma, clearly showing the milestone title, date of completion, associated grant value requested, the deliverables as evidence of completion, and the success criteria for each deliverable;

**Please note:** Page 16 of the Application Form is the only non-mandatory section of the Application Form. This should only be completed by those submitting exception applications that are seeking funding after 31 March 2019.

### **Section 8 - Declaration**

Please complete the three check boxes and the name of the person who is responsible for completion of the application form. Any application received without a fully completed Section 8 will not be assessed.

### **State Aid**

Please complete Annex D - State Aid Letter of Evidence. This must be submitted with your application form to be considered for assessment.