

Guide to applying for 'UK National Delegate' support for the ESA ARTES Programme.

Version 1.0

November 2021

ARTES in the UK

In September 2021, the UK Government announced an ambitious National Space Strategy, with Satcom seen as a key area of focus for the UK. Building on its long heritage, we need to position Satcom to meet the demands of the digital age, delivering connectivity and supporting 'always on' services, regardless of location. Modern life is increasingly connected, with advances in autonomous machines and connectivity needed away from traditional population centres. To achieve this, we are seeking ideas to help drive innovation in Satellite communications and seize opportunities in existing and emerging markets.

The UK subscribed £250m to the ARTES (Advanced Research in Telecommunications Systems) programme in 2019 to support the UK satellite telecommunications industry. The programme can cover development of components, systems or services, and any aspect of the space, ground or network segments.

This guidance details how to apply for 'National Delegate' support for technology developments under the Competitiveness and Growth call of the European Space Agency (ESA) ARTES programme. It should be completed in parallel with the detailed 'Guide to Completing a Proposal' in the ARTES Proposal Form (ART21). Not all ARTES elements require National Delegate support. Please check the ESA eligibility rules before applying.

Information on applying for funding support for Business Applications can be found here: <https://spaceforsmartergovernment.uk/esa-bap/>.

What is National Delegate support

Applicants must demonstrate national support prior to applying to ESA. This is called 'National Delegate support', as the UK delegates its national support to a named member of staff within the UK Space Agency. This guidance is designed to set out the process for applying for National Delegate support within the call for proposals.

When to apply

This call for proposals is open from 19th November 2021 until 31st January 2022. Proposals will only be considered if they are submitted within this period.

- Funding call opens: 19th November 2021.
- Deadline for submission of Expressions of Interest: 7th January 2022 at 12 noon GMT.
- Deadline for submission of proposals: 31st January 2022 at 12 noon GMT.
- Notification of UK outcomes: 28th February 2022.

Further competition dates will be published on gov.uk. Once a competition is opened the latest guidance on how to apply, the assessment criteria and eligibility will be available online. There will be the opportunity to join an online webinar.

How to apply

There are three steps to applying for National Delegate support, which are detailed in Figure 1:

Applying for National Delegate support under the ESA ARTES Programme

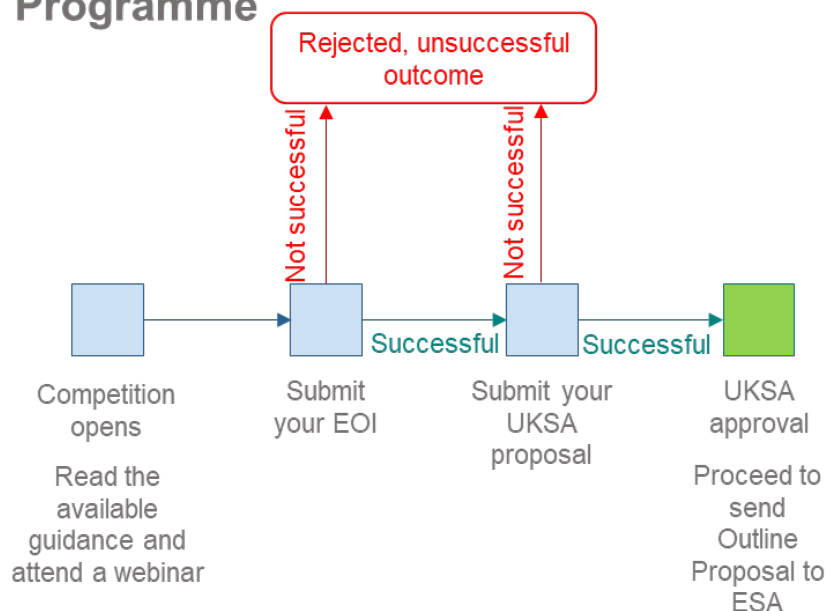


Figure 1

Step 1: Submitting an Expression of Interest (EOI)

To apply for National Delegate support, you must submit an Expression of Interest Form (Form EOI21) to artes@ukspaceagency.gov.uk.

This can be submitted at any time up to 12 noon (GMT) on 7th January 2022. However, in order to ensure you have time to submit a proposal, we advise completing the EOI well in advance of the competition deadline. EOIs are considered on a rolling, weekly basis, and we aim to respond to all completed forms within 7 working days.

You may then be invited to submit a completed application by the competition closing date. If you are not successful, you may receive feedback on the reasons why. At this stage you may resubmit your EOI.

You may submit as many EOIs as you want, in response to both feedback and changes to your plans. However, please be mindful of the time it takes the team to review these. Submissions deemed vexatious will not be considered.

Note: You must submit an Expression of Interest before 7th January 2022. If you do not, your proposal will not be considered.

Step 2: Submitting an application for National Delegate support

If you are invited to apply for National Delegate support you must submit the completed form by the published closing date and time to artes@ukspaceagency.gov.uk. Forms not sent to this address will not be considered.

These applications can be submitted at any time while the competition is live. You will receive an acknowledgement of receipt.

Once we have received your submission the team will review your application and it will be considered by a panel of experts within the UK Space Agency. This panel may include additional colleagues for very specialist or complex project proposals.

You will be notified of the outcome of your application by email by the 28th February 2022. You should not contact the team before this date and any enquiries may not be dealt with until after this date. We reserve the right to extend this date if required.

Step 3: Provisional National Delegate support

If you are successful in your application to UKSA, you will receive provisional National Delegate support. At this stage you can begin the process of submitting directly to ESA. This is set out in Figure 2:

Applying to ESA with National Delegate support under the ESA ARTES Programme

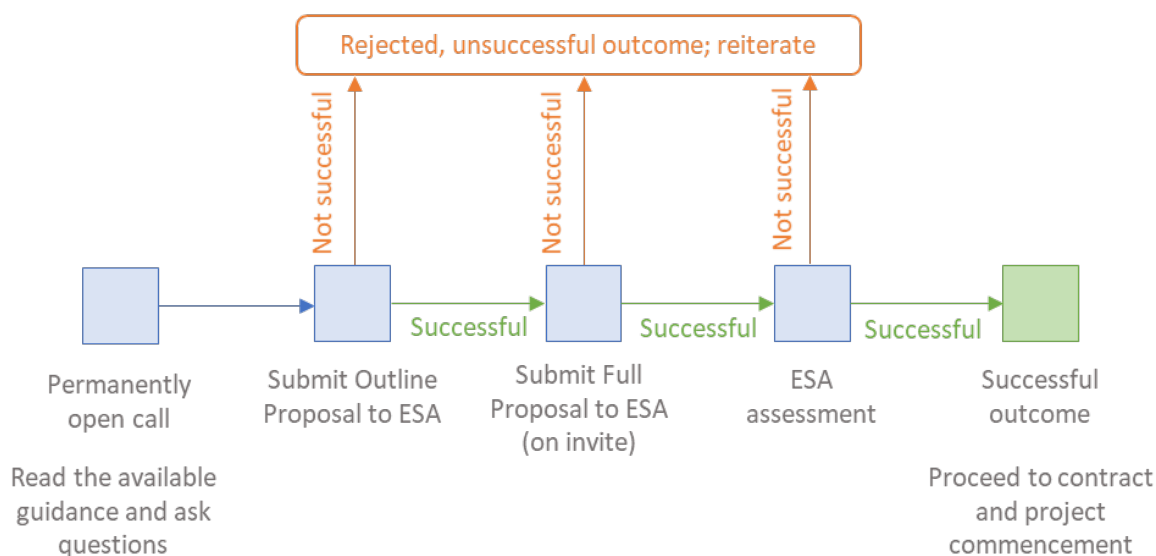


Figure 2.

You will need to submit an Outline Proposal to ESA. Details on how to apply are here:

<https://artes.esa.int/>

If you are successful at this stage, you will be invited to submit a Full Proposal to ESA. To submit a Full Proposal, you will need an 'Authorisation of Funding' letter from the UK National Delegate in UKSA. You will be given details on how to request this if you are successful at Step 2.

Please note: if you do not provide the required information by the date agreed, you may not receive your letter in time.

Once we have provided an 'Authorisation of Funding' letter supporting your proposal, our support is confirmed. You can then submit your Full Proposal to ESA, who will begin its formal consideration.

We expect you to stay in touch throughout the life of the programme, from contracting to completion. We expect to publicise most funding awards in coordination with winning companies and to be kept informed of any changes or developments for the duration of the project. This ensures we can support you if any adjustments are needed.

Applying to change an existing project

We understand that sometimes you may need to change aspects of a project. Where you have existing activities, we encourage you to work with ESA to ensure you have the relevant support to be able to adapt to succeed. Subject to this, we will consider funding minor changes to projects on a rolling basis. However, if you are applying to change or adapt the scope of an existing programme, including adding additional activities, you may need to apply for further funding during an open call.

The table below splits out when a new funding request is required:

What are you requesting additional funding for?	What is the value of the request	How to apply for additional funding
Where something has not worked out as expected, or where a risk has materialised. For example, a change in supplier is required.	Less than 10% of the original proposal (including any previous change requests).	Minor corrective action. Please contact the team who will ask for further information and consider your request within a calendar month.
Where a new opportunity has arisen. For example, a new customer, or an additional spin out activity is possible.	Greater than 10% of the original proposal (including any previous change requests).	New funding request. You will need to submit a new funding request during one of the three open calls each year. You should include details of the existing project.
For further phases, whether planned or unplanned, where you have not been awarded funding. For example, where you undertake a Definition Phase activity prior to technology development.	Any new funding request.	New funding request. You will need to submit a new funding request during one of the three open calls each year. You should include details of the existing project. You should apply in plenty of time to ensure project continuity.

If you have any questions about the status of an existing project, please contact the team at artes@ukspaceagency.gov.uk.

Eligibility and assessment criteria

Eligibility:

Please check the ESA guidance on eligibility criteria under the ARTES Programme. In addition to this, UKSA will apply the following eligibility criteria:

Telecommunications

ARTES is a telecommunications programme. Although this may include projects that support other activities, they should be in the context of telecommunications. Activities that are primarily for another purpose, such as Earth Observation or climate monitoring, will not be supported.

You can find details of other funding programmes for space on the UK Space Agency website.

UK-based organisations

To be considered for UK National Delegate support, organisations must be UK-based and, for commercial companies, must have a UK registration at Companies House. If you are considering moving to the UK, or you do not have a UK registration, you can seek further guidance from the team at artes@ukspaceagency.gov.uk.

Essential non-UK spend requests

Products and services from non-UK suppliers that are considered essential to deliver successful projects, may be included in proposals. However, all proposals must demonstrate their value to the UK and non-UK spend requests are unlikely to score highly against other, UK-based activities. Any non-UK spend requests should be clearly stated in your initial application. Late requests will not be considered if they have not been declared and approved at the applications stage.

Match-funding

ESA eligibility on match funding states companies can apply for *up to 80%* funding for programmes, whereas in the UK two funding limits are available depending on the size of the company applying:

1. For all large or non-SME companies, including companies who are wholly owned by large companies or groups of companies, or for SMEs undertaking very high-value programmes – *up to 50%*.
2. For all other SME companies and activities – *up to 75%*.

However, all matched funding decisions remain at the discretion of the UK Space Agency and rates will be applied to individual organisations relative to their individual projects.

Research and technology organisations should follow the ESA criteria on funding.

Regulation, licensing and spectrum use and filing

The UK Space Agency will not fund licensing or regulatory compliance activities, either in the UK or overseas.

We expect to see a viable approach to spectrum use in projects and we will not fund activities that are not supported by current UK Government policy. Where activities involve the novel use of spectrum, we will expect to see evidence of engagement with relevant regulators which demonstrates programmes are viable and are not dependent on a single high-risk or novel use of spectrum.

Travel and Subsistence

UK will only support reasonable travel and subsistence costs. No claims for alcohol or entertainment will be accepted.

All projected expenditure must be recorded in the relevant ESA proposal. The UK Space Agency reserves the right not to support projects where costs appear excessive and any challenges may delay your application to ESA.

If you are in any doubt about what is reasonable you should contact the team.

Assessment criteria

All proposals will be considered under five assessment criteria. Successful bids must demonstrate a successful balance across the criteria, but we reserve the right to consider proposals which are more weighted towards some than others.

All proposals are considered in competition with other proposals received. We reserve the right to fund up to the funding level sought, or less, where we consider the need for the sum requested has not been sufficiently demonstrated.

The criteria are:

Approach and methodology – there should be a well-considered approach to the project, with clear goals.

Financial return – there should be a satisfactory financial return to the UK space sector, including to the lead applicant and their partners and supply chains.

Innovation – we will consider whether the goal of the programme is challenging enough to warrant support, as well as whether it is a suitable innovation target. Importantly, innovation can be in product or service development, including design, manufacture or demonstration.

Supply chain – we will consider whether the benefits of the proposal are suitably distributed within a sustainable UK supply chain. We will look to see how the supply chain is incorporated into the project, to ensure maximum benefits. As such, consortium bids will score highly.

Wider benefits – Environmental, Social or Economic – we will consider the wider direct or indirect benefits from the programme, which can be supplemented with case studies or other formats.

Complaints

If you are unhappy with either the outcome of your application or how the process was managed, or for any other reason, you can make a complaint by contacting the team at artes@ukspaceagency.gov.uk. Please set out the nature of your complaint in detail. The team will try to resolve a complaint in the first instance but, if resolution is not possible, we will refer it to the UK Space Agency central complaints process, where it will be independently assessed.

Further information

If you would like any further information, or have any questions or feedback about this guidance, please contact the team: artes@ukspaceagency.gov.uk.