



Participant's Guide

BFFood



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1. INTRODUCCIÓN

Business Factory Food (hereinafter, BFFood) is the accelerator of the food sector of Galicia. Its mission is to accelerate and consolidate new companies that provide innovative solutions to the market, consolidate the business and industrial fabric of the Galician sector and attract national and international talent.

BFFood is an initiative promoted by Xunta de Galicia through the Galician Institute for Economic Promotion (IGAPE), the Galician Innovation Agency (GAIN) and the Collective Investment Undertakings of the Closed-End Type (XESGALICIA); it has the drive of the Food Cluster of Galicia (CLUSAGA), and big companies in the sector such as: Grupo Calvo, Grupo Nueva Pescanova, Bodegas Martín Codax, Kiwi Atlántico, Clavo Food Factory, CLUN Cooperativas Lácteas Unidas, Quescrem y Torre de Nuñez, as well as other collaborating entities of the sector.

BFFood also concentrates other collaborating entities such as Universidad de Vigo, Universidad de Santiago de Compostela, Universidad de A Coruña, Anfac-Cecopesca, Asociación Galega de Cooperativas Agrarias (AGACA), Instituto Tecnológico de Galicia, Fundación FEUGA, Gradient, Fundación CESGA, Cámara de Comercio de Santiago de Compostela, Asociación Empresarial do Tambre, AMS Soft y Coremain, which provide expert knowledge and infrastructures and technical means that make available to the projects for the development and advancement of them.

This guide aims to explain how BFFood works. The guide also explain the registration process of the participants on the web, as well as the presentation of candidacies in BFFood Program. That is why, in this document, there is a series of clear and concise indications that facilitate the execution of both procedures.

The guide also includes a description of the system of evaluation and selection of candidates that will be followed during the Selection Phase, in order to keep all parties informed about the procedure that will be followed in the selection of the finalist projects.

2. HOW BFFOOD WORKS

BFFood will make available to the project a series of supports that will facilitate its development, such as: a training and coaching program tailored to the needs of the project and with a focus on the food sector, a mentor of one of the tractor companies of the food sector that will guide them in the development of the project, a series of infrastructures, means and technical services necessary for the technical developments of the project, an initial non repayable funds and a participative loan, as well as a series of networking events that facilitate the interaction with the different agents of the Galician food ecosystem.

Business Factory Food starts each edition with an open call, that is, with the opening of the registration period on the website www.bffood.gal. Registration will be open for approximately one month, although the terms may vary (the specific dates of each edition will be published on the website).

With the closing of the registration period will start the Selection Phase, in which all the received applications will be evaluated.

Those that are selected and that meet the conditions and requirements established in the Programme Guidelines will sign a Framework Agreement with the Executive Board in which the training and personalized coaching program that the project will receive will be specified, the plan for uses of the infrastructures , means and technical services made available to the same and the different financing agreements that the financing entities contribute to the project.

At the end of the Acceleration Phase, the projects will be eligible for the new call in which the Consolidation Phase can be launched, and at this stage both projects that have passed through the Acceleration Phase and new projects outside of BFFood will be eligible.

3. HOW TO PRESENT A CANDIDATURE

The submission of candidatures to BFFood will be made exclusively through the web (www.bffood.gal) during the time allowed for the reception of the same. The process to follow for the correct registration of users and registration of candidacies is detailed below.

3.1 Registration of participants

To register, the participant must go to the "REGISTER" section and create a personal account by completing the information requested there. From that moment, the participant will be able to access his personal account through the BFFood website by entering his access data.

To create the account, it is necessary to accept the privacy policy, the rules of the call and the use of images, as specified in the rules of the call.

3.2. Add a project now

The user through whom the project is registered will be considered Project Manager (for project management purposes on the platform), so it is advisable that this person belongs to the project's promoter team.

The Administrator will have to perform the following tasks: create the project, incorporate the team members and complete the registration form.

3.2.1. Create a project

The participant, from his personal account, must access the section "Add a project now" and complete the information of the project that is requested: data of the promoter entity, CIF, postal address, etc. As indicated, the user who "creates the project" will be the Administrator.

3.2.2. Complete the registration form

The administrator must complete the registration form.

The form consists of a total of 18 questions, of which 9 are marked with an asterisk and must be completed to validate the project registration.

The following questions are mandatory:

Project data

Title of the project: the name or title of the project / idea / company must be indicated

Challenge or challenges to which the project is directed: challenge or challenges to which it aspires to solve with the project

Maturity: degree of development of the project, with 5 options, from idea to commercial expansion

Explains the value proposition of the project; that is, the product or service that is proposed (500 characters): show what value the project offers, whether it is a product or service and to whom it is addressed

Explains the business model of the project; that is, the production and commercial process (500 characters): exposure of the elements to make the product or service available to the target public

Conclusions

Indicate the three main strengths of your candidacy, in order of importance: from your point of view which are the main strengths or advantages of your project

Point out the three main weaknesses of your candidacy, in order of importance: from your point of view which are the main weaknesses or challenges to overcome in your project

Explain the expectations you expect to fulfill with your participation in BFF (500 characters): in which you hope that BFFood can help your project to succeed

Make additional considerations about your candidacy that are relevant and have not been collected (500 characters): any other information that is considered relevant for the evaluation of the project

As long as the 9 fields marked with an asterisk are not filled in, the project can not be saved.

The registration of the project and the different fields can be modified until the end of the call published in the terms and conditions of the call for proposals. As of that moment they are considered definitive and can not be modified.

3.3. Legal aspects

Since the exchange of information will take place throughout the different phases of the Program, it is important to make clear the use of it and the responsibilities that surround it. These aspects can be consulted in detail in the Terms and Conditions of the Program, which detail the terms of acceptance of the Terms, responsibility, intellectual property, disclosure of information, communications, protection of personal data and claims.

4. HOW THE SELECTION PROJECT IS

Through the selection process, all the applications received will be evaluated while the registration period is valid. The objective is to select up to 10 candidates for participation in the Acceleration Program and 6 in the Consolidation Program.

4.1. Selection process

The selection process consists of different stages and lasts approximately one month.

4.1.1. Evaluation of compliance with the registration process:

All the received applications will be initially evaluated in order to select those that meet the criteria published in the rules of the call, these being:

- That the applications have been submitted through the BFFood website and that they are completed according to the indications before the closing date and time indicated in the corresponding call.
- That all the proposals comply with the eligibility criteria established in the Program Rules of the call.
- Not be affected by incompatibilities.

4.1.2. Evaluation by independent experts and by the Committee of Tractor Entities

The admissible applications will be evaluated by both Independent Experts and the members of the Tractor Entities Committee (integrated by the BFFood tractors). The evaluation will be carried out following the criteria detailed in the section Evaluation Criteria established in the Terms of the call.

In this 1st edition of BFFood, after this evaluation, up to 18 projects will be pre-selected to participate in the next stage, the interviews and Pitch Day.

4.1.3. Personal interviews and Pitch Day

The pre-selected projects will be interviewed individually by a team of interviewers and will participate in the Pitch Day in order to verify the commitment and dedication of the team members, as well as the quality and viability of the project, and for any other issue that has arisen during the evaluation of the registration form made.

Prior to this interview and Pitch Day, the pre-selected projects will have a Pitch Day Workshop that will allow them to acquire the knowledge and skills necessary to adequately communicate their project and attract the attention of the investor, client or any other target audience..

4.1.4. Final Selection

After the celebration of the Pitch Day, a maximum of 10 projects will be selected to be invited to participate in the Acceleration Phase and 6 projects maximum for the Consolidation Phase, to which a formal proposal will be made to participate in BFFood that will be received by email.

The BFFood Management Team will email the selected projects to the contact e-mail address provided in the registration form with the formal invitation to join the BFFood program. The person responsible for the project must formally accept the invitation within 72 hours by replying to the email received. If such acceptance is not received by the deadline, the Executive Board may send the invitation to the next best valued project.

4.2. Evaluation criteria

In the received applications, the team and the project will be valued mainly. The evaluation criteria are set out in the relevant call rules.