**Spaceflight Programme**

Horizontal Spaceport Business Development Funding Call

**Annex B: Application Form**

This application form should be completed with reference to the information in the *Announcement of Opportunity* and in the *Application Guidance and FAQs* (Annex A) documents.

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| **Section 1: Main Details** | |
| Lead organisation name: |  |
| Project title: |  |
| Project duration (in months): |  |
| Grant funding requested (£): |  |
| Total project cost (£): |  |
| Grant funding requested as percentage of total project cost: |  |
|  | |
| **Section 2: Project Summary** | |
| A description of proposed project: *(Max half a page)* | |
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| --- | --- | --- |
| **Section 3: Company and organisation** | | |
| **3a) Details of lead organisation** | | |
| Organisation Name: | |  |
| Registered address: | |  |
|  | |  |
|  | |  |
| Town/City: | |  |
| County: | |  |
| Country: | |  |
| Post code: | |  |
| Website: | |  |
| Main Activity: | |  |
| Organisation nationality: | |  |
| How long has your organisation be in operation (years)? | | |
|  | | |
| What is the size\* of your organisation? | | |
| Micro <10  Small < 50  Medium <250  Large ≥250  \* Based on the EC definition of enterprise types | | |
| Provide the estimated annual income (£) of your organisation in 2018-2019 FY: | | |
|  | | |
|  | | |
| **3b) Details of contact at lead organisation** | | |
| Title: |  | |
| Name: |  | |
| Position: |  | |
| Email: |  | |
| Phone: |  | |
|  | | |
| **3c) Other organisations significantly involved in the application – if applicable** | | |
| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
|  | | |
| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
|  | | |
| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
|  | | |
| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
|  | | |
| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
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| Organisation Name: |  | |
| Description of expertise and role within the project: | | |
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[insert further lines if required]

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| **Section 4: UK Benefits** |
| Describe how the outputs of your proposal will bring benefit to the UK spaceflight sector or grow the expertise available in the UK and benefit the UK economy: *(****Max 4 pages****)* |
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| **Section 5: Commercial and Technical viability** |
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| Descriptions of:   1. the market you wish to consider serving; 2. your proposed concept of operations; 3. how your project will research and develop technical and commercial viabilities *(****Max 8 pages****)* |
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| **Section 6: Methodology** |
| A description of how you will undertake the research in order to produce the Study Outputs (as set out under Point 10 of the Announcement of Opportunity) and to therefore build a costed business plan that could be used to seek investment on commercial terms: *(****Max 4 pages****)* |
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| **Section 7: Financial and management information – programme management** |
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| 7a) The programme management, governance and oversight arrangements you will use to assure your time, cost and quality specifications *(****Max 3 pages)*** |
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| **Section 7: Financial and management information - Risks** |
| 7b) An outline the risks associated with this project and how you plan to manage/mitigate against them, inserting additional lines as required: *(****Max 1 page****)* |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Risk ID** | **Risk Description** | **Impact**  **(High/**  **Medium/Low)** | **Likelihood**  **(High/**  **Medium/Low)** | **Risk Owner**  **(Organisation)** | **Mitigation(s)** | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | *etc* |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| **Section 7: Financial and management information – funding rationale** |
| 7c) Set out how grant funds will be distributed and the rationale for the grant funding requested, including reference to the overall project cost where appropriate: *(****Max 2 pages****)* |
| Grant requested:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Organisation name** | **Total project costs** | **PV/Other** | **UKSA grant** | **% UKSA grant** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | *insert additional lines as required* |  |  |  |  | |

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| **Section 7: Financial and management information - milestones** |
| 7d) A description/explanation of your requested milestones as listed in the milestone table in section 7e: *(****Max 2 pages****)* |
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| **Section 7: Financial and management information – milestone deliverables** | | | | |
| 7e) Detail the milestones, deliverables and success criteria you propose for the project, inserting additional lines as required: | | | | |
| **Milestone and description** | | | **Deliverable(s)** | **Acceptance Criteria** |
| **1** | **Completion Date:** | (X) 2019 | 1.  2. | 1.  2. |
| **Title:** |  |
| **Grant Value:** |  |
| **Total Value:** |  |
| **Milestone and description** | | | **Deliverable(s)** | **Acceptance Criteria** |
| **2** | **Completion Date:** |  | 1.  2. | 1.  2. |
| **Title:** |  |
| **Grant Value:** |  |
| **Total Value:** |  |
| **Milestone and description** | | | **Deliverable(s)** | **Acceptance Criteria** |
| **3** | **Completion Date:** |  | 1.  2. | 1.  2. |
| **Title:** |  |
| **Grant Value:** |  |
| **Total Value:** |  |

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| **Section 8: State aid** |
| An explanation of the State aid category for your project: *(****Max 1 page****)* |
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| **Section 9: Declaration** | |
| The lead applicant, named below, confirms they have obtained the relevant consent from an authorised officer or appropriate signatory who will sign a grant agreement if successful. By signing the declaration below, you confirm that your organisation is content to accept the terms of the UK Space Agency grant funding agreement.  By submitting the application, you are confirming that the information given, in this application, is completed to the best of your knowledge and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made.  This form must be submitted electronically **by 12:00 (BST) ON 17 JULY 2019** to [Spaceflight@ukspaceagency.gov.uk](mailto:Spaceflight@ukspaceagency.gov.uk) | |
| Name of person who completed this application form: |  |
| ☐ I hereby confirm that I fully comply with the declaration as stated above (please tick)  ☐ I hereby confirm that I am agreeing in principle to the terms of the template Annex D, Grant Funding Agreement (please tick)  If applicable:  ☐ I have requested amendments to the terms of the template Annex D, Grant Funding Agreement, and a marked-up copy is submitted with the application (please tick) | |