

CANDIDACIES ENROLLMENT GUIDE

BUSINESS FACTORY AUTO

6TH EDITION



Business Factory Auto (BFA) is an initiative promoted by the **Xunta de Galicia** through the Galician Innovation Agency (GAIN), the Galician Institute for Economic Development (IGAPE) and the Collective Investment Undertakings of the Closed-End Type (Xesgalicia); the **Free Trade Zone Consortium of Vigo (CZFV)** and Vigo Activo Sociedad de Capital Riesgo, SA SME (VIGO ACTIVO); the **Galician Automotive Companies Cluster Foundation (CEAGA)** and **Stellantis**.

Business Factory Auto is a vertical accelerator focused on the automotive sector. The initiative is led by **CEAGA** and **Stellantis**, promoted by the **Xunta de Galicia**, the **Consortium of the Vigo Free Zone** and the components companies of the automotive sector in Galicia.

The program has got 2 phases whose difference is given according to the degree of maturity of the projects. Projects will be eligible for the **acceleration phase** that are in a seed stage and projects that need to develop and validate their product or service in the automotive sector, this phase has a duration of up to 9 months. If the project has its product or service defined and real sales, it could opt for the **consolidation phase** which would have a duration up to 12 months.

The project enrollment process for the sixth edition of the BFA programme will be open from June 30, 2021 until 2:00 p.m. (CEST) of September 22, 2021. The evaluation and selection process will end on November 15, 2021 with the publication of the selected projects. The Business Factory Auto reserves the right to shorten or extend this period by means of an announcement that will be published on the page www.bfauto.es/en, being the final valid dates those that appear on the BFA website.

Projects interested in participating in current call must complete the registration form available on the BFA website www.bfauto.es/en within the period indicated in the calendar. Once the registration is validated, it can no longer be modified. Only the information provided in the enrollment form will be taken into account to evaluate all those projects that comply with the terms and requirements of these bases. Once the candidacy has been studied, the BFA reserves the right to request more information from the projects if it deems it necessary.

The registration form must be accompanied by a video of the project promoters explaining their candidacy in a slot not exceeding 4 minutes. The main goal of the video is to understand the project, know the team, know what the value proposition is, what elements differentiate it from its competitors, what are the main milestones reached, the next steps or means that will be necessary for its implementation. In short, all the information they consider necessary to better understand the project. In addition, it is possible to attach other files that can provide additional information (presentations, cases, etc.).

OPERATION OF THE WEB PLATFORM

BFA needs that you to fill in the registration form that you will find on our website www.bfauto.es/en so that we can find out about your candidacy.

You will have to create a user by clicking on the **Login / Register** section to be able to access the platform. As next step, the user will receive an email with a link that you must access to verify their account and complete the registration. The user will be able to access their account through the BFA website by entering their access data from that moment on. You must have in mind that this validation automatic email can go to your *Spam* folder.

In the same **Login / Register** section, it is available the button *Have you forgotten your password?* which allows the user to reset their password in case of loss or forgetfulness. The user must enter their username or email and automatically an email with a link, through which they can reset their password.

What is BFA? About Us ▾ Projects ▾ Programme terms News **Login/Register**

BFA Login

I am already a user

Username or email

Password

Remember me next time

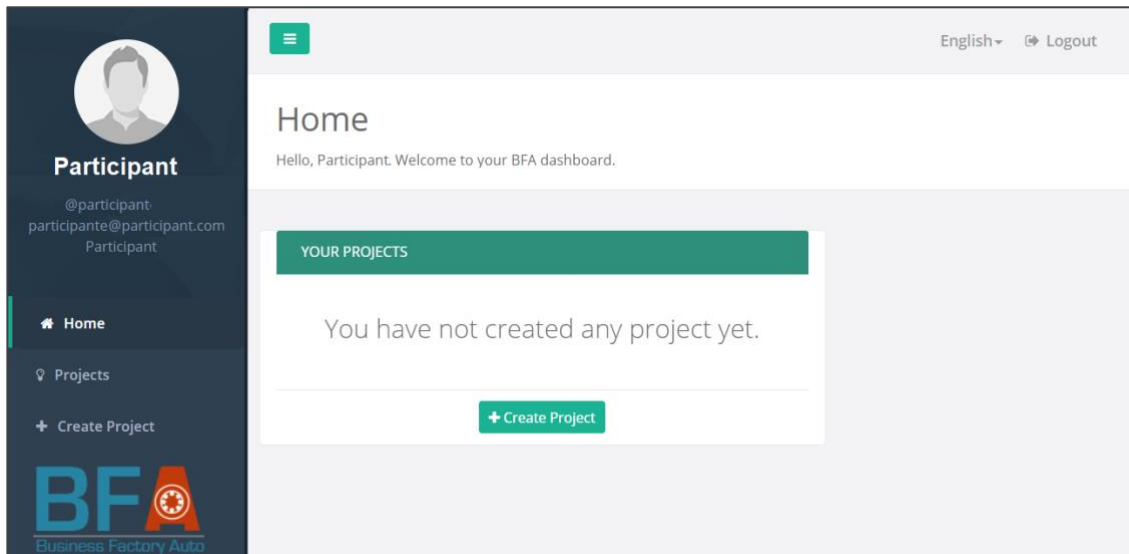
Log In

[Have you forgotten your password?](#)

I want to be an user

You can [create an account.](#)

Once you access the web platform you will find the following screen, where you can see the control panel located on the left side and where the different sections of web platform are located.



Clicking **on the user's image**, you access to the user's profile where you can modify the participant's data. In addition, there are the different sections with which you will work while you are registering your candidacy:

Home

Section in which the user can easily view the project or projects that have created.

Projects

Section in which the user can see the project or projects created in more detail. In this section you can see the status of the project:

New: the *owner* has just created a project, but he has not yet filled in the form and he has not validated or confirmed the registration of the project. In this state, the project will not enter the selection phase, therefore, it will be discarded.

Draft: the *owner* has started or completed the registration form, but has not validated it. In this state, the project will not enter the selection phase, therefore, it will be discarded.

Submitted: in this case the *owner* has validated the registration form. Once the form has been validated, no modifications can be made and it goes to the selection phase.

Create project

Section for the creation of new projects and where the candidate must fill out the registration questionnaire.

HOW TO APPLY A CANDIDACY

The enrolment form can only be completed and validated by a user whom we will call the "Owner".

The *Owner* will have to carry out the following tasks for the right registration of their application: creation of the project, incorporation of the team members and complementation of the registration form.

The figure or role of the "Owner" may be transferable, this means that the owner of the project may leave to be an owner and appoint another member of the project as "owner".

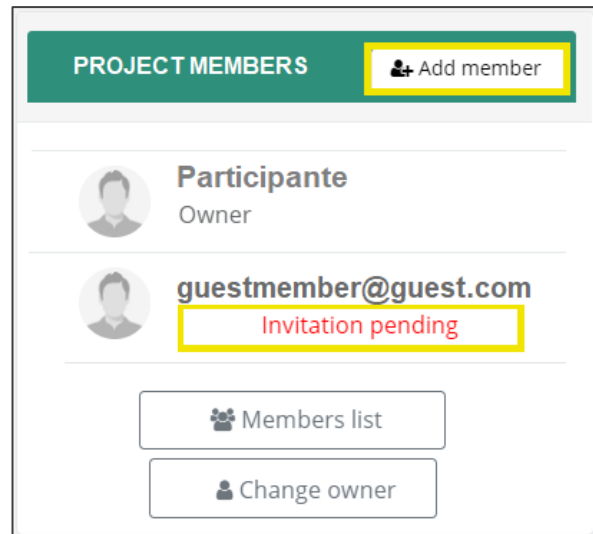
If you go to the "Create project" section, the following screen will appear in which you will have to complete the general information of the project that is requested: project name, description, email, etc. Once this information is saved, the status of the project will be "new".

The screenshot shows a web interface for creating a project. On the left is a dark sidebar with a user profile for 'Participant' and navigation links for Home, Projects, and Create Project. The main content area is titled 'Create Project' and contains two main sections. The 'PROJECT DATA' section has fields for Name (with a character limit and allowed characters), Requested phase (radio buttons for Acceleration and Consolidation), Phone, Email, Language (a dropdown menu set to English), Description (with a character limit), and Summary (with a character limit). The 'PROJECT MANAGER INVOLVEMENT' section has fields for Role (with an example text) and Implication (a dropdown menu set to Full time). At the bottom of the form are 'Cancel' and 'Save' buttons. The BFA logo is in the bottom left corner.

The owner of the project will be able to add / remove members to the team, appoint another member as owner and fill out the registration form from this moment on.

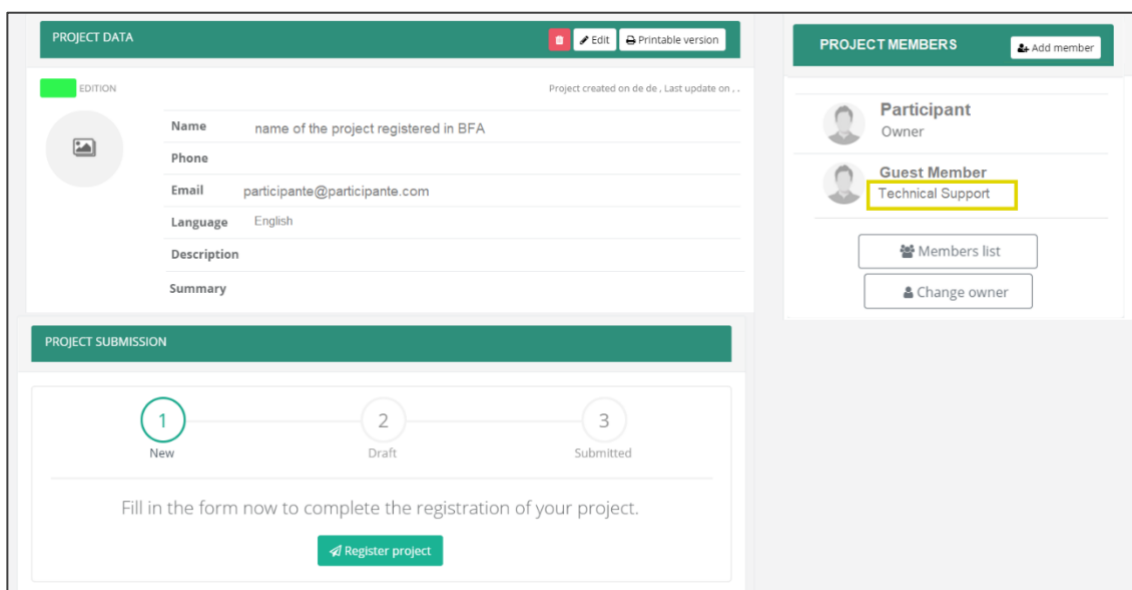
Add members to the team

Everyone who are part of the project management team must be registered. Once the project has been created, the owner has to click on the project and then click on a tab called "Add member" which will appear in the upper right part of the screen, the owner must click on it and fill in the email fields, involvement (at part or full time) and role (manager, technical manager, commercial manager, administration or other position that the owner considers appropriate, it is an editable field). An account validation email will be automatically forwarded to the invited member, who will click on the link and enter a username and password.



As long as the team member does not accept the invitation, their status will remain as "Invitation pending" and therefore that person will not be counted as a member of the project:

Once the invitation is accepted, under the name of the team member, the position that the member holds within the project will appear. The owner and all team members will be able to view the information about the registered members by clicking on the "Member List" tab. Only the owner can remove members from the project.



After all the members of the management team have been invited, the application will automatically add the available data of the project members into the registration form.

Both the owner and all members of the project will have access to the registration form for the projects they are part of. Only the owner can fill in, modify and validate the form.

HOW TO FILL THE ENROLLMENT FORM

When the general information of the project has been filled in and the project members have accepted the invitation, the last step is to complete the registration form. The owner finally must click on Register project and answer all the questions.

Some questions are marked as mandatory (*), as long as these sections are not completed by the owner, the form will not be able to be validated.

The screenshot shows a web interface for project registration. At the top, a yellow banner reads: "The project has been created. Now you must complete the registration form to incorporate it into BFA." Below this, the interface is divided into two main sections: "PROJECT DATA" and "PROJECT MEMBERS".

PROJECT DATA (green header) includes an "EDIT" button and a "Printable version" button. Underneath, there is an "EDITION" section with a "Project created on de de. Last update on ." label. The form fields include:

- Name:** name of the project registered in BFA
- Phone:** (empty field)
- Email:** participante@participante.com
- Language:** English
- Description:** (empty field)
- Summary:** (empty field)

PROJECT MEMBERS (green header) includes an "Add member" button. Below this, there are two member profiles:

- Participant Owner:** (with a profile icon)
- Guest Member Technical Support:** (with a profile icon)

Below the member profiles are two buttons: "Members list" and "Change owner".

PROJECT SUBMISSION (green header) features a progress bar with three steps: 1. New, 2. Draft, and 3. Submitted. Below the progress bar, it says: "Fill in the form now to complete the registration of your project." A yellow box highlights a green button labeled "Register project" with a checkmark icon.

The enrolment form has got a total of 15 questions for the acceleration program and 16 questions for the consolidation program. We can save in draft as many times as we consider necessary and then continue.

The registration form questions are divided into the following blocks:

General. In this section, it is necessary to complete basic project data such as project name, contact person, contact telephone number, email, type of project (Startup, One Company spin-out, Several Companies Spin-out or Spin-off) and a brief Project description.

Introduction. In this section, it is necessary to complete details of the company or entity, constitution or creation date and location. In addition, you must include a video of a maximum duration of 4 minutes in which the promoter and / or team explains their

project (without adding images or post-production). Today you can record a video with almost all mobile terminals.

Team. In this field it is necessary to specify who are the promoters and / or the project management team, what is their experience in the area of application of the project, as well as their professional achievements and degree of involvement in the project if they are selected. Be brief and concise, avoid generic answers, we want to know if the team behind the project is suitable for it.

It should be remembered that, in the case of a startup, when we talk about promoters and the management team, they will be the same, the shareholders. If it is a spin out or spin off, the promoters will be the company or the knowledge center and the management team will be the personnel dedicated to the project and the activities contemplated in BFA.

Project. In this part of form, you must make a description of the proposal in terms of degree of innovation, degree of acceleration, degree of scalability, capacity to consolidate and socioeconomic impact.

Furthermore, in this section it is necessary to specify whether the project covers any of the topics defined as being of interest to companies in the automotive sector in Galicia. One or more options can be marked according to the themes that the project can cover or solve.

Annexes. In this last section, you can attach documentation related to the product, a presentation of the company and letters of recommendation. All files must be in PDF format and none of them can exceed 30MB.

At the end of the questionnaire, you have an open field in which you can add the comments that you consider appropriate.

Registration form Submission

Only when the owner has completed all the mandatory questions, he can **validate project submission**

Management Team

Name: Participant, Last Name: [], % Shareholding: [] %, Email: [], Phone: []

Role in Project: Technical support, Dedication: Full time, % Dedication: [] %

Attach CV: [Select file]

Save draft, Validate project submission, Previous, Next

Once "the project registration has been validated" a new screen opens to confirm: **"Validate submission"**.

Review submission

Home / Projects / Review submission

Validate submission

IMPORTANT: Once the registration has been validated, you will not be able to edit the data or the members of a project. Review the data entered before continuing.

General

Project's name, Contact person, Contact telephone, Contact email, Requested phase, Company, Indicate the nature of the project, Describe briefly what the project is about

Introduction

Team

Project

Annexes

How did you find out about BFA? Press, If there is something that you want to add and that has not been considered in this questionnaire, you can indicate it below.

< Previous, Validate submission

