Berlin

2009/2010 Subsidy Guide

The guide for business and business start-ups

www.ibb.de

Investitionsbank Berlin

Leistung für Berlin.

2009/2010 Subsidy Guide

The guide for business and business start-ups

Investitionsbank Berlin

Leistung für Berlin.

Foreword

Running an enterprise is an essential part of being an entrepreneur. But in real life, this is often a risky business. Establishing a new company, investing in new equipment or processes in existing enterprises, creating new jobs or training jobs - especially during economically difficult times calls for more than just for a good business idea, it also involves a willingness to take risks. However, the better prepared an entrepreneur is, the less risks involved. This Subsidy Guide provides you with one important tool.

Together with Investitionsbank Berlin, we have compiled all the programmes and instruments in this brochure which the federal state of Berlin has to offer when it comes to implementing your projects. The offering covers a wide range of financial support programmes in the form of grants, loans or investment as well as non-monetary support, such as consultancy services, qualification programmes and commercial space or rooms. Many offers have been upgraded or made more flexible in response to the current economic crisis. Make use of this opportunity and find out about the current terms and conditions.

Furthermore, Berlin's Senate is also determined to create a climate in the city that supports business. The Senate's projects which are designed for the city's small and medium-sized enterprises are bundled in the Berlin package of measures for medium-sized enterprises. Up-to-date reports on the progress of these efforts are given to the city's parliament and published on our website at: www.berlin.de/wirtschaftssenat. The focus of 2009 will be on further administrative and procedural streamlining efforts for professions in the services industry, in line with our commitment to implement the so-called "EU service directive". Supporting innovation through ongoing networking of business and science continues to be another central task. We must continue to make use of Berlin's enormous location potential offered by its universities and research institutions as well as the large, highly qualified workforce in the city.

However, politicians can only set the framework, whilst the decisions must be made by the entrepreneurs themselves. This is what I would like to encourage you to do. Berlin has a potential, and so has your company - together we will succeed.

Harald Wolf
Mayor and Senator for Business, Technology and Women

Foreword

Right in time for the "German Founders' and Entrepreneurs' Days 2009", we are pleased to present you the up-to-date 2009/2010 Subsidy Guide. The Subsidy Guides once again contains all subsidy offers designed to help you to implement your entrepreneurial project. In view of the current financial and economic crisis, we have additionally highlighted those offerings and programmes which will benefit companies experiencing difficulties as a result of the crisis.

Just like in previous years, we have compiled the Subsidy Guide in the tried-and-tested format in co-operation with the Senate Department for Business, Technology and Women, the commercial banks active in Berlin as well as further organisations who bear responsibility for Berlin as a business location. We are confident that the Subsidy Guide with its tips and information related to business subsidies and support in Berlin will once again serve as an important reference document for you.

Beside the many existing, small and medium-sized enterprises, Investitionsbank Berlin focuses especially on the courageous and innovative people starting up in business in our city. This is why in recent years we have continuously expanded our service for this group. This applies to both financing and special coaching offerings. Our services are all the more important at economically difficult times.

There is considerable demand for our micro-loans of up to EUR 10,000, especially among start-ups. The advantage of these mini-loans for customers is that IBB can provide these funds in a relatively quick and simple manner. This is ensured by a strongly streamlined application process which does not depend on the submission of a business or finance plan nor on the provision of collateral or assets.

Our products for the creative sector are also high in demand. Accordingly, the "VC Fonds Kreativwirtschaft Berlin" became just as firmly established in the market as the "Kreativ Coaching Center", a service offered by "Technologie-Coaching-Center GmbH", a subsidiary of Investitionsbank Berlin.

This already shows you that, in addition to developing modern financing products, we are also increasing our service orientation. You can rest assured that the financing of your business project is in capable hands at IBB. Whether starting up in business or financing capital investment in an existing enterprise - Investitionsbank Berlin is there to offer you practical assistance and advice.

I would like to wish you good luck and every success in all your decisions concerning your project. This 2009/2010 Subsidy Guide will definitely help you to make your entrepreneurial aims come true.

Prof. Dr. Dieter Puchta
Chairman of the Board of Investitionsbank Berlin

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G *This programme is particularly suitable for people starting up in business and for young companies.*

IBB BerlinINTRO, ***IBB BerlinINVEST*** *and* ***IBB BerlinINTAKT*** *are IBB product families.*

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G *This programme is particularly suitable for people starting up in business and for young companies.*

IBB BerlinINTRO, IBB BerlinINVEST and IBB BerlinINTAKT are IBB product families.

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Hints and tips on how to use this Subsidy Guide

The subsidy guide is primarily designed to point the way for you. It gives you comprehensive information about the business subsidy programmes in the Federal Land of Berlin and the programmes on offer nationwide which can also be used in Berlin.

First orientation and a quick overview

Pages 11 to 14 contain general information and details of first points of contact:

- for business relocations
- for Berlin-based companies planning to start up in business
- for technology-orientated businesses
- for female founders and entrepreneurs

The range of subsidy and assistance programmes on offer is broken down into chapters which reflect the different contents. The overview pages 21 to 25 present the most important criteria of the offerings and provide an overview as to whether these could be applicable to your company and your project.

The editorial team of the Subsidy Guide is determined to present the information in an easy-to-understand form. The Subsidy Guide hence presents a concise overview of the services related to the respective offerings. Whether the programme is suitable for you and your products, which combinations and alternatives are available to you, and whether you are eligible for special variants should be clarified in personal talks. This is a vital aspect! The Subsidy Guide contains the addresses of the contact points where staff will be pleased to assist you. Further information and explanations can be found in the appendix with

- a glossary of the most important technical terms
- a key word register and a comprehensive address section.

Despite careful annual revisions of the Subsidy Guide, the editors cannot rule out changes in subsidy guidelines and programmes during the period of this Subsidy Guide. Please note that this Subsidy Guide does not claim to be exhaustive nor is the information published here legally binding. Please visit the relevant websites where you will find the guidelines in their latest applicable versions, you can download applications and find additional information.

Please note the following:

Your application must be received prior to commencing your project.

Early planning and acceptance of consultancy offers improve your application's prospects for success. In most cases, your application must be submitted prior to commencing your project. Retroactive subsidising is not possible. Furthermore, subsidy funds for the individual programmes are limited and may be exhausted before the programme year is out.

EU subsidy programmes in Berlin

Numerous business promotion and subsidy programmes in the Federal Land of Berlin are co-financed by the European Union. In order to help you find your way, these programmes are marked with the letter EU and this is also additionally indicated on the programme pages by the logo of the European structure fund (ESF or ERDF, respectively) that provides the funds for the measure in question. For detailed information concerning contact offices and structure fund subsidies by the European Union, please refer to pages 136 and following. In matters specifically related to programmes directly managed by the EU Commission, such as the general programmes for competitiveness and innovation and/or research and development, EU subsidy programmes for general programme for neighbourhood policy and the EU accession countries, please refer to the Enterprise Europe Network in Berlin Partner GmbH (address on page 143). This is also where you can obtain information concerning EU support for innovative projects and technology transfer.

Subsidy and promotion programmes of the federal government

The 2009/2010 Subsidy Guide provides an overview and basic information concerning subsidy and promotion programmes as well as financial assistance measures which can be relevant for enterprises from all industries located in Berlin. Furthermore, the Federal Ministry of Economics and Technology (BMWi) and the Federal Ministry of Education and Research (BMBF) as well as the European Union offer a host of subsidy and promotion programmes specifically for developments, for example, in the export sector or technology-orientated industries. It is not possible to include all these industry-specific programmes in this Subsidy Guide. For an overview as well as detailed information concerning financial assistance by the federal government, federal-state governments and the European Union, please refer to the Internet offering of the Federal Ministry of Economics and Technology at: www.foerderdatenbank.de

Network partners

This year's edition of the Subsidy Guide was once again prepared with the support of numerous network partners. These institutions will be pleased to assist you with help and advice, up-to-date information and useful tips. Important contacts are, for example:

- BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
- Berlin Partner GmbH
- Handwerkskammer Berlin (Berlin Trade Board)
- Industrie- und Handelskammer zu Berlin (Chamber of Industry and Commerce)
- KfW Bankengruppe
- Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)

Free copies of the Subsidy Guide are available from:

Investitionsbank Berlin
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-2900, fax: -2901
E-mail: foerderfibel@ibb.de
Internet: www.ibb.de

A PDF version of the 2009/2010 Subsidy Guide is also available on the Internet at: www.ibb.de

Initial points of contact

IBB's Business Customer Centre

In its Business Customer Centre, Investitionsbank Berlin offers programme-independent and institute-independent information and financing consultancy related to the full range of business subsidies in Berlin.

Specialist consultants at the Business Customer Centre can assist in matters related to business start-up, growth, consolidation, innovation and rehabilitation. As a network partner, the Business Customer Centre helps you to find just the right point of contact, institute and initiative, and is also available when it comes to establishing contact with the respective general or specific advisory centres.

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin

Staff at the Business Customer Centre hotline will be pleased to provide you with information or make an appointment by calling the hotline: +49 (0) 30 / 2125-4747 or send an e-mail to: kundenberatung.wirtschaft@ibb.de.

Information about business relocation

Berlin Partner GmbH is the central agency of the capital city of Berlin for business location, foreign trade consultancy and capital city marketing.

Berlin Partner GmbH supports investors at the location, supports Berlin-based companies in opening up markets outside Germany and markets Berlin as a location for business and science.

Business Location Center Berlin-Brandenburg (BLC) is the business portal to the capital city region. Berlin Partner GmbH operates the BLC together with 35 private companies and institutions in the form of a public private partnership. The BLC showroom in the Ludwig Erhard Haus offers tailor-made presentations of the business location, also with the help of a virtual 3D city model.

Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Telephone: +49 (0) 30 / 3 99 80-0
Fax: +49 (0) 30 / 3 99 80-2 39
E-mail: info@berlin-partner.de
Internet: www.berlin-partner.de
www.businesslocationcenter.de

Information for companies based in Berlin

The Zentrale Anlauf- und Koordinierungsstelle - ZAK - (Central Contact and Co-ordination Office) at the Senate Department for Business, Technology and Women serves as a moderator and service provider for companies facing problems and obstacles in Berlin's administration during the implementation of an investment project.

ZAK co-ordinates complex approval procedures in order to accelerate investment projects. It also acts as a mediator between businesses and public agencies in deadlock situations. When necessary, ZAK helps to establish the right contacts with Berlin's public authorities and other institutions and offers consultancy, information and support services when it comes to location and public administration issues.

ZAK co-operates with all the parties involved in order to identify viable solutions and to this end co-operates chiefly with Berlin's twelve districts, Berlin's senate departments, as well as with other business subsidy institutions, such as Berlin Partner GmbH, Liegenschaftsfonds Berlin or Investitionsbank Berlin.

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Zentrale Anlauf- und Koordinierungsstelle
(Central Contact and Co-ordination Office) - ZAK -
Martin-Luther-Straße 105, D-10825 Berlin
Telephone: +49 (0) 30 / 90 13-76 01
Fax: +49 (0) 30 / 90 13-82 53
E-mail: zak@senwtf.berlin.de
Internet: www.zak.berlin.de

Furthermore, numerous other institutions offer special advisory services for businesses located in Berlin. Their service offers can be found on pages 116 and following. Offers that specifically address women can be found on page 122 and 130. The address section also contains further sources of information. The banks listed there offer consultancy and support for Berlin-based companies. They also act as the applicant's banks with regard to programmes offered by business promotion and subsidy institutes run by the federal and federal-state governments.

For information and advice related to the financing programmes offered by KfW Mittelstandsbank, call +49 (0) 18 01 / 24 11 24 (local rate) or send an e-mail to: infocenter@kfw.de. Application forms and detailed information can also be found at: www.kfw-mittelstandsbank.de

Information on business start-ups

Are you planning on starting up a business in Berlin? This is where the Federal Land of Berlin offers various forms of financial assistance in order to support a successful start in business. In order to help you find these, those subsidy programmes that are particularly suitable for people starting up in business and for young companies are marked with the letter G. Furthermore, the "Start-ups" chapter summarises those subsidy programmes which are exclusively available to start-ups.

The Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) offers you competent free advice for your first steps; call: **+49 (0) 30 / 90 13-84 44**. More details are also available from the brochure listed below.
"Gründungsführer Berlin 2008/2009 - Der Wegweiser zum Berliner Gründungsnetzwerk" (Founders' Guide 2008/2009 - a Guide to Berlin's Founder Network). This Guide is published by Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) and Investitionsbank Berlin.

The brochure is available from:

- **Senatsverwaltung für Wirtschaft, Technologie und Frauen** (Senate Department for Business, Technology and Women) Referat II A, Martin-Luther-Straße 105, D-10825 Berlin
- **Investitionsbank Berlin**, Bundesallee 210, D-10719 Berlin

Numerous institutions in Berlin offer special consultancy and advisory services for start-ups. These include, for example, Kundenberatung Wirtschaftsförderung (Business Customer Centre) of Investitionsbank Berlin, IHK (Chamber of Industry and Commerce), Berlin Partner GmbH, the Berlin Trade Board as well as Berlin's district authorities. A host of service offers can be found on pages 116 and following. Offers that address women specifically can be found on page 122. The address contains further sources of information. The banks listed there also offer consultancy services and support for start-ups. They also act as the applicant's banks with regard to programmes offered by business promotion and subsidy institutes run by the federal and federal-state governments.

For information and advice related to the financing programmes offered by KfW Mittelstandsbank, call +49 (0) 18 01 / 24 11 24 (local rate) or send an e-mail to: infocenter@kfw.de. Application forms and detailed information can also be found at: www.kfw-mittelstandsbank.de

Information for technology-orientated companies

Is your company active in the field of technology? Then there is an important contact for you in Berlin: the TSB Technologiestiftung Berlin Group. The TSB Group aims at boosting co-operation between science, business and politics and has developed the coherent innovation strategy for Berlin on behalf of Berlin's Senator for Economics and in Co-operation with the Berlin Chamber of Industry and Commerce, Investitionsbank Berlin and Berlin Partner GmbH. This strategy and TSB's work are orientated towards developing selected technology fields (biotechnology, medical technology, transport system technology as well as information and communication technology) to form clusters of international visibility. To this effect, initiatives were established in selected technology fields.

TSB Technologiestiftung Berlin Group
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Telephone: +49 (0) 30 / 4 63 02-5 00
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: tsb@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

The TSB Group's initiatives:
Biotechnology
BioTOP Berlin-Brandenburg centre
Fasanenstraße 85, D-10623 Berlin
Dr Kai Bindseil
Telephone: +49 (0) 30 / 31 86 22-0
Fax: +49 (0) 30 / 31 86 22-22
E-mail: biotop@biotop.de
Internet: www.biotop.de

Medical technology
TSB Medici Zentrum für Medizintechnik Berlin
Fasanenstraße 85, D-10623 Berlin
Dr Helmut Kunze
Telephone: +49 (0) 30 / 4 63 02-5 47
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: kunze@tsbmedici.de
Internet: www.tsbmedici.de

Transport technology
Forschungs- und Anwendungsverbund
Verkehrssystemtechnik (TSB FAV)
Phönix Gründerzentrum
Am Borsigturm 48, D-13507 Berlin
Telephone: +49 (0) 30 / 4 63 02-5 63
Fax: +49 (0) 30 / 4 63 02-5 88
E-mail: info@fav.de
Internet: www.fav.de

Further fields of activity of the TSB Group:
Energy, technology and environment
TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Boris Safner
Telephone: +49 (0) 30 / 4 63 02-5 33
Fax: +49 (0) 30 / 4 63 02-5 31
E-mail: safner@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

Water research
TSB Technologiestiftung Berlin
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Dr Dieter Müller
Telephone: +49 (0) 30 / 4 63 02-5 55
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: mueller@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

TSB Innovationsagentur Berlin GmbH
TSB Innovationsagentur Berlin GmbH offers companies the following services:
- Support of technology and know-how transfer for SMEs
- Free advisory services for the introduction of Internet technology at SMEs, also with a view to Internet presences in foreign languages and eCommerce
- Co-operation consulting
- Consulting services related to the registration of industrial property rights

TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Telephone: +49 (0) 30 / 4 63 02-5 00
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: agentur@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

EFRE Investitionsbank Berlin

Some offers of the TSB Technologiestiftung Berlin Group are subsidised with funds from Investitionsbank Berlin and co-financed by the European Union - European Fund for Regional Development, ERDF. An investment in your future (refer to pages 136 and following)!

G *The offers by the TSB Group are also open to founders and young businesses.*

Promoting women in Berlin

This Subsidy Guide addresses entrepreneurs and founders.

It is in the interest of a stable and innovative business location like Berlin to activate and exploit the vast development potential provided by qualified and motivated women. In order to encourage women to become more actively involved in the business process, the Federal Land of Berlin has, within the scope of its business policy, dedicated itself to the subject of self-employed women and women interested in starting up in business. The aim is to provide special support for women prepared to go into business, as well as to analyse and reconcile their approach with existing business subsidy measures because female entrepreneurs and women starting up in business are an important economic factor in our country.

The aspect of equal opportunities in business continues to be emphasized within the European framework. The provisions in the general structure fund rules for the current subsidy period from 2007 - 2013 contain obligations for equal opportunities as set forth in the Amsterdam Treaty. Article 2 of this treaty provides that "equality between men and women" is a task of the Community and the member states, whilst article 3 sets forth that the "Community shall aim to eliminate inequalities, and to promote equality, between men and women". This is to be achieved through the so-called "Gender Mainstreaming" strategy.

"Gender Mainstreaming" means sustainable and integrated efforts in order to overcome the inequalities that still exist between men and women in all member states. The effects on the respective situation of men and women must be identifiable and actively considered when preparing, implementing, accompanying and evaluating general measures and activities of all kinds. This also includes the planning, implementation, accompanying and evaluation of direct measures and activities designed to promote equality and to support women enabling them to participate and benefit as equals. On the whole, plans and programmes are to be designed in such a manner so as to contribute towards equality between men and women and to ensure that their effects are recognisable both during and after implementation.

Against this background, the Federal Land of Berlin is also called upon to consider aspects of equal opportunities for men and women in all programmes co-financed by the European Union. If you are interested in specific subsidy programmes, simply contact the respective partners referred to in this brochure.

Consultancy services offered to female founders and entrepreneurs are listed on pages 122 and 130. The addresses of information and consultancy offices specifically for women can be found on pages 150 and following.

The "Berliner Unternehmerinnentag" for female entrepreneurs takes place every two years. "Berliner Unternehmerinnentag" is a full-day information, further training and network event for female entrepreneurs and start-ups. The "Berliner Unternehmerinnenpreis" prize for female entrepreneurs is awarded during this event.

For further information, please visit:
www.berliner-unternehmerinnentag.de.

IBB's aims and subsidy portfolio

Investitionsbank Berlin (IBB) is the subsidy bank of the Federal Land. The main objective of IBB is to support small and medium-sized enterprises and hence to promote structural economic change in the capital city. Ideas creating and securing high-quality jobs are of particular importance in this context. Berlin's know-how and capital should be utilised to the full and ideally combined. Investitionsbank Berlin operates as a partner in this network of opportunities. Under just one roof, you will receive advice on subsidy programmes, assistance during the preparation of a feasible business plan, coaching, workshops and seminars as well as subsidy offerings, including allowances, low-interest loans and investments.

IBB's support, promotion and subsidy programmes are becoming ever more important in light of the current financial and economic crisis. Especially with programmes from the ***IBB BerlinINTAKT*** product family, Investitionsbank Berlin is supporting companies which are facing difficulties due to the crisis. The range of offers is vast.

Call us and make an appointment.

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Hotline: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Other IBB contacts

Operator
Telephone: +49 (0) 30 / 2125-0
Fax: +49 (0) 30 / 2125-2020

Real estate service
Hotline: +49 (0) 30 / 2125-2125
Fax: +49 (0) 30 / 2125-4200

Investment subsidies

Investment projects particularly worthy of subsidy from an economic point of view are eligible for grants, for example, under the common-task programme "Improvement of the regional economic structure" (GA)* and subsidies from the ***IBB BerlinINVEST*** product family.

Technology subsidies

We support advanced technologies in the city. These subsidies are available as grants, loans and investments. Our products from the ***IBB BerlinINVEST*** product family are specifically designed for existing, small and medium-sized technology companies as well as freelance professionals in Berlin.

Business start-up subsidies

Founders ensure renewal, growth and a modern life in our city. Our ***IBB BerlinINTRO*** product family focuses on products for business start-ups.

Liquidity assistance

By granting loans from our ***IBB BerlinINTAKT*** product family, we assist Berlin-based companies which have positive prospects for the future, but are suffering from a liquidity problem. The products from this family as well as the consolidation fund (page 56) and the liquidity fund (page 57) are of particular interest to companies facing difficulties due to the current financial and economic crisis.

Service and co-operation

Within the scope of business promotion, we subsidise the work of various institutions, including, for instance, TCC Technologie-Coaching-Center GmbH* and the Business Angels Club Berlin-Brandenburg e. V. (BAC).

InnovationsNews by IBB

InnovationsNews brings transparency to Berlin's high-tech landscape. Keep up to date with the latest information in our free newsletter, simply go to: www.ibb.de

** The programmes offered by IBB are in part co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).*

EFRE

Support and subsidies for your company - even at times of economic crisis

The international economic and financial crisis has heavily affected the boundary conditions for economic success. Especially now, government support and subsidy can be an important help. There is plenty of assistance available from the subsidy coffers of the federal land of Berlin. The federal land and Investitionsbank Berlin (IBB) have joined forces in order to adapt the terms and conditions of the individual programmes even better to the current situation. Within the scope of the federal government's support package designed to "protect jobs by strengthening growth", another EUR 20 billion in loans has been earmarked in 2009 within the context of the financing programmes of KfW Bankengruppe. This means you should always first contact IBB's customer advisory service where the forms of assistance most suitable for your particular situation will be compiled.

IBB's Business Customer Centre
Hotline: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Advice in a crisis

Small and medium-sized enterprises facing economic problems despite positive prospects for the future can contact the business consultants of the Chamber of Industry and Commerce (IHK) and of the Trade Board (Handwerkskammer) in order to generally outline their economic situation at a first meeting. First solution approaches are often already identified during this first meeting.

If a more in-depth analysis of the enterprise is required, a seasoned project supervisor will soon visit the company within the "round table" project, which is carried out together with KfW Mittelstandsbank in order to analyse the actual economic situation. The project supervisor then uses this analysis as a basis to develop a written action concept which can, for example, include the co-operation of all those involved in the "round table". The supervisory project support is financed by KfW Mittelstandsbank. On completion of the "round table", the company can then implement the written plan of action with the "turnaround advice" instrument. To this effect, KfW Mittelstandsbank pays 50 percent of the eligible cost of external advice. For more information, please contact:

Industrie- und Handelskammer Berlin
(Chamber of Industry and Commerce)
IHK Service Center
Fasanenstraße 85, D-10623 Berlin
Telephone: +49 (0) 30 / 3 15 10-0
Fax: +49 (0) 30 / 3 15 10-1 66
E-mail: service@berlin.ihk.de
Internet: www.ihk-berlin24.de

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68, D-10961 Berlin
Telephone: +49 (0) 30 / 2 59 03-4 67
Fax: +49 (0) 30 / 2 59 03-4 68
E-mail: betriebsberatung@hwk-berlin.de
Internet: www.hwk-berlin.de

KfW Bankengruppe
Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin-Mitte
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45
Internet: www.kfw.de

Information about measures to protect jobs in the company

Companies facing a temporary drop in orders are interested in retaining their workforce. Short-time work helps to avoid layoffs in such a situation. The job centre (Agentur für Arbeit) pays part of the wage in the form of short-time benefits. The "Einsatz für Arbeit" (commitment to jobs) initiative is a joint campaign undertaken by the Federal Ministry of Labour and Social Affairs and the Bundesagentur für Arbeit (job centre) that provides information as to who is eligible for short-time benefits, where these benefits have to be applied for, and what must be taken into consideration.

Service-info telephone: +49 (0) 18 05 / 67 67 12
Monday to Friday, 8 am to 8 pm:
Internet: www.einsatz-fuer-arbeit.de

Financing even for companies in economic difficulty

Companies in economic difficulty are also eligible for financial assistance on condition that a promising concept is available as to how the crisis can be overcome. IBB offers two programmes to this effect within the scope of its ***IBB BerlinINTAKT*** product family: the consolidation fund (page 56) and the liquidity fund (page 57).

Companies which have come into economic difficulty after 1 July 2008 and whose business concepts continue to be viable are now eligible for guarantees for investment and working-capital loans for up to 90% of the loan sum. Guarantees for investment and working-capital loans (page 40) and guarantee without a bank (page 39).

Up-to-date information concerning assistance offerings in the federal land of Berlin can be found on the homepage of the **Senatsverwaltung für Wirtschaft, Technologie und Frauen** (Senate Department for Business, Technology and Women): www.berlin.de/sen/wtf/

Institutions and initiatives

IBB Beteiligungsgesellschaft mbH

Adequate equity levels, in particular, in the form of venture capital, have become one of the crucial factors for the success of innovative companies. Since it was set up in 1997, IBB Beteiligungsgesellschaft mbH has become one of the leading sources of venture capital for young technology companies in Berlin.

The establishment of VC Fonds Technologie Berlin and VC Fonds Kreativwirtschaft Berlin triggered the creation of offers specifically for the start-up and expansion phase of innovative companies. The two funds are the result of a joint initiative by Investitionsbank Berlin (IBB) and the Federal Land of Berlin. Via IBB's participation, VC Fonds Technologie Berlin and VC Fonds Kreativwirtschaft Berlin are directly financed to a certain degree by funds from the European Regional Development Fund (ERDF).

VC Fonds Technologie Berlin with its volume of EUR 52 million finances technology companies from Berlin's focal and key technology fields, in particular, companies from the "Information and Communication Technologies", "Life Science" and "Factory Automation" industries. VC Fonds Kreativwirtschaft Berlin with its volume of EUR 30 million is Germany's first institution to offer venture capital to companies from the culture and media sector.

The funds invest in companies with a plausible business concept, entrepreneurial mindset, technological and/or creative unique selling propositions, high growth and value increase potential as well as a good medium-term exit perspective.

Since 1997, IBB Beteiligungsgesellschaft mbH and its VC funds have made more than EUR 600 million available in the form of syndicated loans. They have invested around EUR 77 million of this sum as lead, co-lead and co-investors.

The support concept of IBB Beteiligungsgesellschaft includes active consultancy and support of its portfolio companies by its seasoned investment managers who support the companies in all operative and strategic matters.

Up to EUR 1.5 million is invested in the first round of financing. Within the scope of further financing rounds, IBB Beteiligungsgesellschaft can expand its commitment to up to EUR 3 million per company. Participation is subject to the general requirement that further partners, such as venture capital firms, industrial partners or business angels invest at least the same amount in the company. IBB Beteiligungsgesellschaft aims at selling its shareholdings in the medium term.

Interested in partnership? Contact us:

IBB Beteiligungsgesellschaft mbH
Bundesallee 171, D-10715 Berlin
Telephone: +49 (0) 30 / 2125-3201
Fax: +49 (0) 30 / 2125-3202
E-mail: venture@ibb-bet.de
Internet: www.ibb-bet.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

ipal Gesellschaft für Patentverwertung Berlin mbH

In October 2001, Investitionsbank Berlin (IBB) together with five Berlin-based universities established ipal GmbH in order to boost the commercial exploitation of inventions by scientists.

The service portfolio includes, for instance, patent research, the assessment of inventions, the preparation of industrial property rights strategies and managing patent applications, the identification of potential licensees as well as the performance and/or support of contract negotiations by scientists and engineers with business experience.

ipal GmbH co-ordinates the Berlin-based "B!GRÜNDET" founders' network and operates the www.begruendetberlin.de. founder portal. ipal GmbH offers professional patent portfolio management services for small and medium-sized enterprises.

ipal's customers include not just Berlin's universities, but also the Charité university hospital and non-university research institutes as well as small and medium-sized companies with their own R&D activities in the field of high technology.

ipal Gesellschaft für Patentverwertung Berlin mbH
Bundesallee 171, D-10715 Berlin
Telephone: +49 (0) 30 / 2125-4820
Fax: +49 (0) 30 / 2125-4822
E-mail: info@ipal.de
Internet: www.ipal.de

Business Angels Club Berlin-Brandenburg e. V.

Business Angels Club Berlin-Brandenburg e. V. brings young companies from the Berlin-Brandenburg region together with its more than 50 seasoned business angels who help them to establish and secure a sound entrepreneurial basis. Business angels are independent and financially strong specialists in different technology fields, product groups and industries. They work on a pro-bono basis.

They support innovative companies which have a business project which promises strong growth, a sound business plan and a performant team.

The members of the association contribute venture capital and thereby participate in the success of promising companies during the establishment and expansion phase. They invest either directly or as co-investors together with BBAF Business Angels Fondsgesellschaft mbH which was established by members of the association, or together with venture capital firms and the high-tech founder fund. Investees receive not just capital, but also the know-how of their investors and their entrepreneurial expertise as well as their international contacts and relations. The association's business angels primarily invest in firms in the fields of biotechnology, microelectronics, sensor technology, IT and communication technologies, software.

Furthermore, the club has formed working groups which can offer assistance in critical situations and for successor schemes. Relevant information from the business plan is required at the time of contacting the club. Following examination of the documents, Business Angels with an interest contact applicants in person in order to discuss the next step and the concrete possibilities for support.

Screenings held on a monthly basis are a central element of the Club's work. During these events, representatives of selected companies are given the opportunity to present their project in person to a large circle of Business Angels. Subsequently, a project group comprising several Business Angels will support your company and, if applicable, prepare and implement financial investment.

Business Angels Club Berlin-Brandenburg e. V.
Bundesallee 171, D-10715 Berlin
Telephone: +49 (0) 30 / 2125-4884
Fax: +49 (0) 30 / 2125-4883
E-mail: info@bacb.de
Internet: www.businessangels-berlinbrandenburg.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

Deutsche Agentur für Aufsichtsräte

Located in the Investitionsbank Berlin's building and founded as a public-private partnership between public banks and private business, Deutsche Agentur für Aufsichtsräte establishes contact to professional advisory and supervisory board members for enterprises of any legal form. Furthermore, this agency also offers details of training and coaching for "old" and "new" supervisory boards and their tasks, duties and rights.

In supervisory board practice in Germany, there is all too often a discrepancy between claim and reality. The make-up of the control body is not given the required importance. Particularly in medium-sized enterprises, supervisory boards and advisory boards are often made up of friends and acquaintances of management. Competence and qualification often have only an insignificant role to play. The result: a committee that performs its tasks only poorly, and thus a wasted opportunity to secure the company and its existence on a long-term basis.

What are needed are "sparring partners" for management who are competent and independent and willing to take part in strategic dialogue. The agency established contact to these professionals. The aim is to gather the best minds around one table in order to secure the existence, competitive strength and future of businesses.

Founders also need competent support, because they must decide about everything: marketing strategy, personnel matters, financial plans, supplier relationships, bank partners, bookkeeping and accounting, new products. They usually have very little assistance here and stand alone with their ideas and decisions. This is where Deutsche Agentur für Aufsichtsräte can help: It establishes contact to experienced entrepreneurs who then accompany the start-up phase.

Deutsche Agentur für Aufsichtsräte
at Investitionsbank Berlin
Bundesallee 171, D-10715 Berlin
Dr Axel Smend
Telephone: +49 (0) 30 / 2125-3822/-3823
Fax: +49 (0) 30 / 2125-3824
E-mail: info@aufsichtsrats-agentur.de
Internet: www.aufsichtsrats-agentur.de

Businessplan-Wettbewerb Berlin-Brandenburg
Berlin-Brandenburg business plan competition

Aim

The Berlin-Brandenburg business plan competition (BPW) is designed to initiate business start-ups in Berlin and Brandenburg. The **practically oriented** support programme is **free of charge** and is designed to help participants develop their business ideas to form a tenable business concept and at the same time to set up networks. Prizes are awarded to the best business plans.

Who

- The BPW competition is designed for anybody with a good idea and planning to implement this in Berlin or Brandenburg. The industry in which the business idea is rooted is of no importance. Be it a technology-orientated (BPWtechnology) product or service idea or an idea related to another area (BPWservice) - we have experts for every industry.
- Concepts for successor company schemes can also compete. For detailed participation information and requirements concerning contributions by participants, please refer to the BPW manual or the Internet.

What

- **Seminars:** Seminars offer participants the opportunity to develop and improve fundamental commercial and economic knowledge related to all subjects relevant for establishment.
- **Coaching:** Seasoned experts offer their services in order to provide professional assistance when it comes to technical details.
- **Feedback:** Investors, entrepreneurs and consultants confidentially check the business plans submitted and provide advice for optimising the business concept in each case.
- **Contacts:** The business plan competition network offers an opportunity to establish contacts with prospective investors, founder partners as well as customers. Participants meet like-minded people and have the opportunity to round off their founder teams.
- **Prizes:** A total prize sum of EUR 63,000 is available to a total of 26 business plans within the scope of the three-stage competition. Participation in the competition, including all the services offered, is free.

How

The competition is organized in three stages as follows. The requirements concerning the contents and scope of the business plan increase from stage to stage until the participants have developed a fully-fledged concept at the end of stage 3.

- The first stage focuses on the description of the product or service idea with special emphasis on the specific customer benefits on the one hand as well as the presentation of the founder team on the other.
- Based on this, the second stage covers a qualified market analysis and the resultant, concrete marketing measures.
- The third, and last, stage focuses on finance planning and is rounded off by elaborations on the subjects of "company" and "company organization".

When

It is possible to compete at any level of the competition.

- Start: November of each year
- End: June of the following year

The competition manual and the latest information about events can be found at: www.b-p-w.de.

Where

Berlin-Brandenburg business plan competition
Competition Office at Investitionsbank Berlin
Bundesallee 210 (entrance in Regensburger Straße)
D-10719 Berlin
Hotline: +49 (0) 30 / 2125-2121
Fax: +49 (0) 30 / 2125-2120
E-mail: info@b-p-w.de
Internet: www.b-p-w.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

TCC Technologie-Coaching-Center GmbH

TCC Technologie-Coaching-Center GmbH with its Technologie Coaching Center (TCC, refer to page 114) and Kreativ Coaching Center (KCC, refer to page 109) projects offers subsidised economic and commercial consultancy for start-ups and existing companies.

TCC GmbH offers its customers selected, independent consultants for sponsored coaching services who contribute their technical, industry and management competence in order to close know-how gaps and act as hands-on-orientated sparring partners.

The "self-aid" programme is available both during the idea and start-up phase as well as during subsequent growth or reorganisation phases as a measure to ensure sustainable stability and growth.

Central coaching goals include completion or optimisation of a business plan, clarification of financing matters or support with regard to marketing, sales and controlling. Furthermore, coaching aims to improve management competence, revise business models and identify fields of core competence.

Thanks to an expansive network, the coaches of TCC GmbH provide access to potential business partners, new markets and investors. When it comes to identifying capital sources, they perfectly prepare start-ups and businesses for the requirements of investors and create the basis for using subsidy products (such as ProFIT) and participation schemes (such as VC funds).

The services are rounded off by a comprehensive seminar and workshop programme.

TCC Technologie-Coaching-Center GmbH is a wholly owned subsidiary of Investitionsbank Berlin (IBB) and is sponsored by the EU (ERDF) and the Federal Land of Berlin.

TCC Technologie-Coaching-Center GmbH
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 46 78 28-0
Fax: +49 (0) 30 / 46 78 28-23
E-mail: info@tcc-berlin.de
Internet: www.tcc-berlin.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Overview Tables

The following tables provide an overview of the subsidy, financing and consultancy offers which are presented in the following chapters of this Subsidy Guide:

- Business start-ups
- Investment and working capital
- Technology, research and development
- Labour market measures
- Consultancy and in-house training

The tables compile the key points of the programmes. The page number in the first column (from the left) guides you to detailed information about the programme page. The symbol in the third column (from the left) shows where the European Union provides financing or co-financing.

Subsidy offerings suitable for start-ups are marked with the letter G in the table of contents and on the programme pages. This letter is also used in the overview tables in the fifth column (from the left). As an initial orientation aid, these programmes are compiled in the "Business start-ups" table. Please note that certain programmes are only available prior to establishment whilst other programmes can also be applied for by small, young companies during the establishment phase, i.e. during the first two to three years of existence. Furthermore, several programmes are open to both existing companies and business start-ups, so that the letter G can **also** be found in other tables. Please always refer to the detailed information on the programme pages in order to find out whether an offering fits the conditions for your particular enterprise.

No overview table exists for the chapter "Subsidy Programmes: commercial property and space, founder and innovation centres". You can find the programmes on pages 124 to 129. The centres for women starting up in business can be found on page 130. In just the same manner as for the subsidy programmes, the names of contact partners, contact data and Internet addresses are provided for more detailed queries.

Business start-ups

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
28	**Berlin Start**	EU		G	●	●	●	●		●			●	EUR 5,000 to EUR 100,000	●	●
29	**Coaching in der Vorgründungsphase (START:Chance)**	EU		G							●			Up to 40 hours before establishment, up to 24 hours during the initial phase after establishment; founder's own contribution of 5%		
30	**Gründungszuschuss**			G							●			To the amount of the unemployment benefits I (ALG I) received last		
31	**KfW-StartGeld**			G			●			●				Up to 100% of the total external capital requirement, max. of EUR 50,000		
32	**Meistergründungsprämie**	EU		G							●			Basic subsidy: EUR 7,000 Job creation bonus: EUR 5,000	●	●
33	**Unternehmerkapital: ERP-Kapital für Gründung**			G			●			●				EUR 500,000 max. per project	●	

Investment and working capital

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
36	**Berlin Kapital**	EU			●	●	●					●		EUR 500,000 to EUR 2.5 million	●	
37	**Berlin Kredit**		●				●	●		●				Up to EUR 10 million	●	●
38	**Beteiligungen der MBG**			G	●	●	●	●				●		Typically up to EUR 1 million	●	●
39	**Bürgschaften ohne Bank (BoB)**			G	●	●	●	●					●	Maximum of 80%		●
40	**Bürgschaften für Investitions- und Betriebsmittelkredite**			G	●		●	●					●	Maximum of 80%	●	●
41	**ERP-Beteiligungsprogramm**					●	●	●		●				New. Fed. Laender and East Berlin: EUR 1 million max. Old Fed. Laender and West Berlin: EUR 500,000 max.; exceptions possible up to EUR 2.5 million	●	
42	**ERP-Regionalförderprogramm**				●	●	●			●				EUR 3 million max. per project	●	
43	**ERP-Umwelt- und Energie-effizienzprogramm**		●				●			●				Depending on the specific project	●	
44	**Filmproduktion: Filmförderung und Standortmarketing**				●			●	●	●	●			Depending on the specific project		
45	**Filmproduktion: Zwischenfinanzierung**				●			●	●	●			●	Project-dependent, minimum sum typically EUR 100,000 (guaranteed credits and loans)		
46	**GA – Gemeinschaftsaufgabe**	EU		G	●		●				●			C-subsidy regions: 35% for small, 25% for medium-sized and 15% for other enterprises. D-subsidy regions: 20% for small, 10% for medium-sized and 7.5% for other enterprises (EUR 200,000 max. in 3 years)	●	
47	**Garantien für Arbeitnehmerbeteiligungen**				●	●	●	●					●	Maximum guarantee sum of EUR 1 million	●	●
48	**IBB-Wachstumsprogramm**				●		●	●		●				At least EUR 500,000, EUR 15 million max.	●	
49	**Investitionszulagen**		●	G			●					●		12.5% to 27.5% of acquisition	●	
50	**KfW/ERP-Exportfinanz.programm**		●							●				Maximum of EUR 85 million	●	
51	**KfW-Genussrechtsprogramm**				●	●	●			●		●		EUR 5 million max. per company	●	
52	**KfW-Programm Erneuerbare Energien**		●				●			●				Max. of 100% of the net investment costs eligible for subsidy; in the premium variant, additional allowances are granted from federal funds; maximum sum typically EUR 10 million per project	●	
53	**KfW-Risikokapitalprogramm**				●	●	●	●				●		Maximum of EUR 5 million		
54	**KMU-Fonds**	EU		G	●	●	●	●		●				Up to EUR 10,000 subject to simplified procedures; up to EUR 25,000, without the applicant's bank; EUR 25,000 to EUR 250,000 primarily with the applicant's bank; from EUR 250,000 to EUR 10 million together with the applicant's bank	●	●
55	**KMU-Fonds – Mikrokredite b. 10 TEUR**	EU		G	●	●	●	●		●				Up to EUR 10,000	●	●
56	**Konsolidierungsfonds**				●	●		●		●				Typically up to a maximum of EUR 1,022,000		
57	**Liquiditätsfonds**				●	●		●		●				Typically up to EUR 1 million max.		
58	**NeMAT**					●					●			75% in phase I (3 months max.), 50% in phase II (21 months max.), 35% in phase III (12 months max.)		●
59	**Neue Märkte erschließen**	EU			●	●		●	●		●			Individual projects: 50% max.; maximum sum of EUR 70,000; Joint projects up to 100%; maximum sum of EUR 100,000		●

Investment and working capital - continued

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
61	**Unternehmerkapital: Kapital für Arbeit und Investitionen**				●		●	●		●				EUR 4 million max. per project	●	
62	**Unternehmerkredit**			G	●		●	●		●				EUR 10 million max. per project	●	
63	**VC Fonds Kreativwirtschaft Berlin**	EU		G	●	●	●	●	●			●		Up to EUR 3 million as a minority shareholding in the company's equity/capital stock		
64	**Zusammenarbeit mit EU-Nachbarstaaten**	EU			●						●			30% to 100% of the costs eligible for subsidy		
65	**Zuschussprogramm für Nutzfahrzeuge**		●				●				●			EUR 2,550 to EUR 4,250	●	

Technology, research and development

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
68	**7. Forschungsrahmen-programm der EU**	EU			●						●			Project-dependent: 50% to 100% of the costs eligible for subsidy		
69	**EraSME**	EU				●					●			Up to 90% for research facilities with 10% of costs to be borne by the research facilities, and a 20% R&D contribution by the SMEs		
70	**ERP-Innovationsprogramm**				●	●				●		●		EUR 5 milllion max. per project		
71	**ERP-Startfonds**					●						●		EUR 3 million max., EUR 1.5 million max. in the first round of financing		
72	**High-Tech Gründerfonds**			G		●	●	●	●	●		●		Up to EUR 500,000	●	●
73	**INNO-KOM-Ost**				●		●	●	●		●			Depending on the particular module		
74	**Intelligent Energy – Europe II (IEE-II)**	EU			●						●			Maximum of 50% of the costs eligible for subsidy		
75	**ProFIT**	EU	●				●	●	●	●	●	●		Subsidy: EUR 400,000 max.; loans/investment: EUR 3 million max.	●	
77	**Programm Innovations-assistent/-in**				●	●			●		●			Maximum of 45% of the taxable gross pay for 12 months; maximum of EUR 18,450		●
78	**SIGNO KMU-Patentaktion**			G		●					●			EUR 8,000 max.		●
79	**VC Fonds Technologie Berlin**	EU		G	●	●	●	●	●			●		Up to EUR 3 million as a minority shareholding in the company's equity/capital stock		
80	**Zentrales Innovationsprogramm Mittelstand (ZIM)**					●					●			Project-dependent		
81	**Zukunftsfonds Berlin**	EU	●				●	●	●	●	●	●		Project-dependent; R&D costs only	●	

Subsidies within the scope of labour-market policy

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
84	**AFBG/Meister-BAföG**									●	●			Depending on the applicant's living circumstances		
85	**Arbeits- und Ausbildungs-plätze für Schwerbehinderte**		●				●			●	●			Maximum of EUR 25,000 as allowance, maximum of EUR 10,000 as loan		
86	**Ausbildungszuschuss**		●						●		●			Disadvantaged youths: EUR 14,000 max., women: EUR 7,500 max., trainees from insolvent/ closed-down companies: EUR 5,000 max.		
87	**Berufliche Weiterbildung Ungelernter**				●				●		●			Up to 100%, including a flat-rate share in the total social security contributions		
88	**Eingliederungsgutschein für ältere Arbeitnehmer (EGG)**		●						●		●			Minimum of 30% and maximum of 50% of the pay eligible for subsidy for a term of 12 months		
89	**Eingliederungszuschuss für Ältere**				●				●		●			By reasonable discretion: orientated towards the respective integration requirements		
90	**Eingliederungszuschuss für Jüngere**				●				●		●			Maximum of 50% of the relevant wage, 12 months max.		
91	**Eingliederungszuschuss nach den §§ 217-222 SGB III**				●				●		●			Depending in the particular case, maximum of 50% of the pay		
92	**Einstiegsqualifizierung nach § 235 b SGB III**				●				●		●			Up to EUR 192 EUR on the wage, plus a flat-rate share in the total social security contributions		
93	**Jobrotation**				●				●		●			50% - in exceptional cases even 100% - of the collectively agreed and/or customary pay, including employers` flat-rate share in the total social insurance contributions		●
94	**Lehrgangskosten der beruflichen Weiterbildung**	EU			●									Up to 100% of personnel and material costs, including costs for auditors		
95	**Qualifizierungszuschuss**				●				●		●			50% of the relevant wage		
96	**Stelle statt Stütze®**	EU				●			●		●			Integration allowance: depending on the particular case; qualification and employment allowance: maximum of 70% of the gross pay paid by the employer		●
97	**WeGebAU**		●						●		●			Allowance corresponding to the amount of work not performed due to participation in the qualification measure		
98	**Zielgruppenförderung für KMU**					●			●		●			Maximum of EUR 7,500 for one year	●	●

Consultancy and in-house-training

Page	Programme	EU	Who				For what			What				How much	Misc.	
		Financed / co-financed	Everything without restriction	Founders	Existing businesses	SMEs only	Investment	Working capital	Wage costs	Loans	Grant	Investment	Guarantee		Combination possible	De-minimis
100	**Beratungsförderung**	●		●	●	●					●			Maximum of EUR 1,500 net per individual measure; maximum aggregate net amount of EUR 6,000 during the term of validity		
102	**Betriebliche Anpassungsqualifizierung**	●		●	●	●								Depending on the specific project	●	
103	**Elektronischer Geschäftsverkehr/ eBusiness**			●	●	●								Free first-time consulting, information material and events	●	
104	**Energieeffizienzberatung**					●	●				●			Initial consulting: EUR 640 max.; detail consulting: EUR 4,800 max.		
105	**GA/Schulungsleistungen für KMU**					●	●				●			Up to EUR 50,000		
106	**Gründercoaching Deutschland**	●		●	●		●				●			50% of the relevant daily rate of EUR 800 max. in the west German federal states, 75% in the east German federal states; up to 90% for previously unemployed founders	●	
108	**Innovationsmanagement**					●					●			55% max.; EUR 400 max. for initial consultancy services	●	●
109	**Kreativ Coaching Center**	●		●	●	●					●			Demand-dependent	●	●
110	**Potenzialberatung**	●				●					●			EUR 10,000 max.		●
111	**Schulungsförderung für Workshops und Veranstaltungen**	●		●	●	●					●			EUR 1,200 max.		
113	**SIGNO Erfinderauskunft**			●							●			First-time information meeting at no cost for up to four hours		
114	**Technologie Coaching Center**	●		●	●	●					●			Demand-dependent	●	●
115	**VerMat**					●					●			67% or 50%, respectively, for potential analysis, 33% for more in-depth consultancy		●

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Important technical terms are explained in the glossary (refer to pages 140/141).

Berlin Start

This programme belongs to the IBB BerlinINTRO programme family. It focuses on products for business start-ups.

Aim

Founders and young companies in need of up to EUR 100,000 are supported when setting up their business activities.

Who

Founders in the commercial sector (production industry, crafts, trade and other services) as well as freelance professionals who have the required technical and commercial qualifications for the entrepreneurial activity; commercial businesses as well as free-lance professionals who have been in business for no more than three years prior to submitting the application. Applicants must be small and medium-sized enterprises (SMEs) as defined by the EU Commission. The place of investment must be in Berlin.

What

- Low-interest loans are granted in conjunction with an up to 80% guarantee by BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH (BBB) when:
  - a new company is established,
  - an existing company is taken over,
  - projects are carried out up to three years after establishment (consolidation) via the applicant's bank.
- Financing is available for the following:
  - investment costs
  - costs of initial inventories
  - acquisition price
  - working-capital requirements
- The maximum financing share totals 100%.
- The minimum loan sum totals EUR 5,000, the maximum sum EUR 100,000.
- The term totals between 6 and 10 years with up to 2 redemption-free initial years, fixed interest over the entire term. After the expiration of the redemption-free years, redemption takes place at equal instalments payable four times a year.
- 100% payout.
- Nominal and effective interest rates are fixed by IBB and shown in IBB's terms and conditions which are available at www.ibb.de/berlinstart.
- At the time of application, a handling fee for the guarantee of currently 1.5% of the loan applied for - at least EUR 250 - is charged. The guarantee commission currently totals 1.0% p.a. of the loan sum. The guarantee fees must be paid to BBB.
- A monthly availability commission of 0.25% is charged for sums not called after 1 month and 2 banking days after the commitment date.
- In addition to the BBB guarantee (up to 80%), customary collateral is expected in as far as possible.
- Non-scheduled redemption is subject to a prepayment penalty.

How

Applications - including applications for a BBB guarantee - must be submitted via the applicant's bank. The documents can be downloaded from the IBB website at: www.ibb.de/berlinstart.

This programme is subject to de-minimis rules (refer to page 140).

Where

Applicant's bank

Consultancy services are also available from
Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

Coaching in der Vorgründungsphase

Coaching during the pre-establishment phase (START:Chance)

Aim

To advise and support prospective founders during the pre-establishment phase and thereafter up until six months after establishment.

Who

- Individuals having their place of residence in Berlin and planning to start up a business either on a full-time basis or in addition to employment.
- Prior to attending coaching measures, interested participants are obliged to take part in an assessment process organised by the programme sponsor in order to determine the demand for coaching.

What

Coaching with the aim of developing and implementing establishment concepts and of accompanying founders during the initial phase, for example, with regard to product development, identification of customer groups, development of marketing and price strategies, parallel competence development.

How

- Support is available for up to 40 coaching hours before establishment and up to 24 coaching hours during the initial phase after establishment.
- The subsidised hourly rate totals EUR 56.25 net, i.e. without VAT.
- The founders themselves must bear 5% of the costs.

Where

zukunft im zentrum GmbH
Team Coaching
Rungestraße 19, D-10179 Berlin
Telephone: +49 (0) 30 / 27 87 33-0
Fax: +49 (0) 30 / 27 87 33-36
E-mail: coaching@ziz-berlin.de
Internet: www.ziz-berlin.de

This programme is co-financed by the European Union (European Social Fund/ESF, refer to pages 136 and following).

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

Gründungszuschuss

Founder allowance - founder allowance to promote self-employment pursuant to section 57 of Volume III of the German Social Security Code (§ 57 SGB III)

Aim

Applicants commencing self-employment in order to terminate unemployment are entitled to a founder allowance during the start-up phase in order to secure their subsistence and social welfare.

Who

- Employees commencing self-employment as their principal professional activity
- Employees who until the time of commencing self-employed activities can claim allowance payments pursuant Volume III of the German Social Security Code (SGB III) or who worked in a position which was subsidised under a job creation programme within the scope of Volume III of the German Social Security Code.
- When commencing self-employed activities, the applicant must have acquired a minimum entitlement for unemployment benefits I for a period of 90 days.
- This founder allowance programme is not available to recipients of unemployment benefits II.
- Repeated subsidies are not available if less than 24 months have expired since the termination of a previous subsidy programme for self-employed activities.

What

- The founder allowance is paid as a mandatory benefit for a period of nine months in as far as the preconditions are fulfilled. An extension by another six months is examined on request in which case applicants have no legal claims to benefits; applicants must be in need of such benefits and furnish proof of such need.
- Founder allowances are paid for a period of nine months to the amount of the unemployment benefits last paid to the employee, plus EUR 300 per month.
- Founder allowance of EUR 300 per month can be paid for another six months if the applicant submits suitable documents as proof of his or her business activity.
- Following the expiration of suspension conditions pursuant to sections 142 to 144 of Volume III of the German Social Security Code (§§ 142-144 SGB III) (for example, severance pay), founder allowances pursuant to section 58 of Volume III of the German Social Security Code must be paid for a period of nine months if the other conditions are fulfilled.
- If self-employed activities commence during a suspension period, the founder allowance is not paid until such period has expired.

Note: Prior to starting up in business, participation in a start-up seminar pursuant to Section 48 of Volume III the German Social Security Code (§ 48 SGB III) can be subsidised. This may be subject to a prior advisory meeting at the job centre (Agentur für Arbeit).

How

- Applications must be submitted prior to commencing self-employment or before the seminar or programme begins.
- As a precondition for granting a founder allowance, a statement by a competent body confirming the feasibility of the start-up must be submitted. For more detailed information, applicants can contact IHK, HWK, professional associations and chambers, as well as banks.
- Proof of commencement of self-employment must be furnished, for example, by submitting a business registration document for trading companies, or by submitting confirmation of registration with the tax office for freelance professionals.
- If all the conditions for subsidy in the form of a founder allowance are fulfilled, applicants are by law entitled to these benefits for the first nine months.

Where

- Applications must be submitted to the job centre (Agentur für Arbeit) in the district where the applicant is registered.
- Further information is available from the Berlin job centres (Agentur für Arbeit) (refer to page 142) and on the Internet at: www.arbeitsagentur.de

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

KfW-StartGeld

KfW Start Money

Aim

- To finance all forms of start-ups, i.e. establishment or take-over of a business as well as acquisition of a share
- Secondary occupation designed to become a full-time occupation in the medium term
- Consolidation measures within three years after commencing business

Who

Start-ups, small commercial enterprises (as defined by the EU), freelance professionals

What

- Up to 100% of the total external capital requirement, max. of EUR 50,000
- KfW does not impose any specific guarantee/collateral requirements
- 80% liability exemption for the applicant's bank

How

- Applications must be submitted prior to commencing the project.
- A second application can be submitted as long as the loan sum of EUR 50,000 is not exhausted.
- Premature repayment of the loan as a whole or in part is possible at no additional cost.
- Combination with other products of KfW Mittelstandsbank is not possible.

Where

Please submit your application via your bank to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

Meistergründungsprämie

Start-up bonus for master craftsmen and women

Aim

To support business start-ups by craftsmen and women in Berlin.

Who

Master craftsmen and women who, within three years after passing the examination as a master craftsman or woman, establish their first own business in their trade.

What

Two-stage subsidy

1st stage: basic subsidy

- Conditionally repayable subsidy.
- The subsidy totals a once-off EUR 7,000.
- Three years after starting up, the recipient of the bonus is obliged to prove that he or she is still self-employed in Berlin.
- Furthermore, proof must be furnished that no income was generated from employed or other self-employed activities (exceptions subject to prior approval).

2nd stage: job creation bonus

- Another bonus of EUR 5,000 is paid if the founder proves that he or she has hired at least one employee who is registered with the social insurance company for a minimum of twelve months. A training job can be created and a trainee hired for this job as an alternative.

How

- Applications for basic subsidy must be submitted to the Berlin Trade Board which then forwards them to the Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women).
- The application for the job creation bonus can be submitted to the Trade Board within three years after starting up in business.
- Combination with other programmes, such as Berlin-Start, is possible.

This programme is subject to de-minimis rules (refer to page 140).

Where

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68, D-10961 Berlin
Telephone: +49 (0) 30 / 2 59 03-4 71
Fax: +49 (0) 30 / 2 59 03-4 68

For further information, please contact
Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Referat (Division) III D, D-10820 Berlin
Telephone: +49 (0) 30 / 90 13-81 20

This offer is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

Unternehmerkapital: ERP-Kapital für Gründung

Entrepreneurial capital: ERP capital for start-ups

Aim

Junior financing for start-ups and young companies up to three years following start-up to finance projects with good prospects for a feasible, self-employed commercial or freelance existence. The junior loans have unlimited liability and hence serve as equity.

Who

- Individuals with their place of residence in Germany wishing to set up a business or go freelance and who have the required technical and commercial qualifications.
- Stabilisation measures within three years after starting up in business can also be subsidised.

What

- ERP capital for start-ups are available for co-financing investments in fixed assets and business capital as well as market development expenditure customary in the respective industry.
- ERP capital for start-ups is granted to each applicant up to a maximum loan sum of EUR 500,000.
- The transmitting bank is released from liability for the junior loan.

How

- Equity in the new Federal Laender and Berlin, at least 10% of the costs eligible for subsidy, is increased by the junior loan to up to 50% (new Federal Laender and Berlin).
- The term totals 15 years. The loan is paid back after a start-up period of seven redemption-free years in 16 equal instalments. The interest rate is reduced in the first ten years using ERP funds.
- The waiving of security and the junior liability warrant the equity nature of these funds.
- This programme can be combined with other subsidy programmes within the scope of the EU's limits for grants.

Investment in business capital is subject to de-minimis rules (refer to page 140).

Where

Please submit your application via your bank to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31-75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

Further subsidy offers which are also suitable for founders are marked by the letter G in the following chapters.

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Important technical terms are explained in the glossary (refer to pages 140/141).

Berlin Kapital

Berlin capital

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

- Equity and/or equity-near mezzanine capital is granted in the form of silent and/or open participation in order to improve the capital structure of medium-sized businesses.
- Funds are made available for defined projects in Berlin.

Who

- Eligible applicants are medium-sized businesses having the legal form of a corporation (GmbH [private limited company], GmbH & Co. KG [private limited company with a limited partner], AG [public limited company]) with their place of business or a facility in Berlin. The programme is chiefly designed for SMEs according to the applicable EU definition.
- Companies should, as a rule, have been in business for at least three years and must offer sufficient debt service capabilities or value increase potential.
- The offer is not tied to a particular industry (financing is not available to companies in the shipbuilding, coal, mining and steel, the agriculture, fisheries and fish farming sectors).
- Rescue projects and financing of companies in difficulty in the meaning of the EU Commission's definition are not eligible either.

What

- Granting of equity and mezzanine capital in the form of silent and/or open investment in order to improve the capital structure for financing growth and innovation. Funds are made available for defined projects in Berlin.
- Silent participations are subject to subordination and thereby develop equity character. Open participations are exclusively entered into in the form of minority shareholdings. Combination of instruments is possible.

How

- The commitment per case ranges from EUR 500,000 to a maximum of EUR 2.5 million.
- Granting of finance is contingent upon participation of further partners (for example, the applicant's bank as investor, equity fund, etc.) in financing the project (to at least the same amount),
- Financing type and amount as well as customary terms and conditions are subject to agreement from case to case.
- Applications must be submitted prior to commencing the project (for example, first binding order, conclusion of a purchase agreement, commencement of the innovation project, etc.).
- Debt re-scheduling and re-financing projects are not eligible.
- Customary collateral is generally not required. There is no obligation to grant funds.
- Applications are to be submitted as informal written applications.
- The application must be accompanied by a plausible business plan as well as the following documents:
  - up-to-date extract from the commercial register
  - up-to-date partnership agreement
  - up-to-date list of shareholders
  - annual financial statements for the last three years
  - up-to-date managerial analysis, including a list of current totals and balances
  - revenue forecast for the current year
  - details of the current level of orders on hand
  - list of loan and leasing agreements for all current credits, including an overview of all current loans
  - data protection statement (form)

Where

Investitionsbank Berlin
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

Berlin Kredit

Berlin loan

*This programme belongs primarily to the **IBB BerlinINVEST** programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.*

Aim

Berlin loan is designed to promote long-term financing of investment and working capital.

Who

- Eligible applicants are:
  - Companies in the commercial industries
  - Business start-ups
  - Freelance professionals
  - Individuals renting or leasing commercial property
- The place of investment must be in Berlin.
- Rescue projects and companies in difficulty in the meaning of the EU Commission's definition are not eligible.

What

- The Berlin loan is used to finance all investments which require medium-term funds and promise sustainable economic success, e.g.
  - Property and buildings
  - Construction measures
  - Purchase of machines, equipment and fittings
  - Procurement and restocking of material, goods or spare parts inventories
  - Take-over of an existing company or the acquisition of an active participation.
- Berlin loan funds are also available for financing working capital. Applicants must be generally competitive and have good prospects for the future.
- Debt rescheduling and/or follow-up financing of investment projects already underway or completed as well as financing for business rescue projects are generally ruled out.
- Redeemable loans are granted for investment and working capital up to a maximum of EUR 10 million.
- The financing share totals up to 100% of eligible investment costs or up to 100% in the case of working capital. Loans are paid out up to 96%.
- The standby commission totals 0.25% per month for the loan sum approved but not yet paid out, commencing two banking days and one month following the date of approval.
- The term:
  - for investment usually totals up to 10 years, 12 year final maturity is also possible;
  - totals up to 20 years if at least 2/3 of the eligible investment costs are used to acquire property, for commercial building costs or the acquisition of companies or participations. Also available as a final-maturity loan;
  - totals up to 5 years with up to one redemption-free year for the working capital variant.
- The Berlin loan is granted on the grounds of the customer's creditworthiness and the security provided according to a risk-adjusted interest scheme.
- SMEs as defined by the EU are granted the Berlin loan with an additional interest reduction of 20 base points for a term of up to 10 years. The up-to-date terms and conditions are available at: www.ibb.de/berlinkredit.
- After the expiration of the redemption-free years, redemption takes place at equal instalments payable four times a year. Loans due to be repaid at the end of the term are repaid in one amount at the end of the term. Premature repayment, in full or in part, is possible within the first fixed interest period.
- The loan must be secured with the customary collateral to be agreed to with your bank. Moreover, a guarantee of up to 80% by BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH can be applied for in an integrated application process.
- This programme can be combined with other KfW programmes and government subsidies.

How

- Please submit your application via your bank before commencing with the project.
- The documents can be downloaded from the IBB website.
- A guarantee by BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH can be applied for via your bank pursuant to the usual terms and conditions of Bürgschaftsbank (integrated application procedure).

This programme is subject to de-minimis rules (refer to page 140).

Where

Applicant's bank

Consultancy services are also available from
Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Beteiligungen der MBG

Investment by MBG - Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH (MBG)

Aim

- The purpose of the investment is to create or to secure a lasting and competitive existence by way of expanding the equity basis and can be used in the following areas:
  - Co-operation projects
  - Innovation
  - Establishment, expansion, reorganisation or fundamental streamlining of businesses
  - Business start-ups
  - Estate settlements
  - Resigning of partners or shareholders (in exceptional cases)
- Working capital can be co-financed on a pro-rata basis. Debt re-scheduling, re-financing or rescue projects are not eligible for investment.

Who

Business start-ups and commercial companies in Berlin and Brandenburg, usually with annual sales - including that of affiliated companies - of no more than EUR 50 million and with a workforce of less than 250.

What

- Open and silent investment
- The investment sum typically totals up to EUR 1 million.
- Investment fee of 12% comprising a fixed fee and a profit-related component.
- A once-off administration fee of 1% is payable on application, as well as a liability fund contribution of another 1% on pay-out.

How

- Investment applications must be supported by a description of the investment concept.
- The project may not already be completed.
- Investment can be combined with other programmes.

This programme is subject to de-minimis rules (refer to page 140).

Where

Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH
Berlin Office
Schillstraße 9, D-10785 Berlin
Telephone: +49 (0) 30 / 31 10 04-0
Fax: +49 (0) 30 / 31 10 04-55
E-mail: bln@mbg-bb.de
Internet: www.mbg-bb.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

Bürgschaft ohne Bank (BoB)

Guarantee without bank

Aim
The purpose of the guarantee is to enable small and medium-sized enterprises to obtain loans of up to EUR 50,000 from banks and savings banks.

Who
Small and medium-sized enterprises which have not yet found a lending bank or savings bank.

What
Issue of indemnity bonds for up to 80% of the risk under investment and working-capital loans up to a total sum of EUR 50,000.

How
Applications must be submitted to BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH prior to the first date of loan extension.

This programme is subject to de-minimis rules (refer to page 140).

Where
BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, D-10785 Berlin
Telephone: +49 (0) 30 / 31 10 04-0
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

This programme is particularly suitable for people starting up in business and for young companies.

Bürgschaften für Investitions- und Betriebsmittelkredite

Guarantees for investment and working-capital loans

Aim

Collateral for external funds to the extent to which no sufficient customary collateral can be furnished by the borrower

Who

- Small and medium-sized commercial businesses and free-lance professionals
- Start-ups in Berlin planning to establish a business or to work as free-lance professionals
- Individuals using the guaranteed loan to invest in a shareholding in businesses in which they are currently working, or will work in future, in an executive function (business take-over / MBO).
- Large corporations

What

Guarantees are provided in order to protect the applicant's bank (lender) against the risk of default. Guarantees are issued as follows:

- Up to EUR 1 million by BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH for a maximum of 80% of a default
- Without limitation from the Federal Land of Berlin via Investitionsbank Berlin for 70% of a default.

How

- Application forms must be submitted via the applicant's bank.
- Applications must be supported by full, relevant documentation concerning the project/concept and shareholders/ management (including proposed collateral).
- Applications must be submitted prior to commencing the project.
- Application fees are charged at different rates. Please contact the relevant lender for more details.

This programme is subject to de-minimis rules (refer to page 140).

Where

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, D-10785 Berlin
Telephone: +49 (0) 30 / 31 10 04-0
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

If you have any questions concerning guarantees, you may also contact:
Senatsverwaltung für Wirtschaft,Technologie und Frauen
(Senate Department for Business, Technology and Women)
Martin-Luther-Straße 105, D-10825 Berlin
Dr Michael Knieß
Telephone: +49 (0) 30 / 90 13-83 67

In the case of projects in the new Federal Laender and east Berlin, the Federal Government issues, in conjunction with simultaneous participation by the respective Federal States, guarantees for up to 80% of a default in order to secure new loans to be granted (in as far as such loans are not secured by other guarantee programmes).

For more detailed information and to submit your informal application, please contact:
Pricewaterhouse Coopers AG
Lise-Meitner-Straße 1, D-10589 Berlin (office address)
Postfach 12 08 08, D-10598 Berlin (postal address)
Potsdamer Platz 11, D-10785 Berlin (address for visitors)
Mr Alfred Höhn, Mr Guido Koch
Telephone: +49 (0) 30 / 26 36-12 04
Fax: +49 (0) 30 / 26 36-12 21
E-mail: alfred.hoehn@de.pwc.com, guido.jochen.koch@de.pwc.com
Internet: www.pwc.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

ERP-Beteiligungsprogramm

ERP investment programme

Aim

To expand the equity basis of small and medium enterprises by providing liable capital through equity investment companies.

Who

Equity investment companies

What

- Refinancing loans for up to 85% (new Federal Laender and east Berlin) or 75% (old Federal Laender and west Berlin), respectively, of the venture capital invested.
- Maximum amount: maximum of EUR 1 million (new Federal Laender and east Berlin) or EUR 500,000 (old Federal Laender and west Berlin), respectively.
- Repeated ERP-subsidised investment is permitted on condition that the applicable maximum sum is not exceeded. Investment can total up to EUR 2.5 million in exceptional cases.
- Term: ten years, or 15 years in the new Federal Laender and east Berlin.

How

- Applications must be submitted prior to commencing the project.
- This programme can be combined with other subsidy programmes.

Where

Applications are submitted directly to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

ERP-Regionalförderprogramm

ERP regional development programme

Aim

- Long-term financing of investment projects in the new Federal Laender and Berlin as well as the subsidy regions of the old Federal Laender

and

- Long-term financing of investment in intangible assets for technology transfer, management support and consultancy services as well as market research and information

Who

- German and foreign companies in the commercial industries as well as freelance professionals with a private majority shareholding complying with the SME criteria of the EU Commission.
- Rescue projects and companies in difficulty in the meaning of the EU Commission's definition are not eligible.

What

- Standard bank loan with collateral
- Maximum amount: EUR 3 million max. per project
- Risk-based interest rate
- Subsidy window for small enterprises with additionally more favourable interest rates
- In the regional subsidy areas of the old Federal Laender up to 50% and in the new Federal Laender and Berlin up to 85% of the investment costs eligible for subsidy.

How

- Applications must be submitted prior to commencing the project.
- This programme can be combined with other subsidy programmes.

Where

Please submit your application via your bank to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed net network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

ERP-Umwelt- und Energieeffizienzprogramm

ERP environment and energy efficiency programme

Aim

- To support the implementation of general environmental protection measures as well as measures related to the efficient generation and use of energy (programme part A)
- Special support is available for energy efficiency measures at small and medium-sized enterprises (SMEs) (programme part B).

Who

- German and foreign companies in the commercial industries
- Freelance professionals, such as physicians, tax advisors
- Companies performing (energy-related) services for third parties within the scope of a contracting agreement
- Co-operation and operator models for government and public administration tasks (public-private-partnership models) - for general environmental protection measures only (programme part A)

What

Long-term, particularly low-interest ERP loans which you can obtain via banks or savings banks of your choice:

- Up to 100% of the investment costs eligible for subsidy can be financed.
- Maximum sum for general environmental protection measures (programme part A), typically EUR 2 million per project.
- Maximum sum for energy efficiency measures (programme part B) of EUR 10 million per project.
- The interest rate is determined by the applicant's bank in a risk-related manner on the basis of the debtor's economic situation (credit-worthiness) and the value of the collateral provided for the loan.
- The loans must be secured with customary collateral.
- Subsidies are subject to subsidy regulations which must be adhered to by KfW and the applicant.

How

- Applications must be submitted prior to commencing the project.
- Co-financing of investment supported within the scope of the ERP environment and energy efficiency programme with funds from other KfW or ERP programmes is not possible - with the exception of loans from the entrepreneurial capital programmes, i.e. ERP capital for start-ups and ERP capital for growth.
- A loan under the ERP environment and energy efficiency programme can be generally combined with other support instruments (loans or grants/allowances) up to the maximum sums of the relevant EU subsidy limits on condition that the total sum consisting of loans, allowances or grants does not exceed the total expenditure sum.
- Additional ERP or KfW loans for other investment measures can be applied for.

Where

Please submit your application via your bank to KfW Förderbank.

Infocenter der KfW Förderbank
Palmengartenstraße 5-9, D-60325 Frankfurt am Main
Telephone: +49 (0) 18 01 / 24 11 24
3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks.
Fax: +49 (0) 69 /74 31 37 65
E-mail: infocenter@kfw.de
Internet: www.kfw-foerderbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-57 79

Filmproduktion: Filmförderung und Standortmarketing

Film production: Film subsidies and location marketing in the Berlin-Brandenburg region

Aim

- To develop the common media region in order to protect and strengthen the media industry and cultural infrastructure under artistic, economic and technical aspects.
- To promote and subsidise cinema and TV productions as well as other audio-visual formats during all phases of production and exploitation.
- Location marketing, presentation and representation of the media region in Germany and abroad.

Who

- Producers having their place of residence and their registered office in Germany.
- Applicants for production subsidies must usually furnish a distribution agreement.

What

- The development, production, distribution and sale of cinema, documentary and short films are subsidised within the scope of the film subsidy guidelines. Furthermore, subsidies and support can be granted for TV productions and other audio-visual contents.
- Berlin-Brandenburg Medienboard GmbH subsidises the following categories: Script, material and project development, as well as production and young-talent promotion, distribution and/or sale as well as other projects (such as presentations, events, professionalisation measures, etc.).
- Furthermore, Medienboard Berlin-Brandenburg GmbH acts as a point of contact and competence and consulting centre for the region's film and media industry.
- Besides activities related to monetary support, location marketing and structural promotion, media board initiatives such as Berlin Brandenburg Film Commission (BBFC) and MEDIA Antenne Berlin-Brandenburg contribute with their services towards the development of the media regions.

How

- As a rule, applications must be filed with Medienboard Berlin-Brandenburg GmbH prior to commencing the project or measure.
- Funds under this programme can be combined with funds from other subsidy programmes.
- There is no obligation to grant subsidies applied for under this programme.
- Applicants must usually provide a reasonable own contribution towards the financing of their projects.
- Medienboard Berlin-Brandenburg GmbH decides on the subsidy amount depending on the individual project.
- Subsidies are granted as a loan with success-related repayment. Subsidies in the „other projects" category are granted in the form of allowances.
- In the case of subsidised projects, an amount equal to at least the subsidy amount should be spent in the Federal Land of Berlin or Brandenburg (regional effect).
- The current rules for film subsidies are available on the Internet at www.medienboard.de.

Where

Medienboard Berlin-Brandenburg GmbH
August-Bebel-Straße 26-53, D-14482 Potsdam-Babelsberg

Film subsidies:

Mr Christian Berg
Telephone: +49 (0) 3 31 / 7 43 87-23
Fax: +49 (0) 3 31 / 7 43 87-99
E-mail: info@medienboard.de

Other projects / location project support:

Ms Rangeen Katharina Horami
Telephone: +49 (0) 3 31 / 7 43 87-85
Fax: +49 (0) 3 31 / 7 43 87-99
E-mail: info@medienboard.de

Berlin Brandenburg Film Commission (BBFC)
Ms Christiane Raab
Telephone: +49 (0) 3 31 / 7 43 87-31
Fax: +49 (0) 3 31 / 7 43 87-99
E-mail: c.raab@medienboard.de

Media Antenne
Ms Susanne Schmitt
Telephone: +49 (0) 3 31 / 7 43 87-51
E-mail: s.schmidt@medienboard.de

Filmproduktion: Zwischenfinanzierung

Film production: Intermediate financing
Promoting Berlin-Brandenburg as a media location

*This programme belongs primarily to the **IBB BerlinINVEST** programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.*

Aim
To strengthen the Berlin-Brandenburg media location

Who
Production firms based in Brandenburg and Berlin or German production companies (even as part of an international co-production group) producing a significant part of their make-to-order productions in the Berlin-Brandenburg media region.

What
- Project-related loans and guarantees for intermediate financing of film productions
- Fiction and non-fiction TV formats and series are financed.
- Subject to a commitment by the co-financing TV station.
- Furthermore, we also offer intermediate financing of make-to-order productions from other media areas (such as games) if the customer's creditworthiness permits this.
- The minimum sum for guaranteed credits and loans totals EUR 100,000.
- The terms and conditions are subject to applicant-specific risk assessment.

How
- Informal applications can be submitted to Investitionsbank Berlin (IBB) or InvestitionsBank des Landes Brandenburg (ILB).
- Medienboard Berlin-Brandenburg GmbH passes applications received on to the Investitionsbank concerned. Applications are checked and processed by ILB.
- Documentation concerning the company and the project must be additionally submitted in the format customary for loans.

Where
InvestitionsBank des Landes Brandenburg
Steinstraße 104-106, D-14480 Potsdam
Telephone: +49 (0) 3 31 / 6 60 16 02
E-mail: medien@ilb.de

Investitionsbank Berlin
Betreuung Gewerbekunden Kompetenzfelder
(Business Customer Office for competence fields)
Mr Leslie Jakstat
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125- 4151
E-mail: leslie.jakstat@ibb.de

Medienboard Berlin-Brandenburg GmbH
August-Bebel-Straße 26-53, D-14482 Potsdam-Babelsberg
Mr Christian Berg (Subsidies)
Telephone: +49 (0) 3 31) / 7 43 87-23
Fax: +49 (0) 3 31 / 7 43 87-99
E-mail: info@medienboard.de

GA - Gemeinschaftsaufgabe

GA - common task "improvement of regional economic structure" promoting commercial investment in Berlin

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

- To create and secure permanent jobs in all districts of Berlin by supporting investment in the commercial sector.
- Subsidies by the Federal Land of Berlin focus on investment projects at small and medium-sized enterprises (SMEs) as well as investment in the competence and future-orientated fields of Berlin's economy.

Who

Businesses with predominantly supra-regional sales unless otherwise non-eligible for subsidies for particular industries/ branches

What

- Investment allowances are granted.
- Subsidies are available for the acquisition or manufacture of assets forming part of the investment project. This does not include, for instance, motor vehicles, aircraft, trains, ships or replacement investments. Capitalised acquisition costs of certain intangible assets are also generally eligible for subsidies. Subsidies are available for projects of the following types:
  - establishment of a new business or branch,
  - expansion of an existing business or branch,
  - diversification of the production at a facility to include new, additional products,
  - fundamental change in the overall production process at an existing facility
  - acquisition of a business or branch that has been closed down or is threatened by closure if this takes place under market condition and by an independent investor.
- Investment projects are only eligible for subsidy if their volume totals at least EUR 10,000 and if the investment sum, related to one year, exceeds the average depreciation earned over the past three years - disregarding special depreciation - by at least 50%, or if the number of permanent jobs at the facility to be subsidised at the time the investment project starts is increased by at least 15%. One newly created training job counts as two permanent jobs.
- The following maximum subsidy rates are available in Berlin's class-C subsidy regions: www.gewerbeflaechenatlas.berlin.de/foerdergebietskarte): small companies: 35%, medium-sized companies: 25%, other facilities: 15%. Some areas of Berlin are classified as class-D subsidy regions where 20% can be granted to small enterprises, 10% to medium-sized enterprises, and 7.5% to other companies, limited to a sum of EUR 200,000 within 3 years.
- If newly created, highly qualified permanent jobs are given to women, a special subsidy of EUR 5,000 can be granted for every such job given to a woman. The maximum subsidy rate may not be exceeded as a result of this.
- Part II of the 36th blanket plan of the GA programme „Improving regional business structures" (Federal Gazette dated 25 October 2006 and 8 May 2007) in conjunction with the announcement by the co-ordinating committee of the GA task „Improving regional business structures" dated 10 September 2008 (Federal Gazette dated 24 September 2008) is relevant for 2009.

How

- Applications must be submitted to Investitionsbank Berlin.
- Formal applications must be submitted before the investment project is underway. IBB must confirm that the project generally qualifies for subsidy as a precondition for commencing the project. Retroactive subsidising is not possible.
- It is urgently recommended that applicants contact Investitionsbank Berlin as early as possible prior to investment.
- There is no legal obligation to grant investment subsidies hereunder. The same is applicable to the amount of the subsidy rates.

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Garantien für Arbeitnehmerbeteiligungen

Guarantees for employee investment

Aim

Guarantees for investments by employees in companies in Berlin with the following primary aims:

- to increase the employees' identification with their employer and
- to increase the willingness on the part of employees to invest in their company.

Who

Any employee within the scope of the definition of the German capital formation act ("Vermögensbildungsgesetz") can apply for participation in this programme, together with the company in which the employee wishes in invest.

Investment in the following types of companies is eligible for guarantees under this programme:

- companies with typically no more than 500 employees and maximum annual sales of EUR 50 million,
- companies having their registered office and production facility in Berlin, and
- companies under one quarter ownership or less of companies which do not satisfy these criteria.

What

The Federal Land of Berlin furnishes a guarantee in order to cover a case in which the company becomes insolvent and unable to repay the investment.

- Guarantees are issued:
  - to the amount of 80% of the investment, as well as
  - to the amount of 80% of the contractually agreed return on investment.
  - Guarantees cover a maximum return of 12% p.a., taking result-independent returns of up to the amount of the net yield of fixed-interest bonds into consideration (the time of subscribing the investment being the relevant date for determining this amount).
- The maximum guarantee per company is limited to EUR 1 million.
- Term: ten years max.
- Fee: a once-off administrative fee amounting to 1% and an annual commission of up to 2% of the guarantee sum. This fee is paid by the company in which the employee invests his or her money.

How

- Formal application.
- Applications must be submitted prior to signing the investment agreement.
- Guarantees for employee investment can be combined with other programmes.

This programme is subject to de-minimis rules (refer to page 140).

Where

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, D-10785 Berlin
Telephone: +49 (0) 30 / 31 10 04-0
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

IBB-Wachstumsprogramm

IBB growth programme - co-operation loans for medium-sized companies

*This programme belongs primarily to the **IBB BerlinINVEST** programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.*

Aim

Sustainable support for employment, competitiveness and growth of Berlin-based medium-sized businesses in order to strengthen Berlin as a business and industry location

Who

- Applications can be submitted by companies in the commercial sector (with group annual sales of less than EUR 500 million) which are primarily under private ownership and which have an operating facility in Berlin. As a rule, the company should have been established three years prior to submitting the application.
- The project to be financed must be carried out in or by the Berlin-based operating facility.

What

- Financing of investments in fixed assets as well as plant and equipment directly related to such fixed assets which require a long-term provision of funds.
- Debt rescheduling or re-financing of investment projects already underway or completed, as well as financing for business start ups is not possible.
- Redeemable loans with an IBB share of EUR 500,000 to EUR 15 million
- IBB provides a maximum of 50% of the total volume.
- 100% of the loan is paid, subject to customary interest rates and agreement with the applicant's bank.
- Term: generally 10 years max. Repayment is effected in equal instalments. Premature repayment in part or in full is generally not foreseen. In the event of premature repayment of fixed-interest loans, the end borrower will be charged a prepayment penalty. The final details will be decided on together with your bank.
- The loan must be secured with customary collateral. Collateral is provided on a pari passu basis with your bank.
- In the case of companies with limited liability, the shareholders/managing directors of the borrower company who, due to their position as shareholders have a major influence on the company, must issue an absolute guarantee. This will also be required of limited partners in the case of limited partnerships.
- Collateral management will be handled by your bank.
- Administrative interest rate: standard bank rates, however, a once-off fee of 0.5% based on the loan sum will be separately charged as a surcharge. Diverging conditions can be agreed to from case to case.
- Standby interest in the case of fixed-interest conditions: 0.25% for each month commenced, beginning one month after the date of approval, for loan amounts not yet paid out.

How

- Loans are granted, following examination of the case, jointly by the applicant's bank and IBB.
- For further information, please contact the address shown below.

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Investitionszulagen

Investment allowances - investment allowances for corporate investment in Berlin and in the new Federal Laender

Aim

To promote the business community's willingness to invest in order to strengthen economic performance in Berlin and the new Federal Laender, and in order to create and protect jobs.

Who

In Berlin and the new Federal Laender: Companies belonging to the manufacturing business, production-near services. Production-near services include businesses of the following types:

- Data processing and database firms
- Research and development firms
- Market research and opinion poll firms
- Engineering firms for full-scale architectural services
- Engineering firms for specialist technical planning and design
- Industry design firms
- Technical, physical and chemical analysis laboratories and firms
- Advertising and PR firms
- Photographer firms

Since 1 January 2007, the hotel industry has been included as an industry eligible for investment allowance. The hotel industry includes:

- Hotels
- Youth hostels and cabins
- Camping grounds and
- Recreation and holiday homes.

Since 2007, allowances have no longer been available for assets which are not used by the recipient (thereby excluding leasing and other forms of use of moveable assets).

What

Tax-free investment allowance (of between 12.5% and 27.5%) for:

- Acquisition or manufacture of new, moveable assets subject to wear and tear (excluding: passenger cars and minor-value assets, i.e. acquisition costs of up to EUR 410)
- Acquisition or manufacture of immoveable assets (new commercial buildings)
- The extension of the term for investment allowance for investment in and by businesses in east Germany until 2013 leads to several changes.
  - The currently valid subsidy rates of 12.5% or 25% for small and medium-sized enterprises will be reduced between 2010 and 2013 by 2.5 percentage points annually for large enterprises or by 5 percentage points for small and medium-sized enterprises.
  - Investment projects spanning several years are subsidised at the rate applicable in the year the project commences. Companies starting their investment projects before the end of 2009 can still benefit from the subsidy rates currently in effect.

How

- Applications must be submitted to a tax office where the official forms are also available.
- When: within four years after completion of the calendar year in which capital investment took place

Where

At the tax office handling the applicant's income tax.

If you have any questions, please contact
Industrie- und Handelskammer zu Berlin
(Chamber of Industry and Commerce)
Business and tax law, commercial register department
Fasanenstraße 85, D-10623 Berlin
Ms Antje Maschke
Telephone: +49 (0) 30 / 3 15 10-2 82
Fax: +49 (0) 30 / 3 15 10-1 20
E-mail: antje.maschke@berlin.ihk.de
Internet: www.ihk-berlin24.de

There will probably be no subsidy gap at the time of transition from the 2007 Investment Allowances Act (InvZulG) to the 2010 Investment Allowances Act. Investment projects already underway and which will continue beyond 2009 can also be subsidised under the 2010 Investment Allowances Act.

G *This programme is particularly suitable for people starting up in business and for young companies.*

KfW/ERP-Exportfinanzierungsprogramm

KfW/ERP export financing programme

Aim

To finance exports of capital assets to developing countries, including related services.

Who

Customers directly or a bank in the customer's country (bank-to-bank loans).

What

- Up to an order value of EUR 50 million, a loan of up to 85% of the order value is granted, however, limited to a maximum of EUR 21.25 million.
- In the case of an order value above EUR 50 million, the loan is granted on the basis of 50% of the order value. The loan is limited to 85% of half the order value, however, to a maximum of EUR 85 million.

How

Preconditions for this programme include a Hermes guarantee by the Federal Government for a loan term of at least four years. Redemption in six equal, consecutive half-year instalments subject to the term of the loan guaranteed by Hermes. The first redemption instalment is payable six months after the starting point. KfW additionally determines a final date for commencing redemption which is orientated towards the estimated starting point.

Where

Please submit your application directly to

KfW IPEX-Bank

Address:

Ludwig-Erhard-Anlage 2-8, D-60325 Frankfurt am Main

E-mail: info@kfw-ipex-bank.de

Information centre of KfW Mittelstandsbank

Ludwig-Erhard-Platz 1-3, D-53179 Bonn

Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)

Fax: +49 (0) 2 28 / 8 31-75 62

E-mail: infocenter@kfw.de

Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum

(Consulting Centre)

Behrenstraße 31, D-10117 Berlin

Telephone: +49 (0) 30 / 2 02 64-50 50

Fax: +49 (0) 30 / 2 02 64-54 45

KfW-Genussrechtsprogramm

KfW profit participation rights programme - equity for medium-sized businesses

Aim

- The KfW profit participation rights programme is designed to strengthen the equity basis of small and medium-sized enterprises.
- In co-operation with KfW-accredited equity capital companies, subordinated profit participation capital is made available which is treated as equity in the company's commercial balance sheet and as external capital in terms of taxation.

Who

- Equity capital companies can obtain pro-rata refinancing of the profit participation rights capital under the KfW profit participation rights programme.
- Commercial enterprises in Germany recording sustainable sales and a positive result and growth potential (creditworthiness class IV or better).
- Legal forms: AG, GmbH, GmbH & Co. KG annual sales (including affiliated companies): EUR 5 million to EUR 150 million
- In the case of groups, group sales are to be taken from the consolidated annual accounts.

What

- Expansion of the equity basis:
  - Primarily financing of growth investment/measures which lead to a sustainable strengthening of the company's economic situation
  - Successor schemes (in exceptional cases, provision of capital on withdrawal of shareholders; the exclusive use of profit participation rights capital for the purpose of compensating withdrawing shareholders is ruled out)
  - In individual cases, reorganisation of the liabilities side (not as the sole purpose of financing)
- Profit participation capital: EUR 0.5 million to EUR 5 million per company (repeated provision of capital after the expiration of the term is generally possible)
- Payment: 100%
- Once-off administration fee of the equity capital company: 1% of the amount of the profit participation rights, maximum of EUR 25,000
- Profit participation: Participation comprises two components:
  - distribution of profits: current basic distribution of profits and
  - additional distribution: annual, profit-related payment.

How

Applications must be submitted prior to commencing the project.

Where

Applications are submitted via the equity capital company directly to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 (0) 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

KfW-Programm Erneuerbare Energien

KfW programme "renewable energies"

Aim

- To promote the use of renewable energies for electricity and/or combined power and heat generation by way of co-generation, for example, in wind power or photovoltaic plants (standard variants)
- To promote particularly subsidy-worthy plants for the use of renewable energies for heat generation, such as large solar collector or biomass plants (premium variant)

Who

Eligible applicants with the standard variants:

- German and foreign companies in the commercial industries with a private majority shareholding
- Freelance professionals
- Companies in which municipal administrations, churches or charitable organisations have a participating interest
- Individuals and charitable organisations feeding the electricity and/or heat generated into the public grid

Eligible applicants with the premium variants:

- Small and medium-sized enterprises in the private commercial sector which qualify as SMEs
- Freelance professionals
- Companies in which municipal administrations, churches or charitable organisations have a participating interest.
- Individuals and charitable organisations using the heat and/or electricity generated solely for their own purposes
- Farmers and foresters on condition that income tax pursuant to section 15 of the German Income Tax Act (§ 15 EStG) will be paid on the revenue from the operation of the subsidised plant.
- Companies in which municipalities hold a majority share and which remain below the SME threshold values for turnover and number of employees
- Large enterprises in the case of particularly subsidy-worthy measures in the subsidy areas of solar thermal energy, deep geothermal energy, heat storages and heat grids
- Municipalities, basic municipal government units, legally dependent municipal enterprises and municipal special-purpose associations on condition that they effectively present the project to the general public including a reference to the subsidy received.

What

- Standard bank loan with collateral of up to 100% of the net investment costs eligible for subsidy
- Redemption grants are additionally made available from government funds in the "premium" programme part.
- Typical maximum loan sum of EUR 10 milion per project

How

- Applications must be submitted prior to commencing the project.
- Co-financing of the subsidised plant under other KfW or ERP programmes is not possible.
- Aggregation of loans with other subsidies from public budgets is generally possible.

Where

Please submit your application via your bank to KfW Förderbank.

Infocenter der KfW Förderbank
Palmengartenstraße 5-9, D-60325 Frankfurt am Main
Telephone: +49 (0) 18 01 / 33 55 77
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 69 / 74 31 37 65
E-mail: infocenter@kfw.de
Internet: www.kfw-foerderbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 20 26 45-0 50
Fax: +49 (0) 30 / 20 26 45-4 45

KfW-Risikokapitalprogramm

KfW venture capital programme

Aim

- To provide pro-rata security for capital invested by venture capital companies.
- To improve the liable-capital situation of small and medium-sized enterprises in the new and old Federal Laender, with annual sales not exceeding EUR 500 million.

Who

- Investees: small and medium-sized enterprises (annual sales: EUR 500 million max.)
- Investors: Equity investment companies
- First-class, competent partners, experienced in company finance.

What

- Maximum investment amount: EUR 5 million venture capital, 50% in the new Federal Laender and east Berlin, or 40% in the old Federal Laender and west Berlin, respectively.
- Term: ten years max.
- Fee: depending on sales category and risk.
- Between 0.45% p.a. and 2.2% p.a.

How

Applications must be submitted prior to commencing the project.

Where

Applications are submitted directly to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

KMU-Fonds

SME fund

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

- The SME fund provides long-term financing for investment and related plant and equipment for small and medium-sized enterprises, freelance professionals as well as founders in the form of micro-loans of up to EUR 25,000 without the involvement of the applicant's bank and growth loans of up to EUR 10 million generally together with a commercial bank ("applicant's bank").
- In as far as financing in co-operation with the applicant's bank is not possible, the involvement of a commercial bank can from case to case be waived for loans of up to EUR 250,000.

Who

- Applications can be submitted by companies in the commercial sector and by freelance professionals, as well as founders with an operating facility in Berlin. The project to be financed must be carried out in Berlin.
- In order for a loan to be granted, a tenable business concept must be submitted showing how such concept can achieve the sustainable establishment and/or consolidation or improvement of the company's competitiveness and how the loan and interest is to be repaid.
- A proposal for collateral is expected for loans of EUR 25,000 and up.
- A key criterion for the granting of a loan continues to be the guarantee of sufficient business expertise. This can also be secured through external coaching.
- There is no obligation to grant subsidies.
- When necessary, the loan must be secured with the customary collateral to be agreed to with your bank. In the case of micro-loans of up to EUR 25,000, it is possible to forego customary collateral.
- In the case of companies with limited liability, the shareholders/managing directors of the borrower company who, due to their position as shareholders have a major influence on the company, must issue an absolute guarantee. This may also be required of limited partners in the case of limited partnerships.

What

- Co-financing of investments in fixed assets (which require a long-term provision of funds, within the scope of taking over a business, setting up at a new location, expansion, rationalisation measures and re-investment) and plant and equipment in conjunction with this investment.
- Financing of working capital for the expansion or growth of small and medium enterprises (for example, for pre-financing orders and for developing and introducing new products).
- Start-up and initial-phase financing during the first 3 years up to EUR 250,000.
- Micro-loan financing from EUR 10,000 to EUR 25,000 (simplified procedure for loans of up to EUR 10,000; refer to SME fund micro-loans of up to EUR 10,000, page 55)
- Debt rescheduling and/or follow-up financing of investment projects already underway or completed, as well as financing for business rescue projects are generally ruled out.

How

- In the case of loans without the involvement of the applicant's bank, applications are submitted to and loans are granted directly by the SME Fund via Investitionsbank Berlin. If the applicant's bank is involved, applications are submitted to and the loan is granted by the applicant's bank.
- Loans of up to EUR 10 million with joint financing with the applicant's bank, for example, in the form of syndicated loans, plus at least an equally large sum to be contributed by the applicant's bank.
- Term of up to twenty years (up to six years in the case of micro-loans up to and including EUR 25,000). Redemption-free periods can be agreed to.
- Financing of start-ups is limited to EUR 250,000.
- Customary interest rate.
- Repayment is effected in instalments. Premature repayment in part or in full is generally not foreseen. In the event of premature repayment of the loan, the end borrower can be charged a prepayment penalty.
- In the case of syndicated loans, the final details of repayment are agreed to via your bank.
- A standby interest fee of 0.25% for each month commenced, beginning one month after the date of approval, for loan amounts not yet paid out (not applicable to micro-loans of up to EUR 25,000).
- Combination of a loan from the SME fund with subsidy and assistance measures by the federal government, the federal state and the European Union is possible.

This programme is subject to de-minimis rules (refer to page 140).

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung@ibb.de.
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

EFRE

G *This programme is particularly suitable for people starting up in business and for young companies.*

KMU-Fonds - Mikrokredite bis 10 TEUR

SME funds - micro-loans of up to EUR 10,000

This programme belongs mainly to the IBB BerlinINTRO programme family. It focuses on products for business start-ups.

Loans of more than EUR 10,000 from the SME fund are granted by a different procedure (refer to SME fund, page 54).

Aim

To finance the expenditure for establishment, acquisition and expansion by founders as well as small and medium-sized commercial firms or freelance professions by a simplified procedure in the form of micro-loans of up to EUR 10,000.

Who

Founders as well as commercial businesses and freelance professionals having their place of business or a facility in Berlin are eligible.

What

- To finance:
  - start-ups and consolidation projects
  - acquisitions
  - relocations
  - expansion projects
  - new projects and orders.
- Debt rescheduling and/or follow-up financing of investment projects already underway or completed, as well as financing for business rescue projects are generally ruled out.

How

- The granting of a loan is contingent upon a brief description of the project to be attached to the application, as well as a convincing oral presentation of the project during an interview at Investitionsbank Berlin.
- The project to be financed must be carried out in Berlin.
- Presentation of a business plan is usually not required.
- A key criterion for the granting of a loan is the guarantee of sufficient business expertise. This can also be secured through external coaching.
- There is no obligation to grant subsidies.
- In the case of companies with limited liability, the shareholders/managing directors of the borrower company who, due to their position as shareholders have a major influence on the company, must issue an absolute guarantee. This may also be required of limited partners in the case of limited partnerships.
- Term of up to 5 years. Redemption-free periods can be agreed to.
- Customary interest rate.
- Repayment is effected in instalments. Premature repayment in part or in full is generally not foreseen. In the event of premature repayment of the loan in exceptional cases, the borrower can be charged a prepayment penalty.
- Combination of a loan from the SME fund with subsidy and assistance measures by the federal government, the federal state and the European Union is possible.

This programme is subject to de-minimis rules (refer to page 140).

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Konsolidierungsfonds

Consolidation fund

This programme belongs to the IBB BerlinINTAKT programme family. It is designed for small and medium-sized enterprises in financial difficulty.

Aim

Subsidies for companies in difficulty (even within the scope of insolvency proceedings) in the processing industries, as well as supra-regional service companies with a branch or office in east Berlin which, although their prospects for the future are basically good, have an acute financial requirement for reorganisation which can be neither covered by commercial banks nor by other investment subsidy instruments of the Federal or Laender governments.

Who

- Commercial businesses with a branch or office in east Berlin which fulfil the SME criteria (a maximum workforce of 250 and maximum annual sales of EUR 50 million or a maximum balance-sheet sum of EUR 43 million).
- The company's start-up phase (three years max.) has been completed.

What

- Loans are granted.
- Normally up to EUR 1,022 max. with a maximum term of five years (maximum of ten years) with up to two years redemption free.
- The once-off administrative fee totals 2% of the loan sum.
- The interest rate is adapted to the market situation.
- Co-financing is required.

How

- Informal applications
- Reorganisation concept
- Documents to be submitted: refer to guidelines.

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Further information:
Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Mr Hans-Joachim Steybe
Telephone: +49 (0) 30 / 90 13-83 81

Liquiditätsfonds

Liquidity fund

This programme belongs to the IBB BerlinINTAKT programme family. It is designed for small and medium-sized enterprises in financial difficulty.

Aim

Support for companies in difficulty (even within the scope of insolvency proceedings) with generally good prospects for the future, but which need liquidity and are planning to reorganise. This programme primarily aims to compensate for bad debts or a temporary decline in sales and to pre-finance orders.

Who

- Commercial businesses with a branch or office in Berlin which fulfil the SME criteria (a maximum workforce of 250 and maximum annual sales of EUR 50 million or a maximum balance-sheet sum of EUR 43 million).
- The company's start-up phase (three years max.) has been completed.

The following sectors are not eligible for subsidies:

- Agriculture, forestry and fisheries
- Hotels and restaurants
- Retail businesses
- Businesses in the construction and related industries
- Residential building companies and developers
- Consumption-orientated service companies (excluding trades) and similar companies.

What

- Loans are granted.
- Normally up to EUR 1 million max. with a maximum term of five years with up to two years redemption free.
- The once-off administrative fee totals 2% of the loan sum.
- The interest rate is adapted to the market situation.
- Co-financing is mandatory.

How

- Informal applications
- Reorganisation concept
- Documents to be submitted: refer to guidelines.

Where

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

Further information:
Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Mr Hans-Joachim Steybe
Telephone: +49 (0) 30 / 90 13-83 81

NeMat

NeMat - support for networks in order to increase material efficiency

Aim

To increase material efficiency by networking small and medium-sized enterprises (SMEs)

Who

Applications can be submitted by the network co-ordinators of material efficiency networks (all legal forms are eligible).

What

NeMat is designed to facilitate the formation and technical support of learning networks. The networks can be made up of companies

- of a region (regional network)
- of an industry (industry-orientated network)
- of a value chain (production-chain-related network).

A neutral network co-ordinator offers technical support and organises co-operation between the partners (for example, information transfer, training, evaluation).

How

Subsidies are granted in three phases:

- Phase I: establishment of the network and development of the concept - subsidy rate of 75%
- Phase II: implementation of the network concept - subsidy rate of 50%
- Phase III: stabilisation of the network and transition to sustainable co-operation - subsidy rate of 35%

The maximum subsidy for phases I and II together totals EUR 300,000, for phase III EUR 75,000. Costs not subsidised must be borne in the form of a contribution by the companies themselves and/or by the network co-ordinator.

This programme is subject to de-minimis rules (refer to page 140).

Where

Deutsche Materialeffizienzagentur (demea)
c/o VDI/VDE Innovation + Technik GmbH
Steinplatz 1, D-10623 Berlin
Hotline: +49 (0) 30 / 31 00 78-2 20
Fax: +49 (0) 30 / 31 00 78-1 02
E-mail: info@demea.de
Internet: www.demea.de

Neue Märkte erschließen

Opening up new markets

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

- **Individual projects:** This programme is designed as a two-stage procedure and aims to support small and medium-sized enterprises (SMEs) in Berlin to open up new markets.
- **Joint projects:** The programme is to support SMEs in opening up new markets. This involves supporting companies in the form of services by third parties who, in their capacity as an intermediary organisation, are eligible to funds from this programme.

Who

Individual projects:

- Support is to be provided in particular to companies operating in the competence fields of Berlin's economic policy. Applications can also be submitted by SMEs in the manufacturing sector, production-related service companies and commercial firms in the tourism sector (incoming business).
- Eligible companies are non-affiliated companies based in Berlin or operating a facility in Berlin with a staff of no more than 250 and previous year's sales of no more than EUR 50 million or a balance-sheet sum of up to EUR 43 million and which are not owned (capital or voting shares) more than 25% by one or more companies that fail to fulfil these criteria (exception: public investment or venture capital companies, as well as institutional investors).

Joint projects:

- Business-near institutions based in Berlin can also apply for subsidies for the organisation and implementation of joint projects for a group of companies that fulfil the SME criteria. These include, in particular, chambers, associations and other business promotion organisation pursuing activities throughout the federal land.
- Partners who have no operating facility in the subsidy zone or who fail to fulfil the SME criteria can co-operate in joint projects. However, they do not receive any support under this guideline.

What

Individual projects:

Subsidies are granted for projects which support the first-time market entry of SMEs as well as the networking of companies in order to make up for structural competitive disadvantages. Subsidies are granted within the scope of a two-stage procedure which initially provides support for the establishment of a sensible strategic overall concept for opening up a new market (maximum of five consultant's days, each subsidised with EUR 500) and subsequently accompanies the implementation of the concept with individual measures. These measures can, in particular, be the following:

- **Consulting and coaching for specialists and executives:** Subsidies are granted for consultancy and training services for specialists and executives for internal measures at companies related to commercial, technical, financial, human-resources and organisation-related problems of the company's management which are designed to increase performance and competitiveness of existing businesses within the scope of opening up new markets and which clearly stand out against day-to-day business activities (maximum of 20 consultant days, maximum subsidy of EUR 6,000).
- **Activities aimed at opening up markets in Germany and abroad:** Within the scope of the implementation of the overall strategic concept, external services related to the following individual measures qualify especially for subsidies:
  - participation in technical congresses, co-operation and supplier exchanges as well as delegation trips (maximum subsidy of EUR 5,000);
  - first-time individual and joint participation in supra-regional trade fairs and exhibitions. In the event that a joint trade fair booth already exists for a trade fair or exhibition according to the federal land's trade fair programme, individual subsidising is not possible. No subsidy is available for projects for which subsidies are available from programmes by the federal government (such as the federal trade fair programme: www.auma-messen.de). Subsidies are available to cover the costs of renting, setting up and operating the trade fair booth up to the amount of EUR 15,000 per event and company.
- Development of concepts for co-operation and networking as well as measures aimed at opening up markets;
- Feasibility studies;
- Employment of a qualified professional assistant for intercultural and/or foreign trade management as a "foreign trade consultant" in order to develop new international business relations for Berlin-based companies; the gross salary of the employee as agreed to in the assistant's employment contract is eligible for subsidy. The allowance totals 50% of the costs eligible for subsidy, however, limited to a maximum sum of EUR 20,000 p.a.
- Amount of allowance: up to 50% of the expenditure eligible for subsidy; maximum allowance of EUR 70,000 per subsidised company within a maximum of three years.

Joint projects:

The following projects are supported which boost supraregional and international activities by Berlin-based companies:

- **General company presentations:** Subsidies are available for projects, including upstream and downstream measures, which benefit companies opening up a new market, such as:
  - delegation trips (such as organisation, interpretation services, preparation),
  - international co-operation exchanges,
  - industry presentations (company and location presentations),
  - market entry competitions.
- **Trade fair participation at joint booths:** Subsidies are available for the planning and implementation of joint and information booths at trade fairs, exhibitions and other business-related events of supraregional importance in Germany and abroad which were selected by the Senate department in charge of business on a recommendation by the "Opening up new markets" advisory board (refer to the federal land trade fair programme). A uniform presentation of the capital city region must be ensured during preparation and implementation (refer to the leaflet which can be downloaded from IBB's website).
- Allowances for a joint project can total up to 100% (maximum of EUR 100,000) of the total expenditure eligible for subsidy. The allowance is granted as compensation for the costs incurred during the performance of joint projects. The applicant's contribution, which may be required and which can also consist of payments by participating companies, may not be financed from other public subsidy programmes.

How

- Formal applications; proof of fund application on completion of the measure
- Applications must be submitted to IBB using the UPLOAD procedure at least four weeks before the measure commences.
- Applications and rules can be downloaded from: www.ibb.de/NME.

This programme is subject to de-minimis rules (refer to page 140).

Where

Investitionsbank Berlin
Bundesallee 210, D-10719 Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

Unternehmerkapital: Kapital für Arbeit und Investitionen

Entrepreneurial capital: Capital for employment and investment

Aim

Junior capital for creating and securing jobs. With this programme, KfW supports the Federal Government's employment initiative. The programme is available to firms who have been in business for more than three years.

Who

- Medium-sized commercial businesses with group sales not exceeding EUR 500 million, as well as
- Freelance professionals, such as physicians, tax advisors, architects.
- A good creditworthiness is a precondition.

What

- Co-financing is made available for all investments which promise sustainable economic success and which create or protect jobs.
- Furthermore, plant and equipment subsidies are available to the amount of 20% of the investment eligible for subsidy.
- Up to 100% of costs is financed, however, limited to a maximum of EUR 4 million per project.
- The funds are made available as an integrated financing package, 50% as classic investment capital and 50% as junior capital with a term of ten years.
- The classic loan tranche is granted with a customer-specific interest rate within the scope of the price classes defined by KfW. This classification is carried out by the applicant's bank on the basis of creditworthiness and the intrinsic value of the security.
- The interest rate for the junior tranche is risk-orientated on the basis of five creditworthiness classes.
- Subsidy window for small and medium-sized enterprises (SMEs) with additionally more favourable interest rates
- No collateral is required for the junior tranche.

How

Please submit your application via your bank to KfW Mittelstandsbank.

Where

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31-75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

Unternehmerkredit

Corporate loan

Aim

- Financing investment in Germany and abroad
- Financing of working capital
- Projects of small and medium-sized enterprises (SMEs) in a special SME window with more favourable interest rates

Who

- People starting up in business in the commercial industry and in freelance professions
- German and foreign companies in the commercial industries with a private majority shareholding and annual sales (including sales of affiliated companies) not exceeding EUR 500 million.
- Freelance professionals, such as physicians, tax advisors, architects
- Companies and freelance professionals who have been working and/or operating in the market for two years can apply for a 50% liability exemption within the scope of the risk-adapted interest system.

What

- Standard bank loan with collateral up to a maximum sum of EUR 10 million per project
- Up to 100% of the costs eligible for subsidy
- Risk-based interest rate

How

- Applications must be submitted prior to commencing the project.
- This programme can be combined with other subsidy programmes.

Where

Please submit your application via your bank to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31 75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin consulting centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

G *This programme is particularly suitable for people starting up in business and for young companies.*

VC Fonds Kreativwirtschaft Berlin

Investment capital for Berlin-based businesses in the creative sector

Aim

- The aim of VC Fonds Kreativwirtschaft Berlin is to strengthen the equity basis of small and medium-sized growth enterprises in Berlin's creative sector by providing investment capital.
- The funds are primarily provided in order to finance the development and launch of innovative products or services.
- Investment is carried out in the following areas: film, radio, TV, publishing, music, entertainment, advertising, fashion, design, architecture, multimedia, games, software, art and culture.

Who

- VC Fonds Kreativwirtschaft Berlin invests in companies which fulfil the following investment criteria:
- Plausible corporate concept
- Entrepreneurial personality
- Creative unique selling propositions
- High growth potential
- High value increase potential
- Good medium-term exit possibility
- Closed overall financing

The company should be owned primarily by shareholders who are actively involved, it should have its place of business in Berlin and fulfil the EU's criteria for small and medium-sized enterprises, and it must be a corporation.

What

- VC Fonds Kreativwirtschaft Berlin assumes an open minority partnership in the company's equity and capital stock. The open partnership can be combined with a dormant partnership or a shareholder's loan.
- Open partnerships are limited to a maximum of 49% of the equity.
- Up to EUR 1.5 million is invested in the first round of financing. Within the framework of further financing rounds, VC Fonds Kreativwirtschaft Berlin can increase its commitment to up to EUR 3 million per company.
- VC Fonds Kreativwirtschaft Berlin aims at selling its shareholding in the medium term.

How

- Applicants should contact IBB Beteiligungsgesellschaft mbH directly.
- A brief description and, if available, a business plan of the company forms the basis for a first meeting. Strictly confidential handling is warranted.
- Participation by VC Fonds Kreativwirtschaft Berlin is generally contingent upon other partners, such as venture capital companies or Business Angels, participating in the company to at least the same degree as VC Fonds Kreativwirtschaft Berlin.

Where

IBB Beteiligungsgesellschaft mbH
Bundesallee 171, D-10715 Berlin
Mr Roger Bendisch
Telephone: +49 (0) 30 / 2125-3201
Fax: +49 (0) 30 / 2125-3202
E-mail: venture@IBB-Bet.de
Internet: www.IBB-Bet.de

VC Fonds Kreativwirtschaft Berlin is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Zusammenarbeit mit EU-Nachbarstaaten

Co-operation with EU neighbour states - subsidy programme for EU accession countries and EU neighbour states: IPA (Instrument for Pre-Accession) and ENPI (European Neighbourhood Policy Instrument)

Aim

- Since 2007, the programmes have been bundling the former EU financing instruments designed to support the favoured countries: Phare, ISPA and Sapard (EU enlargement), pre-accession aid for Turkey, Tacis (former Soviet Union, Central Asia), Cards (former Yugoslavia) and Meda (southern Mediterranean area).
- Most of the funds are managed under the responsibility of the respective de-centralised, local authorities in charge.
- The program focuses on the transfer of technical, administrative and entrepreneurial know-how. Subsidies are granted for projects in the following key areas:
  - Public administration reform
  - Transport and telecommunications infrastructures
  - Reorganisation of state-owned companies and development of the private sector
  - Political advice concerning first-time EU membership
  - Energy
  - Environmental protection and nuclear safety
  - Agricultural reorganization
  - Education and health
  - Cross-border co-operation

Who

- Businesses
- Technical and administrative service firms
- Administrations, public institutions or NGOs (non-government organisations) with partners in the recipient countries

What

- Payments to firms carrying out projects on behalf of others
- Non-repayable subsidies of between 30% and 100% of the eligible costs, depending on the project.

How

- Offers submitted within the framework of public invitations to tender published in Annex S to the Official Journal of the European Union
- Formal application in response to calls for proposals published in the EU's Official Journal C.

Where

Submission to the public authorities in charge in the recipient countries, or to the EU Commission in Brussels, depending on tender specifications

Enterprise Europe Network
in Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Ms Anke Wiegand
Telephone: +49 (0) 30 / 3 99 80-2 79
E-mail: eu-beratung@berlin-partner.de
Ms Sibylle Kubale
Telephone: +49 (0) 30 / 3 99 80-2 81
E-mail: eu-beratung@berlin-partner.de
Internet: www.businesslocationcenter.de/eric

This programme is co-financed by the EU.

Zuschussprogramm für Nutzfahrzeuge

Subsidy programme for commercial vehicles - subsidy programme for low-emission heavy commercial vehicles - loan variant within the scope of the ERP environment and energy-saving programme

Aim

Fleet modernisation. Environmental standards must outperform legal requirements.

Who

- Owners and lessees of new commercial vehicles with a total weight of 12 tonnes or more.
- Vehicles must already fulfil the Euro-5 standard (or the EEV) which will not be mandatory until 1. October 2009.

What

Subsidy of EUR 2,550 - EUR 4,250 depending on the place of investment (common-task subsidy areas).

How

Applications must be submitted directly to KfW

Where

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31-75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

The Subsidy Programmes

Business start-ups
Pages 27 to 34

Investment and working capital
Pages 35 to 66

Technology, research and development
Pages 67 to 82

Subsidies within the scope of labour-market policy
Pages 83 to 98

Consultancy and in-house taining
Pages 99 to 122

Commercial property and space,
founder and innovation centres
Pages 123 to 134

Important technical terms are explained in the glossary (refer to pages 140/141).

7. Forschungsrahmenprogramm der EU

7th general programme by the EU in the field of research, technological development and demonstration (2007-2013)

Aim

To promote top research in key areas of special interest offering added value for Europe and, using powerful financing instruments, to bundle European research more towards primary topic areas, such as:

- Health
- Foodstuffs, agriculture and biotechnology
- Information and communication technologies
- Nanosciences, nanotechnologies, materials and new production technologies
- Energy
- Environment (including climate change)
- Transport and traffic (including aviation)
- Social and economic sciences, humanities
- Space
- Safety

Who

- Companies, universities, public and private research institutes, municipalities, associations in co-operation with partners.
- A minimum of three independent institutions from three different countries (member states or associated countries) must take place.
- Partners from third states can take part as additional partners.

What

Instruments for project proposals:

- Combined/integrated projects (development of new knowledge, new technologies, new products or shared resources for research)
- Excellence networks (the aim being to overcome the fragmentation of the European research landscape. Strengthening European and global excellence in a specific research sector by networking European research expertise)
- Co-ordination and supporting measures for research activities and research strategies (subsidies and support for networks and co-ordination activities, such as conferences, studies, exchange programmes, etc.)
- "Research for SMEs" (contract research by R+D service firms, collective research: contract research on behalf of associations for a large group of SMEs)
- Joint technology initiatives (long-term public-private partnerships under industrial management which are established in a few selected areas of high economic and social relevance).
- Subsidy rate: between 50% and 100%, depending on the instrument applied for. SMEs, public legal entities, universities and research institutions can receive up to 75% for research and technology development.

How

- Formal application in response to calls for proposals published periodically in the EU's Official Journal C.
- Other details can be found in these calls.

Where

Applications should be submitted directly to the respective European Commission agencies by the specified deadlines (refer to: Calls for Proposals).

Information and advice:
Enterprise Europe Network
in der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Eckhard Behrendt
Telephone: +49 (0) 30 / 3 99 80-2 75
E-mail: eu-beratung@berlin-partner.de
Ms Elena Arndt
Telephone: +49 (0) 30 / 3 99 80-2 82
E-mail: eu-beratung@berlin-partner.de
Internet: www.bussinesslocationcenter.de/eric
www.berlin-partner.de

This programme is co-financed by the EU.

EraSME

ERA-NET on National and Regional Programmes to Promote Innovation Networking and Co-operation between SMEs and Research Organisations

Aim

- To strengthen the innovative power and competitiveness of small and medium-sized enterprises in transnational and international competition
- To intensify co-operation between SMEs and research organisations in order to reduce the time to market for products from research and development
- To trigger transnational co-operation to the benefit of all the SMEs involved

Who

Applications can be submitted by the project co-ordinators of networks.

What

- Networks of at least 2 research organisations and 4 SMEs.
- At least two countries with at least one R&D facility and one SME each must be involved.
- If the project co-ordinator is a German R&D facility, four German SMEs must be involved in the project.

How

- The German partners receive support in analogy to the former InnoNET programme.
- Foreign partners are supported on the basis of the terms and conditions of their regional or national subsidy and support programmes.
- Research facilities are eligible for a grant of up to 90%.
- Businesses do not receive direct subsidies. They must contribute 10% of the expenditure and/or costs of the research partners (cash contribution) and perform at least 20% of the project volume by themselves (R&D).
- Proposals are published twice a year on 31 March and 30 September, respectively.
- Applications must be submitted to EraSME electronically via the www.era-sme.net website.

Where

VDI/VDE Innovation + Technik GmbH
Steinplatz 1, D-10623 Berlin
Telephone: +49 (0) 30 / 31 00 78 -2 59 / -1 80
Fax: +49 (0) 30 / 31 00 78 -1 02
E-mail: info@era-sme.net
Internet: www.era-sme.net

This programme is co-financed by the EU.

ERP-Innovationsprogramm

ERP innovation programme

Aim

- To promote market-near research and development of new products, processes or services, as well as the launch thereof
- This includes projects for the introduction of new production, environmental and energy technologies.

Who

Established, small and medium-sized enterprises and freelance professionals who have been active in the market for more than two years and who pursue an innovative project in Germany or which essentially contribute towards such a project by an innovative contribution. Annual sales of the company may typically not exceed EUR 125 million.

What

- Finance package consisting of investment capital and junior loans of up to EUR 5 million per project during the R&D phase (for example, personnel costs, investment costs for R&D projects, quality assurance measures) or EUR 2.5 million during the market introduction phase, respectively.
- Under certain circumstances, this limit may be exceeded.

How

- Applications must be submitted prior to commencing the project.
- This programme can be combined with other subsidy programmes.

Where

Please submit your application via your bank to KfW Mittelstandsbank.

Information centre of KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 2 28 / 8 31-75 62
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

ERP-Startfonds

ERP start fund

Aim
To finance young technology companies

Who
Small technology companies in the commercial sector (corporations) with their place of business in Germany and which meet with the EU's definition for small enterprises, i.e.
- companies employing a staff of less than 50 and either
- record annual sales of no more than EUR 10 million or
- a balance sheet of no more than EUR 10 million and
- which have not been in business for more than ten years.

What
- Investment capital
- Maximum amount: EUR 3 million max. per company, EUR 1.5 million max. in the first round of financing
- Generally speaking, lead investor investing to the same degree as KfW is required.

How
The terms and conditions for investment by KfW are based primarily on the terms and conditions for investment by the lead investor.

Where
Technology companies should forward applications for investment to KfW Mittelstandsbank.

KfW Mittelstandsbank
Ludwig-Erhard-Platz 1-3, D-53179 Bonn
Telephone: +49 (0) 2 28 / 8 31-72 90
Fax: +49 (0) 2 28 / 8 31-74 83
E-mail: earlystage@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

High-Tech Gründerfonds

High-tech founder fund

Aim

To finance the development of demanding and application-near technologies with a high innovation content at least to prototype or proof of concept level.

Who

- Small enterprises within the meaning of the EU definition (less than 50 employees, annual sales or an annual balance sheet total of a maximum of EUR 10 million) with a registered office in Germany.
- Operative business must have started no more than one year previous.
- Activities must focus on an R&D project.
- The technological know-how must be tied up in the company.
- Industrial and intellectual property rights should be available and/or contributed to the company on an unlimited and exclusive basis.

What

- Combination of open shareholding and subordinated loan up to a maximum of EUR 500,000.
- Applicants based in Berlin and the east German federal states must contribute at least 10% (20% in the rest of Germany).
- Half of the applicant's own contribution can be made available by a so-called side investor.
- The high-tech founder fund acquires 15 % of the company's share at nominal value (without company rating) and grants to the company a subordinated shareholder's loan with a conversion option.
- Term of the loan agreement: seven years.
- Interest (10% per annum) respite is available during the first four participation years, and also includes a conversion option.

How

- Information and forms, such as a draft concept, can be found on the website of the high-tech founder funds.
- Submission of the completed draft concept and of the existing business plan.
- A qualified statement and recommendation should be submitted by a coach or reference partner of the funds (refer to website).
- Can be combined with other support and subsidy measures.

This programme is subject to de-minimis rules (refer to page 140). The de-minimis grant corresponds to the amount of the nominal capital contribution.

Where

High-Tech Gründerfonds Management GmbH
Ludwig-Erhard-Allee 2, D-53175 Bonn
Telephone: +49 (0) 2 28 / 96 56-85 00
Fax: +49 (0) 2 28 / 96 56-85 50
E-mail: info@high-tech-gruenderfonds.de
Internet: www.high-tech-gruenderfonds.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

INNO-KOM-Ost / Innovationskompetenz-Ost

Innovation Competence East - R&D support for external, non-profit industry research facilities in east Germany

Aim

- To support industrial research in east Germany in order to maintain and strengthen its innovation competence and to develop new, market-orientated products and processes
- To develop new, market-orientated products and processes

Who

Support is available to legally independent, non-profit research facilities based in east Germany which do not receive institutional support.

What

- **VF module:** preparatory research projects
  Precondition: prospects for technological and economic success
- **MF module:** market-orientated R&D projects
  Precondition: scientific approach and a wide range of potential applications

How

- **VF module:** preparatory research projects
  - Subsidy rate: 90% max.
  - Amount of subsidy: EUR 500,000 max.
  - R&D staff eligible for subsidy: 10% max.
- **MF module:** market-orientated R&D projects
  - Subsidy rate: 70% max.
  - Amount of subsidy: EUR 375,000 max.
  - R&D staff eligible for subsidy: 50% max.

The following items are eligible for subsidy:

- Personnel expenditure
- General expenditure
- Expenditure on material and small equipment
- Expenditure on individual devices
- Expenditure on additional purposes
- Project-related research contracts with third parties
- Expenditure related to patents, approvals and inspections

Where

EuroNorm Gesellschaft für Qualitätssicherung und Innovationsmanagement mbH
Stralauer Platz 34, D-10243 Berlin
Ms Claudia Herrmann-Koitz
CEO, EuroNorm GmbH
Mr Harald Decker
Head of the project sponsor organisation
Telephone: +49 (0) 30 / 9 70 03-0 41
E-mail: inno-kom-ost@euronorm.de
Internet: www.fue-foerderung.de

Intelligent Energy - Europe II (IEE-II)

European Energy Programme - "Intelligent Energy - Europe II" (2007-2013)

Aim

To promote the exchange of best practices in order to overcome non-technical obstacles (legal, financial, institutional, cultural social, etc.) on the energy market by:

- Energy efficiency and efficient energy use (SAVE)
- Use of new and renewable energies (ALTENER)
- Use of environmentally friendly energy in the transport sector (STEER)

Who

Legal entities from EU member states, EFTA and EEA countries as well as EU accession countries on condition that an agreement was signed.

What

- Market analyses, strategic studies, standards
- Promoting structures and instruments to facilitate the transition from demonstration to the marketing of powerful technologies
- Development of structures in the field of information, education and know-how transfer
- Preparing the results of measures and projects
- Observing the implementation and impacts of the EU's energy policy
- Evaluating the impacts of measures and projects under the programme
- Projects for developing EU-relevant innovative technologies, processes, products or methods to market maturity

Investments in new technologies (as in the case of the EU's general research programme) are not eligible for subsidy.

How

- Subsidy rate: Usually 50% of the overall costs eligible for subsidy
- Formal application in response to calls for proposals published periodically in the EU's Official Journal C.
- Applications should be submitted directly to the respective offices by the specified deadlines (refer to: Calls for Proposals).

Where

Enterprise Europe Network in der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Eckhard Behrendt
Telephone: +49 (0) 30 / 3 99 80-2 75
E-mail: eckhard.behrendt@berlin-partner.de
Ms Elena Arndt
Telephone: +49 (0) 30 / 3 99 80-2 82
E-mail: elena.arndt@berlin-partner.de
Internet: www.businesslocationcenter.de/eric
www.berlin-partner.de

We recommend regularly referring to the information communicated by the Enterprise Europe Network:
www.businesslocationcenter.de/eric

This programme is co-financed by the EU.

ProFIT

ProFIT - subsidy programme for research, innovation and technologies

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

ProFIT is designed to boost research, development and innovation intensity, especially in the competence fields of Berlin, such as information and communication technology, biotechnology, medical technology, optical technologies and transport technology. ProFIT can be used to finance promising projects during all phases of the innovation process, from research to market introduction.

Who

Applications can be submitted by businesses and research institutes operating a facility/branch in Berlin:

- Businesses
  - SMEs: alone or together with companies or research institutes
  - Non-SMEs: only in conjunction with SMEs or research institutes
- Research facilities
  - Alone or in conjunction with scientific institutions in the case of phase-independent, allowance-free support and subsidy programmes
  - Only in conjunction with at least one company for industrial research and experimental development projects

What

- Support and subsidies are available for single and combined projects in the phases of industrial research, experimental development as well as production development, market preparation and market introduction.
- Subsidies are granted, depending on the innovation phase, in the form of non-redeemable grants, low-interest loans or investment.
- Non-redeemable grants of up to EUR 400,000 (per project or, in the case of joint projects, per project partner) can be made available for research and development projects by businesses and research institutions. As a percentage of the project expenditure eligible for subsidy, the maximum subsidy rates total up to:
  - during the industrial research phase: 80% (including a bonus for SMEs and joint projects)
  - during the experimental development phase:
    - 40% only in the case of research institutes co-operating with other institutions
    - 25% only in the case of large enterprises co-operating with other parties
- In the case of allowance-free subsidy and support programmes for research and development projects by research institutes geared towards co-operation with commercial businesses, the subsidy rate totals up to 100%.
- In order to finance projects during the phase of experimental development as well as production development, market preparation and market introduction undertaken by small and medium-sized enterprises, subsidies are granted in the form of low-interest loans or dormant partnerships of up to EUR 3 million or a maximum of 80% of the costs eligible for subsidy per project. Low-interest loans and investments are subject to the following conditions:
  - The term of the loans or participations usually totals up to five years and can be extended on a case-to-case basis. The term can be up to eight years in the case of start-ups.
  - Interest and investment fees are below market conditions. Small enterprises additionally benefit from an interest bonus of 0.25%.
  - Recipient companies and/or their shareholders/owners should assume liability for a reasonable amount and/or contribute towards financing.

How

The application procedure consists of two stages as follows:

1st stage: project proposal

- During the first stage, the proposed project must be clearly described on the interactive "Project proposal" form and submitted to Investitionsbank Berlin using the electronically protected update procedure. In the case of group projects, the forms must be separately completed by each project partner and then submitted by the group co-ordinator. Qualified support during project planning (expenditure and financing) is available from the "Finanzplaner" document from Investitionsbank Berlin.
- The proposed project is analysed in technical terms and its market relevance assessed shortly after submission. Given a positive outcome of the analysis, the possible subsidy form (type and amount of subsidy) is determined, and the applicant is advised to file an official application.

2nd stage: project application

- After the formal application documents have been submitted to Investitionsbank Berlin, applicants can start the project at their own risk. During the application phase, the analysis focuses on whether the financial and economic preconditions for granting subsidies are fulfilled.
- The subsidy committee decides whether allowances are granted, as well as the terms and conditions to which such allowances are subject from case to case.

Where

The new interactive, user-friendly forms, brochures and legal information can be downloaded at: www.ibb.de/profit.

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

This programme is co-financed by the European Union (European Regional Development Fund/ ERDF, refer to pages 136 and following).

Programm Innovationsassistent/-in

Innovation assistant programme

This programme belongs primarily to the IBB BerlinINVEST programme family. It is designed for existing small and medium-sized enterprises as well as freelance professionals.

Aim

- To protect and boost the innovative basis and competitiveness of Berlin's economy, in particular, in the focal and key technologies that are of special relevance for structural change at the location. These includes renewable energies and energy saving measures.
- To accelerate the transfer of knowledge from research institutes to newly established and existing companies and hence the economic exploitation of research and development results.
- To create permanent jobs and to promote a high level of employment and economic growth in Berlin.
- These goals will be achieved by the innovation assistant contributing new scientific insights and methods into the company which promote on a project basis the in-house innovation process with a view to both technology and economics.

Who

- Technology-orientated, small and medium-sized enterprises (SMEs) with their place of business in Berlin.
- Non-technology orientated Berlin-based SMEs can also apply if the project in which the innovation assistant is to work and/or the innovation assistant's activity have a strong technology reference.

What

- Subsidies are available for innovative projects which are implemented within the scope of qualified, new employment contracts to be entered into with graduates from universities, universities of applied sciences or institutions offering similar, state-recognised degrees. At the time of signing the employment contract, the graduate's last university exam may not be older than 24 months; self-employed or permanently employed activity of up to 12 months within such period do not disqualify for subsidy. In the case of projects geared to the implementation of a quality management system, the permissible period for such an activity following completion of studies totals up to 60 months in the individual case.
- The jobs to be subsidised offered to graduates with project/task-specific qualifications must:
  - aim to eliminate an existing scientific gap in the company's know-how and
  - supplement the company's core expertise and
  - focus on the development, production and/or marketing of technologically innovative products, methods or services with good market prospects, or
  - involve activities which are based on in-house innovative technical and/or commercial tasks or
  - in the case of a focus on the tasks of a quality management officer, must be aimed at the implementation of a quality management system in the company aiming at certification.

How

- Subsidies are granted in the form of project support as a non-redeemable personnel-cost grant by way of share financing.
- Employment contracts are subsidised for a period of 12 months each. However, no more than two innovation assistants can be subsidised at the same time.
- Subsidies are granted for up to 45% of the innovation assistant's gross taxable income, up to a maximum of EUR 41,000, i.e. the pro-rata personnel cost subsidy totals EUR 18,450 max.
- Formal application for subsidies for an innovation assistant should be submitted in writing to IBB.
- Information and forms can be found on the IBB website.
- Please note that applications must be received by IBB before the employment contract is signed.
- Combination with personnel-cost grants under other job-centre programmes and measures is not permitted.

This programme is subject to de-minimis rules (refer to page 140).

Where

More information about this programme, as well as advice and support during the application process are available from:

Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, D-10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

SIGNO KMU-Patentaktion

SIGNO patent campaign for SMEs
A part of the SIGNO programme - protection of ideas for commercial use - sponsored by the German Federal Ministry of Economics and Technology

Aim
The SME patent campaign supports and assists small and medium-sized enterprises, crafts and start-ups in the producing sector, including agriculture, helping them to obtain first-time protection for their R&D results in the form of industrial property rights and their use.

Who
- The SME patent campaign is explicitly designed for new players who have not yet filed a patent application or whose last patent application is older than five years.
- Applications can be filed by businesses, including crafts and start-ups, in the producing sector and agriculture, having their place of business and production facility in Germany, with up to 250 employees and either a maximum annual turnover of EUR 50 million or a maximum annual balance-sheet sum of EUR 43 million, which have not filed a patent or utility model application during the past five years.

What
- The SME patent campaign is split into **five packages (P)** with a sequence that is orientated towards the company's development process.
- Depending on the particular focus of interest, the SIGNO partners offer not just process support, but also services within the scope of these package.
- The subsidy term totals 18 months.
- **P 1:** Research concerning the state of the art EUR 800 max.
- **P 2:** Cost-and-benefits analysis EUR 800 max.
- **P 3:** Patent application at the German Patent and Trade Mark Office EUR 2,100 max.
- **P 4:** Preparing to exploit an invention EUR 1,600 max.
- **P 5:** Protection of industrial property rights outside Germany EUR 2,700 max.
- The maximum grant per company totals EUR 8,000.

How
- Applications for inclusion in the SME patent campaign can be directly submitted to the SIGNO partners. The SIGNO partners will assist you throughout the entire subsidy term.
- The SIGNO partners in Germany can be found at: www.signo-deutschland.de.

This programme is subject to de-minimis rules (refer to page 140).

Where
TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Siegfried Helling
Telephone: +49 (0) 30 / 4 63 02-4 79
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: helling@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

EuroNorm Gesellschaft für Qualitätssicherung und Innovationsmanagement mbH
Stralauer Platz 34, D-10243 Berlin
Ms Kerstin Börner
Telephone: +49 (0) 30 / 97 00 32 92
E-mail: boerner@euronorm.de
Internet: www.euronorm.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

VC Fonds Technologie Berlin

VC Fonds - investment capital for Berlin-based technology companies

Aim

- IBB Beteiligungsgesellschaft mbH provides equity through VC Fonds Technologie Berlin for innovative Berlin-based technology companies with a potential for growth and which operate in Berlin's key fields of technology.
- The funds are primarily provided in order to finance the development and launch of innovative products, processes or services.

Who

VC Fonds Technologie Berlin invests in companies which fulfil the following investment criteria:

- Plausible corporate concept
- Entrepreneurial personality
- Unique technological position or several years lead in development
- High growth potential
- High value increase potential
- Good medium-term exit possibility
- Closed overall financing

The company should be owned primarily by shareholders who are actively involved, it should have its place of business in Berlin and fulfil the EU's criteria for small and medium-sized enterprises, and it must be a corporation.

What

- VC Fonds Technologie Berlin assumes an open minority partnership in the company's equity and capital stock. The open partnership can be combined with a dormant partnership or a shareholder's loan.
- Open partnerships are limited to a maximum of 49% of the equity.
- Up to EUR 1.5 million is invested in the first round of financing. Within the framework of further financing rounds, VC Fonds Technologie Berlin can increase its commitment to up to EUR 3 million per company.
- VC Fonds Technologie Berlin aims at selling its shareholding in the medium term.

How

- Applicants should contact IBB Beteiligungsgesellschaft mbH directly.
- A brief description and, if available, a business plan of the company forms the basis for a first meeting. Strictly confidential handling is warranted.
- Participation by VC Fonds Technologie Berlin is generally contingent upon other partners, such as venture capital companies, industrial companies or business angels, participating in the company to at least the same degree as VC Fonds Technologie Berlin.

Where

IBB Beteiligungsgesellschaft mbH
Bundesallee 171, D-10715 Berlin
Mr Marco Zeller
Telephone: +49 (0) 30 / 2125-3201
Fax: +49 (0) 30 / 2125-3202
E-mail: venture@IBB-Bet.de
Internet: www.IBB-Bet.de

VC Fonds Technologie Berlin is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Zentrales Innovationsprogramm Mittelstand (ZIM)

Central innovation programme for medium-sized enterprises

Aim

- Under the motto "Impulse for growth", sustainable support is to be given to boost the innovative power of small and medium-sized enterprises and a contribution is to be made towards the growth and competitiveness of such businesses.
- With the ZIM programme, the technology support measures of the German Federal Ministry for Economics and Technology are designed to:
  - motivate SMEs to increase their efforts in the fields of research, development and innovation,
  - reduce the technical and commercial risks of R&D projects,
  - quickly translate R&D results into marketable innovation,
  - expand co-operation between SMEs and research institutions,
  - boost the commitment by SMEs to R&D co-operation and innovative networks,
  - improve innovation, co-operation and network management at SMEs.

Who

- Small and medium-sized enterprises with a maximum staff of 250, a maximum annual turnover of EUR 50 million or a maximum annual balance-sheet sum of EUR 43 million which fulfil the further criteria of the EU definition of micro-enterprises as well as small and medium-sized enterprises.
- Public and private research facilities co-operating with these enterprises.

What

R&D co-operation projects throughout Germany and R&D projects by individual businesses in east Germany are eligible for grants of varying levels within the scope of three support modules:

- **Co-operation projects:** Support is available for co-operation projects between SMEs and between SMEs and research institutions, including projects by SMEs without an innovation history, as well as R&D contracts in preparation for future co-operation and networks.
- **Network projects:** Support is available for external management and organisation services for the development of market-orientated networks of innovative SMEs.
- **Individual projects (since 1 January 2009):** Support is available for R&D projects by individual SMEs of all legal forms having their business operations in the east German federal states, including Berlin.

How

- Applications must be submitted before the project starts and before contracts are signed by the project partners involved.
- Applications should be submitted to the local project sponsor.
- The decisions regarding the applications are made on the basis of the quality and completeness of the documentation as well as subsidy priorities which are assigned under competitive aspects.
- Subsides are granted subject to a decision by the Federal Ministry of Economics and Technology.

Where

For co-operation projects:
Projektträger AiF
AiF-Geschäftsstelle Berlin
Tschaikowskistr. 49, D-13156 Berlin
Dr Klaus-Rüdiger Sprung
Telephone: +49 (0) 30 / 4 81 63-4 51
Fax: +49 (0) 30 / 4 81 63-4 02
E-mail: zim@aif-in-berlin.de
Internet: www.zim-bmwi.de

For network projects:
VDI/VDE Innovation + Technik GmbH
Projektträger ZIM-Netzwerke
Steinplatz 1, D-10623 Berlin
Dr Dirk Thamm
Telephone: +49 (0) 30 / 31 00 78-3 80
Fax: +49 (0) 30 / 31 00 78-1 02
E-mail: zim@vdivde-it.de
Internet: www.zim-bmwi.de

For individual projects:
Projektträger EuroNorm GmbH
Geschäftsstelle Berlin
Stralauer Platz 34, D-10243 Berlin
Mr Harald Decker
Telephone: +49 (0) 30 / 9 70 03-00
Fax: +49 (0) 30 / 9 70 03-44
E-mail: zim@euronorm.de
Internet: www.zim-bmwi.de

Up-to-date information concerning "Zentrales Innovationsprogramm Mittelstand" can always be found at: www.zim-bmwi.de.

Zukunftsfonds Berlin

Berlin future fund

Aim

- The Berlin future fund is designed to give a sustainable boost to the development of globally recognised competence centres in Berlin in the growth-relevant technological fields of focus in the region. These fields are at present:
  - Medical and biotechnology
  - Transport system technology
  - Information and communication technology
  - Optical technologies
- Regional innovation projects should focus on greater networking of science and business, enable the development of top-level expertise, generate impulses on a broad basis, and should aim at commercial exploitation in Berlin. With a view to this, Berlin future fund projects are particularly marked by the following characteristics:
  - They bundle internationally competitive research expertise in Berlin, or make this available in the city.
  - They create the scientific and/or technical foundation needed to solve the respective problem (when necessary, by also setting up the required infrastructure).
  - They combine several technologies or aim at integrating one technology in different areas of application.
  - They integrate, in particular, small and medium-sized enterprises (SMEs) in the region through networking and cooperation.
  - They consider aspects of training and qualification for new technologies.
  - They include as many stages of the value chain as possible.
  - They contribute towards the establishment of sustainable, efficient and self-sufficient structures.
  - They generate reflows to the fund.
- Not all the characteristics must be fulfilled for each and every innovation project. However, preference will be given to projects that fulfil as many of the criteria as possible.

Who

- Institutions under public law or non-commercial institutions (universities, research institutes)
- Private companies or founders
- The projects should be applied for as combined projects.

What

- Conditionally repayable subsidies
- Low-interest loans
- Dormant partnerships
- A combination of the above
- Another criterion for granting subsidies is the application for other public (EU, Federal Government, Federal Land) and private funds.
- Full financing of certain parts or modules of such projects is only possible when no supplementary funds are available for the purposes in question. Even in such cases, an overall concept must be submitted showing the prospects for public and private co-financing or the possibility of generating revenue.
- Before using the Berlin future fund, preference should be given to other subsidy options.

How

- The application procedure comprises two stages:
  - partially formal outline
  - detailed application
- Subsidies depend on the availability of funds. Please contact the future fund's office prior to submitting your application.
- Forms and details for preparing outlines can be found at: www.zukunftsfonds-berlin.de.

Where

TSB Technologiestiftung Berlin
Geschäftsstelle Zukunftsfonds
(Future fund office)
Fasanenstraße 85, D-10623 Berlin
Dr Christian Hammel
Telephone: +49 (0) 30 / 4 63 02-5 10 / -5 59
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: hammel@technologiestiftung-berlin.de
Internet: www.zukunftsfonds-berlin.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

The Subsidy Programmes

Business start-ups
Pages 27 to 34

Investment and working capital
Pages 35 to 66

Technology, research and development
Pages 67 to 82

Subsidies within the scope of labour-market policy
Pages 83 to 98

Consultancy and in-house taining
Pages 99 to 122

Commercial property and space,
founder and innovation centres
Pages 123 to 134

Important technical terms are explained in the glossary (refer to pages 140/141).

AFBG/Meister-BAföG

Career development act / Master craftsmen grant - Career development act (AFBG) as amended on 10 January 2002 (Federal Gazette I, page 402), as amended most recently by Article 84 of the ordinance dated 31 October 2006 (Federal Gazette I, page 2407) (so-called master craftsmen grant)

Aim

Government subsidies for career development beyond the level of examination as a skilled worker or journeyman, or beyond the leaving certificate of a technical college.

Who

Participants in vocational training programmes which:

- require qualifications acknowledged pursuant to the German vocational training act or by the trade board, or an equivalent examination pursuant to Federal or Federal Land laws,
- in the same general line of profession, serve as preparation for further training examinations pursuant to Federal or Federal Land or chamber laws and rules for qualifications beyond that of a skilled worker, journeyman or technical college graduate. This also includes further training pursuant to the vocational training regulations of Deutsche Krankenhausgesellschaft (German Hospital Society) or training on the basis of state-approved examination regulations at recognised supplementary schools.

All sectors are included: agriculture, industry, craft, commerce, freelance professionals, the services industry, medical and social professions.

What

Government subsidies and loans by KfW Förderbank for full-time and part-time programmes, training courses and examination fees, child-care costs.

- **Maintenance:** Singles without children receive up to EUR 670 a month. This amount consists of a grant component of up to EUR 227 and the rest as a low-interest loan. The loan is increased to currently EUR 215 for married participants, and by another EUR 179 for each child. Maintenance subsidies are dependent upon the applicant's income and property as well as his/her spouse's income. In the case of single parents, the amount available under this programme is increased by the necessary child-care costs for children, ten years of age and younger (EUR 113).
- **Contribution to programmes:** In the case of full-time and part-time measures, a contribution payment for financing tuition and examination fees is foreseen, irrespective of the applicant's income or property, to the amount of the fees actually incurred, but in no case more than EUR 10,226. This comprises a grant of 30.5% and a low-interest bank loan.
- **Examination piece:** The costs for producing the examination piece (so-called craftsman's masterpiece or a similar examination work) will be subsidised by a loan of up to 50%, however, not exceeding a total sum of EUR 1,534. There is no possibility for loan release.
- **Interest rate and redemption:** Loans are interest free and redemption free for applicants during the training term and a subsequent redemption-free period of 2 years (six years maximum), and subsequently become low-interest loans through refinancing by KfW Förderbank. Following the interest-free period, a minimum monthly amount of EUR 128 must be paid towards principal and interest.
- **Loan release for start-ups:** Up to 66% of the loan balance for training-course and examination fees is released in the event of the establishment or acquisition of a business, or in the event of commencing free-lance activity within three years after passing the examination, on condition that at least two employees have been employed subject to social insurance contribution payments for at least four months at the end of the third year following the establishment of business.

How

- Formal application
- Application forms are available from the district authority offices for vocational training listed below, or can be downloaded from the Internet at: www.meister-bafoeg.info/de/115.php, the website of the Federal Ministry for Education and Research.

Where

Further information and application forms are available from the district authority offices for vocational training in the district where you live:

Charlottenburg-Wilmersdorf von Berlin district authorities
Abteilung Bürgerdienste (Department for citizen services)
Amt für Ausbildungsförderung (Office for vocational training)
Otto-Suhr-Allee 100, D-10585 Berlin
Telephone: +49 (0) 30 / 90 29-10
Fax: +49 (0) 30 / 90 29-1 34 60
Responsible for the following districts: Mitte, Friedrichshain-Kreuzberg, Charlottenburg-Wilmersdorf, Spandau, Steglitz-Zehlendorf, Schöneberg-Tempelhof, Neukölln

Lichtenberg von Berlin district authorities
Amt für Ausbildungsförderung (Office for vocational training)
Alt Friedrichsfelde 60, Haus 2, D-10315 Berlin
Telephone: +49 (0) 30 / 9 02 96-0
Fax: +49 (0) 30 / 9 02 96-82 29
Responsible for the following districts: Pankow, Treptow-Köpenick, Marzahn-Hellersdorf, Lichtenberg, Reinickendorf

Furthermore, detailed information is available on the Internet at: www.meister-bafoeg.info/.

Arbeits- und Ausbildungsplätze für Schwerbehinderte

Jobs and training places for the severely handicapped - Investment allowance for employers creating new jobs and training places for the severely handicapped

Aim

To create new jobs in the general labour market, particularly for the long-term unemployed, and for the severely handicapped facing particular problems in working life.

Who

- Employers creating a new job or training position for a severely handicapped person in the Federal Land of Berlin.
- Detailed information concerning eligibility criteria can also be requested under the telephone number stated below (refer also to section 15 of the German Act for Compensation Contributions in Conjunction with the Non-Employment of Severely Handicapped Employees (§ 15 SchwbAV)).

What

- Subsidies of up to EUR 25,000 max. for each new job or training position created. The employer must contribute at least 20% of the general investment costs for this job or training position (excluding special costs in order to facilitate employment of handicapped persons).
- Depending on the circumstances, an additional, non-interest-bearing loan of up to EUR 10,000 can be granted.
- Costs which may be necessary to facilitate employment of handicapped persons are usually subsidised in full.

How

The jobs or training positions to be subsidised must be reserved for the severely handicapped on a long-term basis for a period of time the particular length of which is determined from case to case.

Where

- Informal written applications must be submitted before the handicapped employee or trainee is hired. Please send your application to
  Landesamt für Gesundheit und Soziales
  (Federal-Land Agency for Health and Social Affairs)
  Integrationsamt (Integration Office)
  Sächsische Straße 28-30, D-10707 Berlin

- For information concerning this and other support programmes by Integrationsamt Berlin (i.e. the Support Office) designed to help the severely handicapped to participate actively in the labour market, please contact:
  Telephone: +49 (0) 30 / 90 12-71 62
  Fax: +49 (0) 30 / 90 12-39 23
  E-mail: integrationsamt@lageso.berlin.de*
  Internet: www.integrationsaemter.de
  www.lageso.berlin.de

* Please do not use this e-mail address for documents with electronic signature.

Ausbildungszuschuss

Training allowance - grants for external vocational training / integrated group training and for supporting vocational training of certain target groups (disadvantaged youths on the labour market, female trainees, trainees from bankrupt companies / closed-down companies)

Aim

To increase the number of training positions and to boost training quality

Who

Berlin-based businesses creating jobs.

Subsidies are also granted for every vocational training contract if:

- the company is unable to communicate all training contents from the curriculum, so that the training contract includes a clause under which such contents can be communicated by an external vocation training facility or in co-operation with other companies, free organisers, schools or universities,
- youths without intermediate certificate qualification or with minimum education or remedial-school leavers are employed as trainees,
- young women are hired as trainees in a profession which is so far not typical for women,
- trainees are given the opportunity to continue training after they lost their training position because the company went bankrupt / became insolvent or because the organisation or company based in the Federal Land of Berlin was closed down.

What

- Subsidy for financing training
- The subsidy amount for disadvantaged young people totals:
  - 75% of the trainee's pay during the first year of training
  - 50% of the trainee's pay during the second year of training
  - 25% of the trainee's pay during the third year of training, up to a maximum of EUR 14,000.
- The subsidy amount for women in a profession not typical for women totals 75% of the trainee's pay, however, no more than EUR 7,500.
- The subsidy amount for trainees from bankrupt companies / closed-down companies totals 75% of the trainee's pay, however, no more than EUR 5,000.

How

Formal applications to be submitted to Handwerkskammer Berlin (Berlin Trade Board).

Where

Handwerkskammer Berlin
(Berlin Trade Board)
Förderung der Berufsausbildung im Land Berlin (FBB)
Blücherstraße 68, D-10961 Berlin
Mr Norman Popp
Telephone: +49 (0) 30 / 2 59 03-3 81
Ms Mareen Behnke
Telephone: +49 (0) 30 / 2 59 03-3 83
Fax: +49 (0) 30 / 2 59 03-3 80
E-mail: fbb@hwk-berlin.de
Internet: www.hwk-berlin.de/fbb

The programme is based on the „Verwaltungsvorschriften über die Gewährung von Zuschüssen zur Förderung der Berufsausbildung im Land Berlin vom 08.05.2007" (administrative guidelines dated 8 May 2007 for the granting of subsidies in order to promote vocational training in the Federal Land of Berlin).

The Senate Department for Integration, Labour and Social Affairs (Senatsverwaltung für Integration, Arbeit und Soziales) Oranienstraße 106, D-10969 Berlin, is responsible for the programme.

Berufliche Weiterbildung Ungelernter

Vocational training for people without qualifications - wage payment subsidies for vocational training for people without qualifications pursuant to Volume III of the German Social Security Code (§ 235 c SGB III)

Aim

To promote vocational training for people without qualifications

Who

Employers can apply for wage subsidies if their unskilled workers attend vocational training programmes designed to qualify them for a job.

What

- Employers receive a wage allowance, including a flat-rate share in social security contributions corresponding to the amount of work not performed due to participation in the qualification measure of up to 100% for the duration of participation in such measure, however, not beyond termination of employment.
- Subsidies are granted:
  - for full or partial work loss due to participation in vocational training,
  - when employment continues with continued payment of the wage/salary without the worker being obliged to work during the training measure.

How

- Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the employer has his registered place of business.
- Applications must be submitted before the training measure commences.
- There is no legal obligation to grant allowance hereunder. Allowance can only be granted within the scope of the budgeted volume.

Where

Further information is available from the job centres (Agentur für Arbeit, refer to page 142) and on the Internet at: www.arbeitsagentur.de.

Eingliederungsgutschein für ältere Arbeitnehmer (EGG)

Integration voucher for older employees (EGG)

Aim

To support the re-integration of older, previously unemployed people into the labour market.

Who

- Employees aged 50 and over who have received unemployment benefits for at least twelve months are entitled to an integration voucher for an integration allowance.
- Integration vouchers can be granted to employees who have lost their job or who are threatened by unemployment and who are eligible to unemployment benefits for a term of more than twelve months on condition that they are aged 50 and over.

What

With the integration voucher, the job centre (Agentur für Arbeit) undertakes to pay an integration allowance to the employer.

How

- An integration allowance is paid for a term of twelve months and totals 50% of the eligible pay for employees who can claim an integration voucher.
- In all other cases, the support level depends on the integration requirements and ranges between 30% and 50% of the eligible pay.
- Recipients of unemployment benefits II are not eligible because of the blocking effect of section 22 (4) of Volume III of the German Social Security Code (§ 22 Abs. 4 SGB III).

Where

- Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the worker lives.
- Further information is available from the Berlin job centres (Agentur für Arbeit, refer to page 142) and on the Internet at: www.arbeitsagentur.de

Eingliederungszuschuss für Ältere

Integration allowance for older employees pursuant to section 421 f of Volume III of the German Social Security Code (§ 421 f SGB III)

Aim

To integrate older employees into working life.

Who

- Companies offering work to older workers eligible for help in jobs with a weekly working time of at least 15 hours, the job being registered with the social insurance company.
- The minimum term of employment must be one year.
- Workers eligible for subsidy are persons who:
  - are at least 50 years of age or
  - were unemployed at least six months prior to commencing new employment or who have difficulty finding a job for intrinsic personal reasons.
- An integration allowance can also be granted for the severely handicapped, people with other handicaps and particularly severely handicapped persons.

What

- Grant.
- The scope and sum of integration allowances are subject to the discretion of the job centre (Agentur für Arbeit) in each case. The scope and sum of integration allowances are subject to the discretion of the job centre (Agentur für Arbeit) in each case and are orientated towards the scope of the employee's respective integration requirements.
- Grants corresponding to up to 50% of the employee's relevant wage can be paid for up to 36 months.
- The amount of the wage to be considered depends on the collectively agreed or customary pay at the place of work, including the employer's contribution to the total social insurance payments. After the expiration of twelve months, the allowance must be reduced by at least ten percentage points per annum.
- Subsidies may total up to 70% of the relevant wage in the case of the severely handicapped, people with other handicaps or particularly severely handicapped persons.
- Subsidies can be granted for up to 60 months in the case of particularly severely handicapped persons.
- Subsidies can be granted for up to 96 months in the case of particularly severely handicapped persons aged 55 and above. In such cases, the subsidy amount must total at least 30% of the relevant wage.
- Degression for particularly severely handicapped persons does not start until after the expiration of 24 months.

How

Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the worker lives. Applications must be submitted by the employer prior to signing the employment contract, and in any case prior to the employee commencing work.
There is no legal obligation to grant relief hereunder. Allowance can only be granted within the scope of the budgeted volume.

Where

Further information is available from the job centres (Agentur für Arbeit, refer to page 142) and on the Internet at:
www.arbeitsagentur.de

Eingliederungszuschuss für Jüngere

Integration allowance for younger employees pursuant to section 421 p of Volume III of the German Social Security Code (§ 421 p SGB III)

Aim

To integrate younger, qualified employees into working life.

Who

Employees planning to employee younger, qualified employees (aged 25 and below) in jobs registered with the social insurance company.

What

- Subsidies are granted for younger qualified employees (aged 25 and below) who were unemployed for a minimum term of six months prior to new employment.
- An obstacle to find a job for the candidate via a job centre is not a precondition.
- The employer is not obliged to extend the initial term of employment.

How

- The amount and term of subsidies are determined from case to case.
- Subsidies are granted for a maximum term of 12 months; subsidies must total at least 25% of the relevant wage ad may not exceed 50%.
- Applications should be submitted to the job centre (Agentur für Arbeit) and/or the agency responsible for basic benefits in the district where the worker lives.
- Applications must be submitted by the employer prior to signing the employment contract, and in any case prior to the employee commencing work.

Where

Further information is available from the job centres (Agentur für Arbeit, refer to page 142) and on the Internet at:
www.arbeitsagentur.de

Eingliederungszuschuss nach den §§ 217-222 SGB III

Integration allowance pursuant to sections 217-222 of Volume III of the German Social Security Code (Sozialgesetzbuch [SGB III])

Aim

Companies hiring employees in need of help can receive allowances for wages from the job centre in order to compensate for reduced work output if integration into the labour market cannot be achieved at all or not on a lasting basis without these allowances.

Who

- Companies offering work to workers in need of help in jobs with a weekly working time of at least 15 hours.
- Workers in need of help are persons who:
  - have difficulty finding jobs or
  - are recognised as being severely handicapped, or who have an equivalent status, and who are particularly affected within the scope of section 104 (1), Nos. 3 a-d of the Volume IX of the Social Security Code (§ 104 Abs. 1 Nr. 3 a-d SGB IX).

What

- Grant
- The scope and sum of integration allowances are subject to the discretion of the job centre (Agentur für Arbeit) in each case. The scope and sum of integration allowances are subject to the discretion of the job centre (Agentur für Arbeit) in each case and are orientated towards the scope of the employee's reduced performance and the respective integration requirements.
- Grants corresponding to up to 50% of the employee's wage can be paid for up to 12 months.
- The amount of the wage to be considered depends on the collectively agreed or customary pay at the place of work, including the employer's contribution to the total social insurance payments.
- Employees aged 50 and above are subject to special prioritary provisions concerning subsidy scope and amount; refer to the section on integration allowance for older employees pursuant to sections 421 and following of Volume III of the German Social Security Code (§ 421 f SGB III).
- Subsidies of up to 70% of the eligible work income are available for a maximum term of 24 months for severely handicapped people or handicapped people in general.
- The integration allowance for severely handicapped people can be granted for up to 36 months.
- In the case of an extended subsidy term, subsidies are reduced by 10% per year after the regular subsidy term has expired.
- The integration allowance must be paid back if employment is terminated during a subsidy term or during the subsequent term of employment.
- The subsequent term of employment corresponds to the relevant subsidy term, but does not exceed 12 months in any case.

How

- Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the worker lives.
- Applications must be submitted by the employer prior to signing the employment contract, and in any case prior to the employee commencing work.
- There is no legal obligation to grant allowance hereunder. Allowance can only be granted within the scope of the budgeted volume.

Where

Further information is available from the job centres (Agentur für Arbeit, refer to page 142) and on the Internet at:
www.arbeitsagentur.de

Einstiegsqualifizierung nach § 235 b SGB III

Entrance qualification according to section 235 b of Volume III of the German Social Security Code (§ 235 b SGB III)

Aim

To start professional training and, when successful, to reduce the training term.

Who

- Applications can be filed by employers.
- Subsidies are available to:
  - applicants for training jobs registered with the job centre (Agentur für Arbeit)/agencies responsible for basic benefits whose recruitment prospects are impaired due to personal reasons and who failed to find a training job despite additional job-finding efforts,
  - trainees who are not yet fully qualified for training,
  - trainees with learning difficulties and socially disadvantaged trainees.

What

- Introduction to and deepening of fundamentals for acquiring working skills
- Subsidy period: 6 to 12 months
- Support for registered applicants for training jobs whose recruitment prospects are impaired due to personal reasons and who failed to find a training job despite additional job-finding efforts, as per 1 October at the earliest, 1 August in other cases, 1 March at the latest.
- Subsidies terminate at the time the training year starts.
- Subsidy amount: a wage allowance of up to EUR 192 in addition to the wage, plus a flat-rate share of the average total social insurance contributions of the trainee.

How

- Entering into a qualification contract and on completion of the term, issuance of a reference; the agency in charge must be notified of the contract.
- The company must be able to qualify the youth without having to be qualified as a training company.
- In addition, benefits related to training management measures as well as social-pedagogical support (section 241 a of Volume III of the German Social Security Code [§241a SGB III]) can be granted in the case of socially disadvantaged youths and youths with impaired learning skills.

Where

Further information is available from the job centres (Agentur für Arbeit, refer to page 142) and on the Internet at:
www.arbeitsagentur.de

Jobrotation

Job rotation - recruitment subsidy for temporary staff pursuant to sections 229-234 of Volume III of the German Social Security Code (§§ 229-234 SGB III)

Aim

Employers who enable employees to take part in vocational training and who additionally recruit an unemployed person to fill this gap can apply for wage subsidies for this new employee.

Who

- Companies based in Berlin.
- Allowances are not available to companies in the "transport/traffic" or "import/export" sectors.

What

- Subsidies of at least 50% or, in exceptional cases, 100% of the collectively agreed or customary pay at the place of work, including the employer's contribution to the social insurance payments, are granted for the term of employment of temporary staff, but in no case for more than one year.
- In calculating the subsidy amount, the job centre (Agentur für Arbeit) considers the company's expenditure for the original employee's vocational further training as well as a potentially reduced performance and work output of the substitute employee.
- If the substitute employee is employed by a temping agency, the allowance totals 50% of the compensation to be paid by the hiring company to the temping agency.

How

- Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the worker lives.
- Applications must be submitted prior to signing the contract with the substitute employee, and in any case no later than this employee commencing work.
- No legal claim exists for this subsidy. Allowance can only be granted within the scope of the budgeted volume.

This programme is subject to de-minimis rules (refer to page 140).

Where

- Further information is available from Berlin-based job centres (refer to page 142) and on the Internet at www. arbeitsagentur.de.
- Small and medium-sized companies can ask for organizational and practical support for job rotation schemes for technical and executive staff in the following areas:
  - development of innovative concepts for economic stabilisation
  - organisation of theoretical and practical further qualification for individuals
  - selection, pre-qualification and practical further training of substitutes

Institut für biologisch-medizinische Forschung und Technologie INBITEC e. V.
Am Sandhaus 31, D-13125 Berlin
Mr Klaus Langanke
Telephone: +49 (0) 30 / 94 79 76-96
Fax: +49 (0) 30 / 94 79 76-97
E-mail: kandert@mdc-berlin.de
k.langanke@gmx.de
Internet: www.inbitecev.de

Lehrgangskosten der beruflichen Weiterbildung

Training costs for vocational training programmes

Aim

- To promote vocational training in order to improve the professional skills of young unemployed Berliners with a school leaving examination below the level of a vocational training centre or university degree in order to improve their employment prospects and opportunities for integration into the first labour market.
- To promote transnational vocational training measures for unemployed Berliners in industry-specific or industry-independent focal areas in order to develop and consolidate professional knowledge and skills for international and intercultural co-operation in companies.

Who

Vocational training centres offering programmes within the scope of the European Year for Youths („Europäisches Jahr für Jugendliche“ - EJJ) and transnational training measures on behalf of the Senate Department.

What

- The subsidy amount typically totals 100% of the costs of this type of measure.
- Subsidies are available for: training costs (personnel and material costs, including auditor‘s fees)
- Subsidies are not granted for investment costs.
- The measures rank below measures by the Federal Labour Office (BA), the federal government and special programmes by the European Union. Co-financing must be possible for all training measures on the basis of the operational programmes by the European Social Fund.

How

Qualified vocational training centres can submit formal applications to the regional offices of comovis GbR.

Where

Application forms and addresses for the different districts of Berlin:

For Marzahn-Hellersdorf, Lichtenberg, Treptow-Köpenick and Neukölln:
Comovis GbR
Regionalbüro Oranienburger Straße
Oranienburger Straße 65, D-10117 Berlin
Mr Daniel Kubath
Telephone: +49 (0) 30 / 2 84 09-2 59
Fax: +49 (0) 30 / 2 84 09-3 10
E-mail: daniel.kubath@comovis.de

For Charlottenburg-Wilmersdorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg:
Comovis GbR
Regionalbüro Hildegardstraße
Hildegardstraße 28, D-10715 Berlin
Mr Heinz Macholett
Telephone: +49 (0) 30 / 69 00 85-32
Fax: +49 (0) 30 / 69 00 85-85
E-mail: heinz.macholett@comovis.de

For Friedrichshain-Kreuzberg, Mitte, Pankow, Reinickendorf
Comovis GbR
Regionalbüro Rungestraße
Rungestraße 19, D-10179 Berlin
Ms Viveka Ansorge
Telephone: +49 (0) 30 / 27 87 33-50
Fax: +49 (0) 30 / 27 87 33-36
E-mail: viveka.ansorge@comovis.de

Internet: www.comovis.de

This programme is co-financed by the European Union (European Social Fund/ESF, refer to pages 136 and following).

Qualifizierungszuschuss

Qualification subsidies - for younger employees pursuant to section 421 o of Volume III of the German Social Security Code (§ 421 o SGB III)

Aim
To qualify younger employees (aged below 25).

Who
Generally any employer.

What
- Subsidies for qualifying younger employees under the age of 25 without professional qualification who were unemployed at least six months prior to commencing new employment, within the scope of the employment relationship.
- An obstacle to find a job for the candidate via a job centre is not a precondition.
- The employer is not obliged to extend the initial term of employment.

How
- The subsidy totals 50% of the relevant wage of which 15 percentage points are granted for qualifying the employee and 35 percentage points as a wage subsidy.
- Applications must be submitted by the employer prior to signing the employment contract, and in any case prior to the employee commencing work. There is no legal obligation to grant relief hereunder. The subsidy is granted within the scope of available budget funds.
- Proof of qualification must be provided. Subsidies are available for full-time jobs only.

Where
Applications should be submitted to the job centre (Agentur für Arbeit) and/or the agency responsible for basic benefits in the district where the worker lives.

Further information is available from Berlin-based job centres (refer to page 142) and on the Internet at www. arbeitsagentur.de

Stelle statt Stütze®

Job rather than Dole® - employment and qualification programme "Stelle statt Stütze"® for recipients of unemployment pay II

Aim

- To integrate recipients of unemployment pay II in Berlin into the regular labour market. To create additional jobs subject to social insurance contribution payments for an indefinite term.
- Comprehensive on-the-job familiarisation and qualification aim at improving prospects for permanent employment.

Who

Small and medium-sized enterprises (up to 250 employees) undertaking to create an additional job subject to social insurance contribution payments and to pay the employee the customary or collectively agreed wage. The job must be created for an indefinite term.

What

- The job centre pays an integration allowance pursuant to sections 217 and following of Volume III of the German Social Security Code (§§ 217 ff. SGB III), the amount of which varies from case to case. This allowance is supplemented by ESF subsidies of up to EUR 1,800 for additional qualification measures.
- The qualification and employment allowance is linked to parallel job introduction/qualification measures and amounts to a maximum of 70% of the gross pay paid by the employer.
- Up to 600 hours during the course of 6 to 12 months (subsidy term) are foreseen for in-house familiarisation and qualification.

This programme is subject to de-minimis rules (refer to page 140).

How

Participants are selected by the job centre in Berlin in co-operation with gsub - Projektgesellschaft mbH.

Where

gsub - Projektegesellschaft mbH
Oranienburger Straße 65, D-10117 Berlin
Telephone: +49 (0) 30 / 2 84 09-5 00
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: kontakt@gsub.de
Internet: www.gsub.de
www.stelle-statt-stuetze.de

80% of this programme is financed by Berlin-based job centres and 20% by the EU with funds from the European Social Fund/ ESF (refer to pages 136 and following).

WeGebAU

Further on-the-job qualification of older employees with low qualifications

Aim

To promote the further professional qualification of less-qualified or older employees in companies

Who

Subsidies are granted to employers who employ employees from one of the following groups eligible for subsidy:

- Less-qualified employees who have not successfully completed professional training or who have been working for at least four years as helpers in a job other than the job in which they were trained
- Older employees (45 years and above) in a company with a workforce of less than 250.

What

- Employers of less-qualified employees receive a wage allowance, including their flat-rate share in social security contributions corresponding to the amount of work not performed due to participation in the qualification measure for the duration of participation in such measure, however, not beyond termination of employment.
- Subsidies are granted:
  - for full or partial work loss due to participation in vocational training,
  - when employment continues with continued payment of the wage/salary without the worker being obliged to work during the training measure.
- Employees receive the training course costs incurred during further training and, if applicable, an allowance for the other necessary further training costs when submitting a corresponding application to the job centre (Agentur für Arbeit) in charge.

How

- Applications for wage subsidies should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the employer has his registered place of business. Applications for refunds of training course costs must be submitted by the employee to the job centre responsible for his or her place of residence.
- Applications must be submitted before the training measure commences.
- There is no legal obligation to grant subsidies hereunder. Subsidies can only be granted within the scope of the budgeted volume.

Where

Further information is available from the Berlin job centres (Agentur für Arbeit, refer to page 142) and on the Internet at: www.arbeitsagentur.de

Zielgruppenförderung für KMU

Target-group promotion for small and medium-sized enterprises (SMEs)

Aim

- To create additional, permanent jobs in private business.
- To integrate workers from measures pursuant to section 16, subsection 3 of Vol. III of the German Social Security Code (§ 16 Abs. 3 SGB II), from job creation measures, structural adaptation measures as well as other unemployed people who are not eligible for preferential benefits under Vol. II/III of the German Social Security Code (SGB II/SGB III) and who have been registered as unemployed for at least six months.

Who

Non-affiliated small and medium-sized businesses based in Berlin with up to 250 employees.

What

Granting of a maximum subsidy of EUR 7,500 for the gross wage costs per employee per year.

How

- Formal application.
- To be commenced at the applicant's own risk as soon as the application is submitted.
- Maximum subsidy term: one year.

This programme is subject to de-minimis rules (refer to page 140).

Where

Application forms and addresses for the different districts of Berlin:

For Marzahn-Hellersdorf, Lichtenberg, Treptow-Köpenick and Neukölln:
Comovis GbR
Regionalbüro Oranienburger Straße
Oranienburger Straße 65, D-10117 Berlin
Ms Ursula Otto
Telephone: +49 (0) 30 / 2 84 09-3 04
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: info-g@comovis.de

For Charlottenburg-Wilmersdorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg:
comovis GbR
Regionalbüro Hildegardstraße
Hildegardstraße 28, D-10715 Berlin
Mr Andreas Klose
Telephone: +49 (0) 30 / 69 00 85-0
Fax: +49 (0) 30 / 69 00 85-85
E-mail: info-s@comovis.de

For Friedrichshain-Kreuzberg, Mitte, Pankow, Reinickendorf
Comovis GbR
Regionalbüro Rungestraße
Rungestraße 19, D-10179 Berlin
Ms Antje Klages
Telephone: +49 (0) 30 / 27 87 33-0
Fax: +49 (0) 30 / 27 87 33-36
E-mail: info-z@comovis.de
Antje.Klages@comovis.de

Internet: www.comovis.de

The Subsidy Programmes

Business start-ups
Pages 27 to 34

Investment and working capital
Pages 35 to 66

Technology, research and development
Pages 67 to 82

Subsidies within the scope of labour-market policy
Pages 83 to 98

Consultancy and in-house taining
Pages 99 to 122

Commercial property and space,
founder and innovation centres
Pages 123 to 134

Important technical terms are explained in the glossary (refer to pages 140/141).

Beratungsförderung

Consultancy subsidies for small and medium-sized enterprises and freelance professionals

Directives on the promotion of business consultancy services for small and medium-sized enterprises and freelance professionals dated 27 June 2008

Aim

A cost allowance for consultancy fees is to constitute an incentive for enterprises and freelance professionals to avail themselves of external expertise in order to improve their performance and competitiveness.

Who

- Commercial businesses and freelance professionals who have established a company and business or a branch office in the Federal Republic of Germany one year or more ago. During the last financial year before consultancy services were used, these applicants may not have employed more than 250 people or recorded an annual turnover of no more than EUR 50 million or an annual balance sheet sum of no more than EUR 43 million.
- The company, together with a partner or affiliated company, may not exceed the limits for staff and annual turnover or balance sheet sum.

What

- General consultancy services concerning all economic/commercial, technical, financial, manpower and organisational matters in the field of company management and adaptation to new competition conditions, including support measures within the scope of implementation by the consultant
- Special consultancy services, in particular
  - Technology and innovation consultancy
  - Foreign-trade consultancy
  - Quality management consultancy
  - Co-operation consultancy
  - Consultancy services concerning commercial issues of employee involvement in the company
  - Consultancy services in advance of a planned company rating with the aim of eliminating weaknesses relevant for the rating result
- Subsidies are additionally available for:
  - Environmental protection consultancy
  - Industrial safety consultancy concerning issues of industrial safety and better working conditions for employees and issues of promoting work and employment capabilities
  - Consultancy for companies managed by female managers
  - Consultancy concerning the introduction of family-friendly measures in companies in order to improve family and job compatibility
  - Consultancy for companies managed by migrants, in all matters related to company management
- Required consultancy contents:
  - Analysis of the company's situation and weaknesses with regard to the consultancy task
  - Proposed improvements
  - Concrete recommendations for action
  - Detailed advice concerning the implementation of these proposals in practical operations
- The contents of the consultancy service must be documented in the form of a consultancy report.
- Enterprises and freelance professionals can obtain allowances amounting to
  - 50% of the net consultancy costs (EUR 1,500 max.) for enterprises in the west German federal states, including Berlin
  - 75% of the net consultancy costs (EUR 1,500 max.) for enterprises in the east German federal states, including the Lüneburg administrative district
- During the term of validity of these guidelines (1 July 2008 to 31 December 2011), every applicant is eligible to an allowance for several independent consultancy projects, with a maximum amount of EUR 3,000 for general and special consultancy, i.e. for a total amount of EUR 6,000.
- Exempt from this limit are consultancy services related to environmental protection and industrial safety, consultancy services for female entrepreneurs and migrants, as well as consultancy services designed to improve family and job compatibility.

How

The consultancy services must be performed by independent consultants or consultancies who:

- generate most of their turnover (more than 50%) from professional business consultancy and/or training services,
- have the qualification necessary for the consultancy project and who are reliable.
- The consulting company or freelance consultant files the application for the consultancy allowance.
- Application forms can be downloaded at: www.beratungsfoerderung.net.
- The application must be accompanied by the following:
  - a consultancy report
  - the consultant's bill
  - a statement of account of the applicant as proof of payment
- The application must be submitted to a steering office within three months after completion of the consultancy service and after payment of the consultancy bill.

Where

DIHK Service GmbH
Bearbeitungsstelle für Gewerbefördermittel des Bundes (Processing unit for business subsidies from the Federal Government)
Breite Straße 29, D-10178 Berlin
Mr Edgar Paul
Telephone: +49 (0) 30 / 2 03 08 23-53
Fax: +49 (0) 30 / 2 03 08 23-52
E-mail: paul.edgar@dihk.de
Internet: www.beratungsfoerderung.net

Subsidies are paid from funds of the federal government and the European Social Fund (ESF) according to the consultancy allowance directives of the Federal Ministry for Economics and Technology. The allowances are approved and paid by the Federal Office of Economics and Export Control (Bundesamt für Wirtschaft und Ausfuhrkontrolle [BAFA]).

This programme is co-financed by the European Union (European Social Fund/ESF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Betriebliche Anpassungsqualifizierung

Internal adjustment qualification

Aim

To improve the employment capabilities of employees

Who

- Small and medium-sized enterprises (SMEs) according to Annex I of Commission Regulation (EC) No. 800/2008 for employees having their place of residence in Berlin.
- Pursuant to the above-mentioned regulation, large enterprises may also be eligible under certain conditions.
- Companies which are financed largely from public subsidies, aid laws or via contributions/fees are not eligible.

What

- Adjustment qualification in application-orientated "higher-value" computer science (for example, system development, training in programming languages, development/application of database systems). Companies with IT training as the object of business are not eligible. Support will be granted primarily in Berlin's fields of competence, i.e. biotechnology, medical technology, transport system technology, information and communication technology/media, optical technologies, renewable energies/energy efficiency.
- Adjustment qualification in conjunction with the manufacture of new or essentially modified products/processes in as far as these must be capitalised.
- Adjustment qualification in the case of organisational changes in companies designed to protect jobs.
- Investors opening a facility in Berlin for the first time can obtain a qualification allowance for permanent jobs for unemployed people or people threatened by unemployment residing in Berlin.

How

- Initial consultancy is performed by gsub - Projektegesellschaft mbH.
- The subsidy programme is implemented in terms of subsidy regulations pursuant to Commission Regulation (EC) No. 800/2008 and co-financed from the European Social Fund.
- Subsidies are subordinate to other public subsidy programmes and collective agreements.

The concept design was not yet finalised at the time this Subsidy Guide went to press. Please contact gsub - Projektegesellschaft mbH for up-to-date information.

Where

gsub - Projektegesellschaft mbH
Oranienburger Straße 65, D-10117 Berlin
Ms Silke Jupé
Telephone: +49 (0) 30 / 2 84 09-2 70
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: silke.jupe@gsub.de
Ms Sabine Blumenthal
Telephone: +49 (0) 30 / 2 84 09-5 25
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: sabine.blumenthal@gsub.de
Internet: www.gsub.de

This programme is co-financed by the European Union (European Social Fund/ESF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Elektronischer Geschäftsverkehr / eBusiness

Electronic business / eBusiness - competence centre for electronic business (eCOMM Berlin) sponsored by the German Federal Ministry of Economics and Technology

Aim

To provide small and medium-sized enterprises and business start-ups with free start-up advice and support in the productive and systematic use of Internet technologies (website creation and updating, search engine optimisation, content management systems, eMarketing, IT security, eGovernment applications, website check, etc.) in order to

- protect investment in the use of state-of-the-art Internet technologies and
- boost their competitiveness and innovative strength.

Who

Small and medium-sized enterprises, crafts and business start-ups in the greater Berlin area.

What

- Free advice services, product-independent, manufacturer-independent and company-independent
- Free information on the possibilities of electronic business transactions and the use of the Internet as a new form of communication
- Information events, workshops and seminars, from the teaching of basic skills to the clarification of specific questions.

How

Informal applications.

Where

TSB Technologiestiftung
Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Michael Stamm
Telephone: +49 (0) 30 / 46 30 24-14
Fax: +49 (0) 30 / 46 30 24-44
E-mail: stamm@technologiestiftung-berlin.de
Internet: www.ecomm-berlin.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

Energieeffizienzberatung

Energy efficiency consulting - special "energy efficiency in SMEs" fund

Aim

Subsidies for qualified and independent energy efficiency consulting in commercial businesses.

Who

Legally independent German and foreign commercial businesses (within the meaning of the EU criteria for SMEs) as well as freelance professionals

What

Subsidies are available for initial and detail consulting by a qualified energy efficiency consultant aimed at achieving energy savings in SMEs.

How

- A subsidy for consulting costs for initial and detail consulting
- Initial consulting: The maximum daily fee eligible for subsidy totals EUR 800. A day comprises 8 working hours. A subsidy corresponding to 80% of the agreed daily fee (EUR 640 max.).
- Detail consulting: The maximum daily fee eligible for subsidy totals EUR 800. A day comprises 8 working hours. A subsidy corresponding to 60% of the maximum daily fee eligible for subsidy with a maximum calculation basis of EUR 8,000.

Where

Please submit your application via your bank to KfW Förderbank.

Infocenter der KfW Förderbank
Palmengartenstraße 5-9, D-60325 Frankfurt am Main
Telephone: +49 (0) 18 01 / 33 55 77
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 69 / 74 31-37 65
E-mail: infocenter@kfw.de
Internet: www.kfw-foerderbank.de

KfW-Beratungszentrum Berlin
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

GA/Schulungsleistungen für KMU

Training for SMEs within the framework of the common task (GA) - subsidies for training in small and medium-sized enterprises in addition to investment within the framework of the common task "improvement of regional economic structure" (GA)

Aim

Subsidies are granted for training measures in small and medium-sized enterprises with a view to:

- protect and create jobs
- adapting professional knowledge and skills
- improving the company's competitive strength.

Who

Small and medium-sized businesses for which Investitionsbank Berlin (IBB) has approved investment from funds of the common-task programme.

What

- Subsidies are granted for up to 50% of the costs of the programme in question.
- The costs for periods of leave for employees are regarded as part of the company's share on condition that training takes place during working hours.
- Subsidies can total up to EUR 50,000 per single programme.
- Training measures must be related to the capital investment subsidised by IBB.
- Training must be carried out by external training institutions/trainers.

How

- Applications must be submitted to gsub - Gesellschaft für soziale Unternehmensberatung mbH prior to training.
- Retroactive subsidising is not possible.
- There is no obligation to grant subsidies.

Where

gsub - Gesellschaft für soziale Unternehmensberatung mbH
Oranienburger Straße 65, D-10117 Berlin
Mr Daniel Kubath
Telephone: +49 (0) 30 / 2 84 09-2 59
Mr Sören Schröter
Telephone: +49 (0) 30 / 2 84 09-4 22
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: daniel.kubath@gsub.de
soeren.schroeter@gsub.de
Internet: www.gsub.de (application form download)

Gründercoaching Deutschland

Founder coaching Germany

Aim

- The aim of the programme is to give people starting up in business the opportunity to avail themselves of coaching services in order to successfully enter the market.
- Subsidies are granted for consultant's fees in order to support the financing of coaching measures.
- Since 1 October 2008, a special subsidy window is available for founders without a job before starting up in business.

Who

- People starting up in business in the field of commercial enterprises and freelance professionals can apply for subsidies if the company was newly founded or acquired during the past five years prior to filing the application. Previously unemployed founders are eligible for special support under this programme on condition that they receive or have received a founder's allowance (section 57 of Volume III of the German Social Security Code [§ 57 SGB III]) or start-up money (section 29 of Volume II of the German Social Security Code [§ 29 SGB II]) or maintenance support (section 20 of Volume II of the German Social Security Code [§ 20 SGB II] or other benefits (section 16 [2] sentence 1 of Volume II of the German Social Security Code [§ 16 Abs. 2 Satz 1 SGB II]).
- The activity must be geared towards fully securing the applicant's existence.
- Applicants must have their place of business and facility in the Federal Republic of Germany.
- The following groups are not eligible: freelance professionals already pursuing or planning to pursue activities as business or economic consultants, auditors, tax advisors or chartered accountants, people starting up in business in the field of primary agricultural production, fisheries or aquaculture as well as businesses in economic difficulty.

What

- Subsidies are granted for coaching measures related to economic, financial and organisational issues during the first five years of the start-up and consolidation phase after establishment.
- Subsidies are granted in the form of a grant for a certain percentage of consultancy costs.

How

- The maximum daily fee for which subsidies are paid totals EUR 800. A day comprises eight working hours.
- Businesses in the west German federal states receive a subsidy of up to 50% and enterprises in the east German federal states of up to 75% of the calculation basis eligible for subsidy (EUR 6,000).
- Previously unemployed founders can be subsidised at a rate of up to 90% of the calculation basis eligible for subsidy (EUR 4,000) everywhere in Germany.
- Daily rates of consultants and the number of working days can be freely negotiated within the founder coaching Germany programme, however, the maximum contract value (calculation basis) may not exceed EUR 6,000 or EUR 4,000, respectively, in the case of previously unemployed founders.
- The founder's own share, VAT on the invoice amount, travel costs and other ancillary costs must be paid by the founder himself or herself.
- Applications are submitted to regional partners accredited by KfW (to be found at: www.gruender-coaching-deutschland.de, key word: "Regionalpartnersuche" (search for regional partners).
- Applications must be submitted via the regional partner to KfW prior to signing a coaching agreement.
- KfW decides, on the basis of the regional partner's recommendation, whether subsidies will be granted.

Where

KfW Group
Infocenter KfW Mittelstandsbank
Palmengartenstraße 5-9, D-60325 Frankfurt am Main
Telephone: +49 (0) 18 01 / 24 11 24
(3.9 ct/minute from Deutsche Telekom's fixed network, different prices may apply for calls from mobile networks)
Fax: +49 (0) 69 / 74 31-29 44
E-mail: infocenter@kfw.de
Internet: www.kfw-mittelstandsbank.de

KfW-Beratungszentrum Berlin
(Berlin Consulting Centre)
Behrenstraße 31, D-10117 Berlin
Telephone: +49 (0) 30 / 2 02 64-50 50
Fax: +49 (0) 30 / 2 02 64-54 45

Regional partners in Berlin:
Industrie- und Handelskammer zu Berlin
(Chamber of Industry and Commerce)
Fasanenstraße 85, D-10623 Berlin
Ms Irene Fahner
Telephone: +49 (0) 30 / 3 15 10-4 34
E-mail: fa@berlin.ihk.de
Ms Martina Kühn
Telephone: +49 (0) 30 / 3 15 10-4 14
E-mail: khn@berlin.ihk.de

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68, D-10961 Berlin
Ms Christine Karut
Telephone: +49 (0) 30 / 2 59 03-4 73
E-mail: karut@hwk-berlin.de
Mr Frank Wallraf
Telephone: +49 (0) 30 / 2 59 03-4 72
E-mail: wallraf@hwk-berlin.de

The coaching product is financed by the European Social Fund/ESF (refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Innovationsmanagement

Innovation management

Aim

To support companies with external advice and management services during the planning and implementation of product and process innovation programmes in the form of initial consultancy services (voucher) in three stages:

- Initial consultancy services in order to explore the company's innovation potential
- Company/technology audit or feasibility study for the purpose of initial planning of the development project.
- Preparation of a technical/technological and financial implementation concept for the project.
- Project management for the implementation of the innovation project.

Who

Small, non-affiliated companies operating in the commercial industry, including the crafts sector, employing a staff of less than 50 and recording annual sales or a maximum balance-sheet sum of EUR 10 million and based in Berlin and the east German federal states and in selected model regions of the rest of Germany (Bremen, the greater Cologne-Bonn-Aachen area, Münster and surrounding areas, Upper Franconia, Saarland, South Westphalia / East Westphalia-Lippe, Weser Hills region).

What

- Pro-rata, non-redeemable grants totalling 55% max. for consultancy/management services by technology transfer and innovation support institutions authorised by the Federal Ministry of Economics and Technology.
- Half a consultancy day is subsidised at a rate of 100% for initial consultancy (EUR 400 max.).

How

- Interested companies should contact one of the technology transfer and innovation support firms authorised to implement the programme.
- The company and the firm enter into an agreement concerning consultancy and management services.
- The authorised consultancy submits the application for subsidy.

This programme is subject to de-minimis rules (refer to page 140).

Where

Authorised consultancy firms can be found on the website of:

EuroNorm GmbH
Sponsor of the innovation management programme appointed by the German Federal Ministry of Economics and Technology
Stralauer Platz 34, D-10243 Berlin
Internet: www.inno-beratung.de

Other contact partners:
ATeNe Berlin GmbH
Platz vor dem neuen Tor 5, D-10115 Berlin
Telephone: +49 (0) 30 / 24 62 94 80
Internet: www.atene-gmbh.de

BKS Consult GmbH
Kurfürstendamm 125 a, D-10711 Berlin
Mr Klaus O. Schmidt
Telephone: +49 (0) 1 77 / 2 00 01 00
Internet: www.bks-consult.de

INVENT.NET GmbH
Ostendstraße 25, D-12459 Berlin
Telephone: +49 (0) 30 / 53 04 17 99
Internet: www.invent-net.de

TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Dipl.-Ing. Siegfried Helling
Telephone: +49 (0) 30 / 4 63 02-4 79
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: helling@technologiestiftung-berlin.de

Kreativ Coaching Center

Aim

- Start-ups as well as small and medium-sized enterprises in the creative industry are to be supported by integrative consultancy services, i.e. coaching.
- Kreativ Coaching Center offers assistance in commercial matters both in the start-up phase as well as in later growth and restructuring phases in established businesses in the creative industry in Berlin.

Who

- Applications can be submitted by founders as well as young and established companies in the creative industry with a high growth potential, a concrete unique selling proposition and a facility in Berlin which fulfil the EU criteria for SMEs.
- There is no obligation to grant subsidies.
- The creative industry covers business in the following sectors:
  - Film, radio and TV
  - Publishers
  - Music, entertainment
  - Advertising
  - Fashion, design
  - Multimedia, games, software
  - Art and culture

What

- Personal subsidised coaching for business start-ups and companies in commercial and organisational matters. We convey technical, methodological and social skills in order to increase your options and strengthen your decision-making capabilities in the interest of sustainable commercial success.
- Establishing contact with external experts who individually accompany the respective project as coaches.

How

- Informal application by mail or via the application form on the homepage
- This programme can be combined with other subsidies.
- The Kreativ Coaching Center selects the successful candidates.

This programme is subject to de-minimis rules (refer to page 140).

Where

TCC Technologie-Coaching-Center GmbH
Kreativ Coaching Center
Bundesallee 210, D-10719 Berlin
Mr Andreas Bißendorf
Ms Ines Kretschmar
Telephone: +49 (0) 30 / 46 78 28 14
Fax: +49 (0) 30 / 46 78 28 23
E-mail: kretschmar@tcc-berlin.de
Internet: www.tcc-berlin.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

Potenzialberatung

Potential development advice

Aim

To advise companies with regard to improving their competitiveness and prospects for the future

Who

Small and medium-sized enterprises in the manufacturing business and product-near services sector

What

- Subsidies for external consultancy services can be applied for by company management and staff representatives.
- The subsidy for businesses totals 50% of the consultancy costs billed (not including value-added tax, travel/ancillary costs), but in no case more than EUR 5,000 per measure.
- During the term of validity of these guidelines, a maximum total subsidy sum of EUR 10,000 can be granted per applicant for basic and advanced consultancy services.

How

Applications must be submitted to the IG Metall union or Verband der Metall- und der Elektroindustrie in Berlin und Brandenburg e. V. (association of the metal and electrical engineering industry in Berlin und Brandenburg) prior to commencing consultancy. Applications are checked there and subsequently passed on to Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women).

This programme is subject to de-minimis rules (refer to page 140).

Where

IG Metall, Verwaltungsstelle Berlin
(Berlin administration office)
Alte Jakobstraße 149, D-10969 Berlin
Telephone: +49 (0) 30 / 2 53 87-1 01/-1 02
Fax: +49 (0) 30 / 2 53 87-2 00
E-mail: berlin@igmetall.de
Internet: www.berlin.igmetall.de

Verband der Metall- und Elektroindustrie in Berlin und Brandenburg e. V.
Am Schillertheater 2, D-10625 Berlin
Telephone: +49 (0) 30 / 3 10 05-1 27
Fax: +49 (0) 30 / 3 10 05-2 40
E-mail: jeske@uvb-online.de
Internet: www.vme-net.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

Schulungsförderung für Workshops und Veranstaltungen

Training subsidies for workshops and events - guidelines for subsidies for information and training events as well as for workshops dated 27 June 2008

Aim

- To provide start-ups, founders, freelance professionals as well as executives and experts with the possibility to attend workshops and events at a reasonable cost.
- The willingness to start up in business and the performance and competitiveness of medium-sized enterprises are to be promoted in this way.

Who

- Independent consultants and/or consultancy firms who
  - generate most of their turnover (more than 50%) from professional business consultancy and/or training services,
  - have the qualification necessary for training events and
  - are reliable.
- Training can be provided by business organisations, such as chambers, associations, self-help organisations of industry and business.

What

- Workshops during which a customised business plan is developed or updated for every participant
- Other requirements:
  - Minimum of 4 and maximum of 6 participants
  - Minimum attendance fee of EUR 150 per participant
  - Business plan according to guideline specifications
- Events (seminars, experience exchange meetings, in-house seminars) on all commercial, financial, technical, human-resources-related, organisational, legal and tax problems in company management
- Events for founders providing comprehensive information about selected or all aspects of starting up in business
- Subsidies are additionally available for seminars on:
  - Environmental protection
  - Industrial safety
  - Quality management
  - Measures designed to improve compatibility of family and job
  - Specifically for female founders and entrepreneurs
  - For migrants on questions related to starting up in businesses and/or management
- Other requirements:
  - Minimum of 7 and maximum of 20 participants
  - Minimum duration of an event: six hours
  - Attendance fee of at least EUR 10 per participant and 6-hour block
  - Seminars on subjects of general education or basic knowledge required for exercising a profession are not eligible for subsidy.
- Subsidies total
  - For workshops: EUR 300 per participant
  - For events: EUR 50 per hour
  - Subsidies are available for a maximum of 24 hours of an event to the amount of EUR 1,200 if expenditure is higher than revenues (cost recovery gap).

How

- Application forms can be downloaded at: www.beratungsfoerderung.net.
- Applications for subsidy for workshop must be accompanied by:
  - Business plans
  - Original participants' list (appendix 3)
  - Event cost list (appendix 4)
  - ESF participant records (appendix 6)
- Applications for subsidy for events must be accompanied by:
  - An invitation for and programme of the event
  - A report on aims, course and results of the event
  - An original participants' list (appendix 3)
  - An event cost list (appendix 4)
  - Measurement of results (appendix 5)
  - ESF participant records (appendix 6)
- Appendices 3 to 6 can be downloaded from the BAFA homepage at: www.bafa.de.
- During the term of validity of these guidelines (1 July 2008 to 31 December 2011), applications must be submitted to a co-ordination unit within one month after the end of the workshop or event, respectively.

Where

DIHK Service GmbH
Bearbeitungsstelle für Gewerbefördermittel des Bundes
(Processing unit for business subsidies from the Federal Government)
Breite Straße 29, D-10178 Berlin
Mr Edgar Paul
Telephone: +49 (0) 30 / 2 03 08 23-53
Fax: +49 (0) 30 / 2 03 08 23-52
E-mail: paul.edgar@dihk.de
Internet: www.beratungsfoerderung.net

Subsidies are paid from funds of the federal government and the European Social Fund (ESF) according to the training allowance directives of the Federal Ministry for Economics and Technology. The allowances are approved and paid by the Federal Office of Economics and Export Control (Bundesamt für Wirtschaft und Ausfuhrkontrolle [BAFA]).

This programme is co-financed by the European Union (European Social Fund/ESF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

SIGNO Erfinderfachauskunft

SIGNO information for inventors - supported by the Federal Ministry of Economics and Technology

Aim

Within the scope of the information for inventors programme, the SIGNO partners offer advice on all important innovation subjects. The focus is on the inventor's specific questions and situation:

- How good is my idea?
- How can I to protect my invention?
- How can I market my idea?
- What is my patent worth?
- Where can I find licensees?
- How can I conduct (license) negotiations?
- Where can I find further assistance?

Who

Every inventor

What

First-time information meeting at no cost lasting up to four hours with innovation experts concerning issues related to market, technology, co-operation and financing.

How

Contacts and applications are handled directly with a SIGNO partner in your region. The SIGNO partners in Germany can be found at: www.signo-deutschland.de.

Where

TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Mr Siegfried Helling
Mr Michael Schwedtke
Telephone: +49 (0) 30 / 4 63 02-4 79 or -4 36
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: helling@technologiestiftung-berlin.de
Internet: www.technologiestiftung-berlin.de

EuroNorm Gesellschaft für Qualitätssicherung und Innovationsmanagement mbH
Stralauer Platz 34, D-10243 Berlin
Mr Marcus Netzel
Telephone: +49 (0) 30 / 97 00 30 61
E-mail: netzel@inno-watt.de
Internet: www.euronorm.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

Technologie Coaching Center

Technology Coaching Center

Aim

To support innovative, technology-orientated start-ups and existing companies with accompanying, subsidised advice services - coaching. Subsidised consultancy services means that TCC pays substantial parts of the consultants' fees, so that even small a company can afford the valuable support, know-how, experience and contacts of seasoned consultants. A coach supports the company by contributing technical and industrial competence in order to close know-how gaps and act as a hands-on-orientated sparring partner for the company's management, especially in conjunction with commercial issues.

Who

Founders, as well as young and established companies with a focus on innovative technologies and located or planning to move to Berlin and which fulfil the SME criteria of the EU.

What

- Personal, subsidised coaching for start-ups and companies with regard to commercial and organisational issues, for example, when optimising a business plan, clarifying financing issues or when help is needed in the fields of marketing, sales and controlling.
- In addition to coaching, the Technologie Coaching Center offers a wide range of seminars and workshops in the fields of business administration, organisation, law and soft skills.

How

- Informal applications
- This programme can be combined with other subsidies.
- The Technologie Coaching Center selects the successful candidates.

This programme is subject to de-minimis rules (refer to page 140).

Where

TCC Technologie-Coaching-Center GmbH
Technology Coaching Center
Bundesallee 210, D-10719 Berlin
Mr Andreas Bißendorf
Ms Gabriele Gruber
Telephone: +49 (0) 30 / 46 78 28-0
Fax: +49 (0) 30 / 46 78 28-23
E-mail: info@tcc-berlin.de
Internet: www.tcc-berlin.de

This programme is co-financed by the European Union (European Regional Development Fund/ERDF, refer to pages 136 and following).

This programme is particularly suitable for people starting up in business and for young companies.

VerMat

VerMat - consultancy programme for small and medium-sized enterprises on the economically effective improvement of material efficiency

Aim

To improve material efficiency in small and medium-sized enterprises (SMEs)

Who

- Small and medium-sized enterprises (maximum staff of 250, maximum annual sales of EUR 50 million, maximum balance-sheet sum of EUR 43 million) with a production facility in Germany
- In the case of particularly innovative and risk-prone approaches, companies with fewer than 1,000 employees can submit applications (the sales and balance-sheet sum limits are omitted in such cases).

What

- Analysis of saving potentials and description of implementation measures
- Initial technical consulting in the form of potential analyses by consultants from the pool of "Deutsche Materialeffizienzagentur" (demea)
- More in-depth consulting (including detailed plans and support during the implementation phase by consultants from the pool of Deutsche Materialeffizienzagentur (demea)

How

- Potential analysis in order to identify saving potentials and describe first measures for implementation: consultancy costs of up to EUR 30,000 are eligible for subsidy. Up to EUR 15,000 is subsidised at a rate of 67%, any costs above this at a rate of 50%.
- More in-depth consulting or implementation support for SMEs with complex material flows: Consultancy costs of up to EUR 100,000 can be subsidised at a subsidy rate of 33%.
- Activities and costs within the company are not subsidised.

This programme is subject to de-minimis rules (refer to page 140).

Where

Deutsche Materialeffizienzagentur (demea)
c/o VDI/VDE Innovation + Technik GmbH
Steinplatz 1, D-10623 Berlin
Hotline: +49 (0) 30 / 31 00 78-2 20
Fax: +49 (0) 30 / 31 00 78-1 02
E-mail: info@demea.de
Internet: www.demea.de

Consultancy services by the district authorities

Charlottenburg-Wilmersdorf von Berlin district authorities Abt. Wirtschaft, Ordnungsangelegenheiten und Weiterbildung - Business promotion - Otto-Suhr-Allee 100, D-10585 Berlin **Mr K. Albat, Ms J. Saleh Zaki, Ms M. Müller** Telephone: +49 (0) 30 / 90 29-1 31 05 / -1 31 10/ -1 31 06 Fax: +49 (0) 30 / 90 29-1 31 07 E-mail: wirtschaftsfoerderung@charlottenburg-wilmersdorf.de Internet: www.charlottenburg-wilmersdorf.de Location information in 6 languages can be found on the Internet: www.mehr-als-kurfuerstendamm.de	Consultancy and support services for small and medium-sized enterprises in the district: including, for example, umbrella work groups of owners of businesses located in shopping streets (4 times a year), round tables. Start-up consultancy services and "successfully self-employed" - a series of events for people starting up in business Charlottenburg-Wilmersdorf medium-sized business talks For more offers, information and dates, please visit: www.charlottenburg-wilmersdorf.de	By appointment only 4 times a year Twice a year
Friedrichshain-Kreuzberg von Berlin district authorities Abteilung Wirtschaft, Bürgerdienste und Ordnungsamt - Business promotion - Frankfurter Allee 35-37, D-10247 Berlin **Mr P. Hilleker, Ms K. Klisch, Ms K. Newy** Telephone: +49 (0) 30 / 9 02 98-22 73 / -40 14 / -24 90, fax: -42 22 E-mail: peter.hilleker@ba-fk.verwalt-berlin.de kathrin.klisch@ba-fk.verwalt-berlin.de kathleen.newy@ba-fk.verwalt-berlin.de Internet: www.berlin.de/ba-friedrichshain-kreuzberg/wirtschaftsfoerderung	General advice for business start-ups and commercial businesses in the Friedrichshain-Kreuzberg district of Berlin. Advice service for investors	By appointment only
Lichtenberg von Berlin district authorities Abteilung Wirtschaft und Immobilien - Business promotion - Möllendorffstraße 6, D-10367 Berlin **Ms M. Nüske, Ms G. Lüth, Ms A. Rothe** Telephone: +49 (0) 30 / 9 02 96-43 34, fax: -43 19 E-mail: wifoe@libg.verwalt-berlin.de Internet: www.berlin.de/lichtenberg	General advice for start-ups and companies interested in relocating to this district Advice for businesses and investors Commercial property offers Further offers, information and opening hours can be found at www.berlin.de/ba-lichtenberg/verwaltung/wimm/wifoe.html	By appointment only
Marzahn-Hellersdorf von Berlin district authorities Abt. Wirtschaft, Tiefbau, Bürgerdienste u. öffentl. Ordnung - Steering unit for business promotion - ZAK Alice-Salomon-Platz 3, D-12591 Berlin **Ms K. Rüdiger, Ms K. Wolf, Ms I. Kreie** Telephone: +49 (0) 30 / 9 02 93-26 11 / -26 13 / -26 16, fax: -26 15 E-mail: kathrin.ruediger@ba-mh.verwalt-berlin.de karin.wolf@ba-mh.verwalt-berlin.de ines.kreie@ba-mh.verwalt-berlin.de Internet: www.wirtschaftsfoerderung-marzahnhellersdorf.de www.berlin.de/eastside **Mr A. Tesch** Telephone: +49 (0) 30 / 9 02 93-26 12 E-mail: ansgar.tesch@ba-mh.verwalt-berlin.de **Ms E. Weigel** Telephone: +49 (0) 30 / 9 02 93-26 17, fax: -26 15 E-Mail: eleonore.weigel@ba-mh.verwalt-berlin.de	Central contact and co-ordination unit of the district administration for investors, existing companies and start-ups EU matters / projects (ERDF) Tourism issues	Monday to Friday by appointment
Mitte von Berlin district authorities Abt. Wirtschaft, Immobilien, Ordnungsamt - Business promotion/Business consulting unit - Müllerstraße 147, D-13353 Berlin **Mr E. Tolan, Ms B. Brüning** Telephone: +49 (0) 30 / 20 09-4 43 73 / -4 43 72, fax: -4 43 75 E-mail: ertugrul.tolan@ba-mitte.verwalt-berlin.de beate.bruening@ba-mitte.verwalt-berlin.de Internet: www.berlin.de/ba-mitte	General and accompanying advice for start-ups and companies interested in moving to this district Advice for businesses and investors	Tuesday 9 to 12 am Thursday 3 to 6 pm
Neukölln von Berlin district authorities - Business promotion/Business consulting unit - Karl-Marx-Straße 83, D-12040 Berlin **Mr C. Mücke, Ms A. Stein, Ms J. Petrausch** Telephone: +49 (0) 30 / 68 09-23 90 / -31 38 / -34 39, fax: -32 73 E-mail: clemens.muecke@ba-nkn.verwalt-berlin. Internet: www.berlin.de/ba-neukoelln	General advice services for businesses and investors Local entrepreneurial talks Location marketing "Neuköllner GründerPreis" founder prize	Monday to Friday by appointment

Pankow von Berlin district authorities - Business promotion office - Fröbelstraße 17, D-10405 Berlin, Haus 6 **Mr A. Hansen** - office manager (consultancy services for the Prenzlauer Berg district) Telephone: +49 (0) 30 / 9 02 95-56 65, room 248 E-mail: axel.hansen@ ba-pankow.verwalt-berlin.de **Ms S. Jarmakowitsch** (consultancy services for the Weißensee district, street communities, subsidies) Telephone: +49 (0) 30 / 9 02 95-56 95, room 247 E-mail: sonja.jarmakowitsch@ba-pankow.verwalt-berlin.de **Mr J. Kleiber** (consultancy services for the Pankow district, online-service business) Telephone: +49 (0) 30 / 9 02 95-64 04, room 246 E-mail: jürgen.kleiber@ba-pankow.verwalt-berlin.de **Ms A. Holzbauer** (appointments, registration for information events, general information) Telephone: +49 (0) 30 / 9 02 95-56 64, fax: -65 10, room 250 E-mail: angela.holzbauer@ba-pankow.verwalt-berlin.de Internet: www.berlin.de/pankow, www.pankow-wirtschaft.de	Issues related to commercial business and the business location, detailed questions concerning starting up in business and management, commercial law, business relocation, analyses, subsidy guidelines and programmes, addresses and contacts in other public agencies, etc. Free information about events on various topics, venue and dates can be found in the local press or by contacting Ms Holzbauer.	Tuesday 1 to 5 pm (no appointment necessary) Monday, Wednesday to Friday subject to appointment with Ms Holzbauer Each last Wednesday of the month (except in June, July, December) 3 to 6 pm
Reinickendorf von Berlin district authorities - Business promotion - Eichborndamm 215-239, D-13437 Berlin **Mr C. George, Ms C. Kretlow** Telephone: +49 (0) 30 / 9 02 94-56 70 / -22 82, fax: -21 44 E-mail: wirtschaftsberater@ba-rdf.verwalt-berlin.de Internet: www.reinickendorf.de	Zentrale Anlauf- und Koordinierungsstelle für Unternehmen – ZAK – (Central Contact and Co-ordination Office for Companies at district level) General advice and support for business start-ups Support for all company-related projects in the district	Monday to Friday by appointment
Spandau von Berlin district authorities Office of the District Mayor / Business Consulting Unit Carl-Schurz-Straße 2 6, D-13578 Berlin **Mr B. Hallpap** Telephone: +49 (0) 30 / 33 03-75 47, fax: -27 00 E-mail: wirtschaftsberatung@ba-spandau.verwalt-berlin.de Internet: www.spandau.de	Contact and service office for businesses, investors and start-ups	Monday to Friday by appointment
Steglitz-Zehlendorf von Berlin district authorities Business and Markets Department - Business Promotion and Subsidies -, Kirchstraße 1/3, D-14163 Berlin (postal address) Martin-Buber-Straße 2, D-14163 Berlin (office) **Mr M. Pawlik, Ms A. Schönherr, Ms N. Scholz** Telephone: +49 (0) 30 / 9 02 99-52 57 / -52 51 / -52 49, fax: -33 85 E-mail: m.g.pawlik@gmx.de, a.schoenherr-wib@gmx.de and scholz-nina@gmx.net Internet: www.steglitz-zehlendorf.de	General, parallel advisory service for start-ups as well as existing small and medium-sized enterprises in Steglitz-Zehlendorf Regular meetings of Steglitz-Zehlendorf-based companies "Connecting Women" – a forum for women entrepreneurs and women executives	Monday to Friday by appointment Once a month 4 times a year
Tempelhof-Schöneberg von Berlin district authorities Business consulting and European matters **Ms H. Marfilius, Ms A. Kraatz, Ms M. Schuster** John-F.-Kennedy-Platz, D-10820 Berlin Telephone: +49 (0) 30 / 75 60-42 42 / -42 31 / -36 44 / -42 51 / -28 35 / -27 81, fax: -42 00 E-mail: martina.budszuhn@ba-ts.verwalt-berlin.de, wirtschaftsberatung@ba-ts.verwalt-berlin.de Internet: www.wirtschaftsfoerderung-tempelhof-schoeneberg	General advice and support: Advice for start-ups, establishment of start-up businesses, advisory services for relocation and property search	Monday to Friday by appointment
Treptow-Köpenick von Berlin district authorities Business Promotion Organizational Unit Office building: Freiheit 16, D-12555 Berlin, 2nd floor Postal address: Postfach 91 02 40, D-12414 Berlin E-mail: wirtschaftsfoerderung@ba-tk.verwalt-berlin.de Head: **Ms A. Engel**, telephone: +49 (0) 30 / 9 02 97-33 30 E-mail: andrea.engel@ba-tk.verwalt-berlin.de Staff: **Ms U. Reimann, Ms H. Großkopf, Mr J. Steinhilb** Telephone: +49 (0) 30 / 9 02 97-33 05 / -33 09 / -33 21, fax: -33 13 E-mail: andrea.engel@, ursula.reimann@, helga.grosskopf@, joerg.steinhilb@ba-tk.verwalt-berlin.de Internet: www.berlin.de/ba-treptow-koepenick/wirtschaftsfoerderung	ZAK Zentrale bezirkliche Anlauf- und Koordinierungsstelle für Unternehmen und Investoren (Central Contact and Co-ordination office for companies and investors); Tourism development and promotion; Orientation advice and support for start-ups, businesses and investors; Support for existing businesses, crisis intervention, business relocation advice; Support in the search for commercial areas and space; Implementation of EU projects (business support measures, WDM); Business-card meetings, entrepreneurs' and training days, Oberschöneweide south-east regional office	Monday to Friday by appointment

Consultancy services for companies and start-ups

Berlin Partner GmbH Ludwig Erhard Haus Fasanenstraße 85, D-10623 Berlin Telephone: +49 (0) 30 / 3 99 80-0 Fax: +49 (0) 30 / 3 99 80-2 39 E-mail: info@berlin-partner.de Internet: www.berlin-partner.de www.businesslocationcenter.de www.eu-service-bb.de	Berlin Partner GmbH is the central contact organisation in Berlin which supports investors planning to establish a business in Berlin and which assists Berlin-based businesses in all matters related to foreign trade. It provides information on subsidy and financing matters. The federal states of Berlin and Brandenburg form a joint consortium for the Enterprise Europe Network as the company network of the Enterprise and Industry Directorate General of the European Commission. The parties involved in the network are Berlin Partner GmbH as the leading member of the consortium, TSB Innovationsagentur Berlin GmbH, ZukunftsAgentur Brandenburg GmbH (ZAB), Industrie- und Handelskammer Ostbrandenburg and VDI/VDE-Innovation + Technologie GmbH, Berlin (VDI/VDE+IT). The Enterprise Europe Network Berlin-Brandenburg provides advisory services related to EU subsidy programmes. Key areas include the 7th EU Framework Research Programme, innovation-orientated programmes by the EU, EU programmes for central and eastern Europe and third countries, as well as fostering business co-operation in Europe. In addition to the programmes presented in this Subsidy Guide, further subsidy programmes can be found on the website of the Enterprise Europe Network Berlin-Brandenburg at: www.eu-service-bb.de. It supports companies in knowledge and technology transfer matters and in the search for partners for innovative projects. Berlin Partner GmbH operates, together with Zukunftsagentur Brandenburg, the representation office of the Berlin-Brandenburg region in Brussels. The representation office can pass on your issue to the "right address" and position your expertise at the decisive points.
Bildungs- und Innovationszentrum der Handwerkskammer Berlin (BIZWA) Wandlitzer Chaussee 41, D-16321 Bernau Telephone: +49 (0) 33 38 / 3 94 40 E-mail: bizwa@hwk-berlin.de **Bildungs- und Innovationszentrum der Handwerkskammer Berlin (BIZWA) (Training and Technology Centre of the Berlin Trade Board)** Mehringdamm 14, D-10961 Berlin Telephone: +49 (0) 30 / 2 59 03-402 E-mail: btz@hwk-berlin.de Internet: www.hwk-berlin.de	Besides preparatory courses for master craftsmen and women, numerous seminars, training courses, consultancy services and information events are offered on all matters related to starting up in business and management. For details, please contact the units of the Berlin Trade Board (Berliner Handwerkskammer). Appointment necessary.
Bundesverband mittelständische Wirtschaft (Federal Association of Medium-sized Enterprises) Unternehmerverband Deutschlands e. V. Leipziger Platz 15, D-10117 Berlin Telephone: +49 (0) 30 / 53 32 06-0, fax: -50 E-mail: info@bvmwonline.de Internet: www.bvmwonline.de	Advice and support services for commercial businesses and founders. Reduced membership rates for founders
EnterAbility Berlin - Ohne Behinderung in die Selbständigkeit (Becoming self-employed without handicap) c/o iQ e. V., Muskauer Straße 24, D-10997 Berlin Telephone: +49 (0) 30 / 61 28 03 74 Fax: +49 (0) 30 / 6 11 35 29 E-mail: info@enterability.de Internet: www.enterability.de	Start-up advice for people with severe handicaps; EnterAbility helps to overcome disability-specific hurdles and to adapt working conditions to special needs. Individual advice is supplemented by a comprehensive qualification scheme (seminars). Access to loans and subsidies (grants) via traditional finance channels is opened up for people with severe handicaps.
Existenzgründungsbüro Neukölln (Neukölln start-up office) Werbellinstraße 50, D-12053 Berlin **Ms G. Mrawietz, Ms K. Prochaska, Mr L. Weinberg** Telephone: +49 (0) 30 / 56 82 64-70, fax: -71 E-mail: ExistenzgruendungNeukoelln@gmx.de Internet: www.berlin.de/ba-neukoelln/wirtschaftsfoerderung/servicecenter/existenzgruendung.html	General and parallel advice for start-ups; initial information concerning all matters of professional independence, technical and financial conditions, subsidy offerings as well as application and start-up procedures

Handwerkskammer Berlin **(Berlin Trade Board)** Blücherstraße 68, D-10961 Berlin Telephone: +49 (0) 30 / 2 59 03-01 Fax: +49 (0) 30 / 2 59 03-2 35 E-mail: info@hwk-berlin.de Internet: www.hwk-berlin.de	HWK Berlin's business advice service provides advice services for business start-ups and for existing companies in the crafts sector. These services focus on commercial, technical, ecological and technological matters. Advice services are provided free of charge and by appointment only by calling: +49 (0) 30 / 2 59 03-4 67. HWK Berlin's trainee advice service offers companies employing trainees and trainees themselves information related to all training matters. Advice services for first-time training and to promote training are provided free of charge. Telephone: +49 (0) 30 / 2 59 03-3 47
Industrie- und Handelskammer Berlin **(Chamber of Industry and Commerce)** Fasanenstraße 85, D-10623 Berlin Info telephone: +49 (0) 30 / 3 15 10-0, fax: -1 66 E-mail: service@berlin.ihk.de Internet: www.ihk-berlin24.de	The Berlin Chamber of Industry and Commerce (Industrie- und Handelskammer Berlin) offers advisory services and seminars for start-ups on all matters relevant for starting up in business. For details, please contact IHK directly.
Investitionsbank Berlin Kundenberatung Wirtschaftsförderung (Business Customer Centre) Bundesallee 210, D-10719 Berlin Hotline: +49 (0) 30 / 2125-4747 Fax: +49 (0) 30 / 2125-4329 E-mail: kundenberatung.wirtschaft@ibb.de Internet: www.ibb.de	Investitionsbank Berlin (IBB) is the central subsidy institute of the Federal Land of Berlin and primarily supports small and medium-sized enterprises as well as founders. IBB particularly focuses on the establishment and strengthening of technology-orientated companies in the region. It offers its customers monetary subsidy offers, comprehensive financial consultancy services as well as subsidy and loan processing that is based on commercial criteria. Under just one roof, you will receive advice on subsidy programmes, assistance during the preparation of a feasible business plan, coaching, workshops and seminars as well as subsidy measures, including allowances, low-interest loans and investments.
KfW Bankengruppe - Berlin advisory centre - Opening hours: Monday to Thursday 9 am to 6 pm, Friday 9 am to 4 pm Behrenstraße 31, D-10117 Berlin For appointments, call: Telephone: +49 (0) 30/ 2 02 64-50 50 Internet: www.kfw.de www.kfw-foerderbank.de and www.kfw-mittelstandsbank.de	KfW Mittelstandsbank supports small and medium-sized enterprises not just with loans at favourable conditions, but also by offering sponsored, client-specific advice during all phases of the development of a business - foundation, growth, succession, crisis. In the Berlin advisory centre and at some other 50 locations all over Germany, experts from KfW Mittelstandsbank are there to offer you personal financing advice. Our consultancy promotion programme under the founder coaching scheme offers founders the possibility of hands-on, competent advice. Subsidies for qualified and independent energy efficiency consulting in commercial business and for freelance professionals are available within the scope of the "energy efficiency consulting" offering. Companies in difficulty are supported within the scope of enterprise rescue schemes at the "round table". Avail yourself of our Internet exchanges when searching for suitable consultants and business contacts.
LOK e. V. & LOK.a.Motion **Gesellschaft zur Förderung lokaler** **Entwicklungspotentiale mbH** Naunynstraße 68, D-10997 Berlin Telephone: +49 (0) 30 / 29 77 97-36 Fax: +49 (0) 30 / 29 77 97-39 E-mail: info@lok-berlin.de Internet: www.lok-berlin.de	LOK works on a local level and addresses all interested parties wishing to establish a new or secure an existing business. LOK specifically boasts a wealth of experience with previously unemployed founders, with advisory services for young people, people with a migration background, in the culture/creative sector and with older people (50+). LOK applies the quality standards developed within the scope of EQUAL. The following services are offered before, during and after establishment: Initial information in all matters related to self-employment, creative workshops on idea development, customised advice for founders, practical start-up support in the incubator, seminars and workshops in addition to consultancy services (training in technical matters and networking), contact with relocating experts and access to mentors and local networks, support during start-up financing, analysis of the feasibility of the start-up project and of existing enterprises, special offers for people with a migration background (bilingual seminars and multilingual consulting), coaching after establishment, company acquisition advice. LOK is a listed partner of the "Start: opportunities for start-up preparations" programme and of the KFW founder coaching scheme. Further offerings: Establishment of founder centres (together with ORCO-GSG as a partner), project development advice, support in presenting the company towards the general public during and after market entry.

Consultancy services for technology-orientated businesses

Existenzgründerzentrum Technische Dienstleistungen (Founder centre for technical services) at Fachhochschule für Technik und Wirtschaft Berlin Hönower Straße 35, Brieffach 2, D-10318 Berlin Head: **Dipl.-Kfm. M.A. Ansgar Keller** Telephone: +49 (0) 30 / 50 19-22 83 Fax: +49 (0) 30 / 50 19-24 77 E-mail: a.keller@fhtw-berlin.de Internet: www.fhtw-berlin.de/egz	Low-cost office space (plus conference rooms) for founders and young companies (not only those founded at FHTW) Possibilities for project-based co-operation with FHTW Orientation support for university students, elementary and advanced courses for start-ups and young businesses Regular consultancy hours for start-ups Interdisciplinary lectures and information events Provision of laboratory infrastructures for shared use on request Support for Investitionsbank Berlin's business plan competition
Förderberatung "Forschung und Innovation" des Bundes ("Research and innovation" subsidy consultancy by the federal government) Forschungszentrum Jülich GmbH PTJ, Berlin branch Zimmerstraße 26-27, D-10969 Berlin Toll-free hotlines Research promotion: +49 (0) 8 00 / 26 23-0 08 Enterprise guidance service: +49 (0) 8 00) 26 23-0 09 E-mail: beratung@foerderinfo.bund.de Internet: www.foerderinfo.bund.de	Free advice service by the Federal Ministry of Education and Research (BMBF) for research institutes, universities, especially for small and medium-sized enterprises Advice and information on federal-government support for research and innovation Information about the possibilities to obtain subsidies, contacts and terms and conditions of subsidy programmes Establishment of contacts to the project sponsors in charge of the subsidy measures and/or officers in the federal ministries Information about other subsidy possibilities offered by federal government, the Federal Laender and the EU as well as the establishment of contacts Support during the initiation of co-operation between partners in industrial and research institutes
Freie Universität Berlin Knowledge and technology transfer profund - start-up promotion programme by Freie Universität Berlin Kaiserswerther Straße 16-18, D-14195 Berlin Telephone: +49 (0) 30 / 83 87 36-30, fax: -66 E-mail: profund@fu-berlin.de Internet: www.profund.fu-berlin.de	Process consulting Consulting offers via networks Use of space and resources of Freie Universität Berlin during business start-up Start-up qualification Application support for the "Go-Bio" and "Exist-Seed" subsidy programmes Information concerning patents and licenses Company start-ups Qualification of founders Application support for different subsidy programmes, such as the "Exist" programmes; Internal business plan competition
Innovations-Zentrum Berlin Management GmbH (IZBM) BIG/TIB Berlin-Wedding Gustav-Meyer-Allee 25, D-13355 Berlin Telephone: +49 (0) 30 / 4 63 07-0, fax: -6 49 **Innovations-Zentrum Berlin Management GmbH (IZBM)** IGZ/OWZ Berlin-Adlershof Rudower Chaussee 29, D-12489 Berlin Telephone: +49 (0) 30 / 63 92-60 00, fax: -60 10 E-mail: izbm@izbm.de Internet: www.izbm.de	Advisory services and support for innovative technology-orientated businesses during the concept, establishment and initial development phase, especially in the case of business establishment in the centres of IZBM
TCC Technologie-Coaching-Center GmbH Bundesallee 210, D-10719 Berlin Telephone: +49 (0) 30 / 46 78 28-0, fax: -23 E-mail: info@tcc-berlin.de Internet: www.tcc-berlin.de	Subsidised coaching for innovative, technology-orientated start-ups and enterprises with regard to commercial and organisational issues, for example, in order to optimise a business plan or clarify financing questions. In addition to coaching, the TCC GmbH offers a comprehensive programme of seminars and workshops.

Technische Fachhochschule Berlin (TFH) - Technology transfer - Luxemburger Straße 9, D-13353 Berlin Telephone: +49 (0) 30 / 45 04-24 83 / -24 89 / -27 57, fax: -22 42 E-mail: ttrans@tfh-berlin.de Internet: www.tfh-berlin.de	Orientation support for university students Regular consultancy hours for start-ups Elementary and advanced courses for start-ups and young businesses Interdisciplinary lectures and information events Information and advice concerning founder scholarships of the TFH's founders' workshop (Gründerwerkstatt) Co-ordination, advice and applications concerning EXIST-Seed projects
Technische Universität Berlin - Founder service - Hardenbergstraße 36 a, D-10623 Berlin Telephone: +49 (0) 30 / 3 14-7 96 41 / -7 85 80 Fax: +49 (0) 30 / 3 14-2 40 87 E-mail: gruendung@tu-berlin.de Internet: www.gruendung.tu-berlin.de	Advice for university students and graduates as well as scientific assistants with first ideas or concept start-up projects Information, seminars and interdisciplinary lectures for people interested in starting up in business Free use of rooms in the founders' workshop or, subject to payment, use of university facilities and resources for start-ups from within TU Training in key qualifications and commercial/business subjects, advice for inter-disciplinary research teams Special offers for female founders Advice and support for applicants for EXIST founder scholarships and EXIST research transfer from TU Berlin
Technologie- und Gründerzentrum (TGZ) im Innovationspark Wuhlheide (IPW) Köpenicker Straße 325, D-12555 Berlin Telephone: +49 (0) 30 / 65 76-24 31 Fax: +49 (0) 30 / 65 76-27 99 E-mail: img@ipw-berlin.de Internet: www.ipw-berlin.de	General advice concerning start-up and business locations, free information events and establishment of contacts, conference room service, technical services, affordable office and lab space for technology-orientated companies and start-ups, founder room
TGS Technologie- und Gründerzentrum Spreeknie Ostendstraße 25, D-12459 Berlin Telephone: +49 (0) 30 / 53 04 10-05 Fax: +49 (0) 30 / 53 04 10-10 E-mail: info.tgs@tgs-berlin.de Internet: www.tgs-berlin.de	General advice concerning start-up and business locations, free information events and establishment of contacts Contingent upon space leased in the building: start-up room, consultancy hours, business coaching, free first-time advice, individual advice
TSB Innovationsagentur Berlin GmbH Fasanenstraße 85, D-10623 Berlin Telephone: +49 (0) 30 / 46 30-25 00 Fax: +49 (0) 30 / 46 30-24 44 E-mail: agentur@technologiestiftung-berlin.de Internet: www.technologiestiftung-berlin.de	Contact point for knowledge and technology transfer, technology-orientated events, network player in the technology fields of biotechnology, medical technology, transport system technology, information and communication technology and optical technologies, co-operation advice and contact exchange, in particular, for the university environment. information concerning subsidy and support offerings, free access advice for patents, Internet use and eCommerce

Consultancy services for female entrepreneurs and founders

Akelei e. V. Berufswegplanung mit Frauen (Career planning with women) Rhinstraße 84, D-12681 Berlin **Ms U. Skrzeczek** Telephone: +49 (0) 30 / 54 70-30 48 Fax: +49 (0) 30 / 54 70-19 98 E-mail: Akelei-@t-online.de Internet: www.akelei-online.de	Consultancy and advisory services for women on fundamental questions related to starting up in business, as well as support for female entrepreneurs in securing and developing their businesses Networking through breakfast events for female entrepreneurs and forums on specific issues Further training for female founders and entrepreneurs in courses and seminars	Opening hours: Monday to Friday by appointment Dates on request Dates on the Internet
economista e. V. Frauenbetriebe selber schaffen (Course for women starting up in business) Meininger Straße 11, D-10823 Berlin **Ms A. Cummerow** Telephone: +49 (0) 30 / 6 92 92 39 Fax: +49 (0) 30 / 69 56 78 44 E-mail: info@economista.de Internet: www.economista.de	Advice services and coaching for female founders and entrepreneurs "Companies for women by women" course for women starting up in business. The female lecturers are themselves entrepreneurs who contribute their skills and practical experience to their courses. The course is subsidised by Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) and by the European Union	Advisory appointments available on request Spring, summer + autumn, for 7 weeks in each case, Monday, Tuesday, Thursday, Friday 9 am - 3 pm
Gründerinnenzentrale in der WeiberWirtschaft Navigation in die Selbstständigkeit (The way to self-employment) Anklamer Straße 39/40, D-10115 Berlin **Dr. Andrea Schirmacher, Ms Antje Ripking** Telephone: +49 (0) 30 / 44 02-23 45, fax: -23 66 E-mail: info@gruenderinnenzentrale.de Internet: www.gruenderinnenzentrale.de	Provides contact details of women-friendly, recommendable advisory services in Berlin as well as the names of experts exploring the feasibility of business ideas. The founder centre plans, together with the founder, the steps on the way towards the latter's own business and provides information concerning networking possibilities specifically for women.	
ISI e. V. Initiative Selbständiger Immigrantinnen - Efl education project - business start-ups for female immigrants Segitzdamm 2, D-10969 Berlin **Ms R. Ünal** Telephone: +49 (0) 30 / 6 11 33 36, fax: +49 (0) 30 / 6 12 12 56 E-mail: info@isi-ev.de Internet: www.isi-ev.de	One-year training for starting up in business: 1. Commercial skills 2. Social and inter-cultural skills The Efl education project – business start-up for female immigrants is supported and backed by the European Social Fund/ESF and Berlin's Senate Department for Business, Technology and Women. Efl is available free of charge to participants.	Dates on request
Joliba - Interkulturelles Netzwerk in Berlin e. V. Görlitzer Straße 70, D-10997 Berlin **Ms Katharina Oguntoye** Telephone: +49 (0) 30 / 61 07 68 02, fax: +49 (0) 30 / 61 62 38 41 E-mail: joliba@snafu.de Internet: www.joliba-online.de	Exista - coaching for women starting up in business is a qualification and consulting programme for women with a migration background and/or African roots starting up in business. The participants can attend a start-up preparation seminar or have already established their business a maximum of three years ago in which case they can attend 2-day further training programmes. Subjects: legal forms, book-keeping, taxes, costing, marketing, presentation, health, networks, online sale, etc.	Ongoing offerings between February 2009 and October 2009
Frauenzentrum Marie e. V. / New momentum for the business / coaching for female entrepreneurs Märkische Allee 384, D-12689 Berlin **Ms Karin Gaulke** Telephone: +49 (0) 30 / 9 31 13 54, fax: +49 (0) 30 / 91 42 78 97 E-mail: info@frauenzentrum.marie.de Internet: www.frauenzentrum-marie.de	Coaching and advice for female entrepreneurs in the fields of marketing, time management, work life balance and personality development. Special seminar offerings and networking opportunities	Schedule on request or on the website
Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) Martin-Luther-Straße 105, D-10825 Berlin Geschäftsstelle Expertinnen-Beratungsnetz-Berlin (Office of the Berlin advisory network of female experts) **Ms G. Fischer** Telephone: +49 (0) 30 / 90 13-89 16 **Ms B. Fleege** Telephone: +49 (0) 30 / 90 13-89 15 E-mail: expernet@senwtf.verwalt-berlin.de Internet: www.berlin.de	Qualified female experts work on an honorary basis in the consultancy network and support women at a crossroads in their career.	

G *These offers (pages 116 to 122) are particularly suitable for people starting up in business and for young companies.*

The programmes, which are sponsored by Senate Department for Business, Technology and Women are financed by the European Social Fund/ESF and from federal-land of Berlin (refer to pages 136 and following).

The Subsidy Programmes

Business start-ups
Pages 27 to 34

Investment and working capital
Pages 35 to 66

Technology, research and development
Pages 67 to 82

Subsidies within the scope of labour-market policy
Pages 83 to 98

Consultancy and in-house taining
Pages 99 to 122

Commercial property and space, founder and innovation centres
Pages 123 to 134

Important technical terms are explained in the glossary (refer to pages 140/141).

Gründer- und Innovationszentren

Founder and innovation centres

Aim

- The provision of requirement-orientated, purpose-centred and favourably priced business facilities should enable the formation of operating location communities for those starting up in business or young entrepreneurs in the trades, services and in the production sectors as well as in technology-orientated industries.
- The advisory and other services on offer in some centres mean that companies can develop in line with their direct aims.

Who

- Individuals or legal entities whose main business activities are based in Berlin and who are suitable both in terms of person and qualification.
- Subsidiaries of large corporations are not eligible.
- Preconditions for this include a tenable business concept, ecologically compatible services or products as well as prospects for economic success and growth.
- The company should not have been established more than three years previous.

What

- The centre management of the "founder centres" (GZ) offers adequate facilities with corresponding service and advice offers.
- The technology-orientated founder centres (TGZ) additionally offer communication and co-operation on site, in particular, with universities and/or application-orientated research institutes, as well as community activities.
- Some (T)GZs offer consultancy services on economic and technical matters by the centre management, including the implementation of general PR work. Central services, such as reception, post and telephone as well as typing service, conference and beverage service are also included in the offering of (T)GZs. Tenants can use community facilities, such as conference rooms and a copy centre.
- These offerings can also be found at the innovation centres/parks which were established primarily for the development of future-orientated technology bases.

How

- The rent terms are always determined on the basis of the location in question.
- The subsidies result from favourable rents (particularly with a view to the development standard and the infrastructure provided) as well as the specifically designed environment.
- The occupation period in a founder centre is usually unlimited.
- The regular occupation period in a technology centre is five or a maximum of eight years if the centre is set up with funds from the common task "improvement of regional economic structure". Just like with the founder centres, a rent contract for an indefinite term can be entered into at the overall location.
- Services can be used individually.
- The costs of those services that cannot be directly allocated to individual companies will be included in a general levy or in the ground rent, respectively.

Where

Queries and applications should be submitted to the centre operators listed in the following.

For further information, please contact:

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Martin-Luther-Straße 105, D-10825 Berlin
Ms Ilona Mallon
Telephone: +49 (0) 30 / 90 13-84 52
E-mail: ilona.mallon@senwtf.berlin.de
Mr Peter Gräfe
Telephone: +49 (0) 30 / 90 13-84 45
E-mail: peter.graefe@senwtf.berlin.de

1. Berliner Innovations- und Gründerzentrum (BIG) im Technologie- und Innovationspark Berlin (TIB)

Focus of attention: Microsystems technology, biotechnology, information and communication technology, environmental technology / solar technology, media production and satellite, telemarketing, generally innovative technology-orientated enterprises.

Operation:
Innovations-Zentrum Berlin Management GmbH (IZBM)
GSG-Hof
Gustav-Meyer-Allee 25, D-13355 Berlin
Dr Florian Seiff
Telephone: +49 (0) 30 / 4 63 07-0
Fax: +49 (0) 30 / 4 63 07-6 49
E-mail: big@izbm.de
Internet: www.izbm.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

2. BiotechPark with Innovation and Founder Centre of the Berlin-Buch Campus

Focus of attention: Biotechnology, bio-medicine (development of molecular diagnostics and therapies, clinical developments, genetic engineering, bioinformatics), nanobiotechnology, medical technology
Services: Industry-specific rental space - laboratories, offices - favourable terms and conditions with a high degree of flexibility. Located close to fundamental and clinical research institutions as well as institutions for clinical special and maximum care. Comprehensive service, infrastructure and network offers

Operation and rental:
BBB Management GmbH Campus Berlin-Buch
Robert-Rössle-Straße 10, D-13125 Berlin
Dr Andreas Mätzold
Telephone: +49 (0) 30 / 94 89-26 96
Fax: +49 (0) 30 / 94 89-38 12
E-mail: maetzold@bbb-berlin.de
Internet: www.bbb-berlin.de

3. European TelematicsFactory (ETF)

GSG-HOF
Helmholtzstraße 2-9, D-10587 Berlin
Focus of attention: Telematics, mobile IT and IT serving mobility, information and communication technology, telemarketing, tele-medicine

Operation:
Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

4. Existenzgründerzentrum Technische Dienstleistungen (Start-up centre for technical services) at FHTW Berlin

Focus of attention: Technical services / engineering services, computer science, Internet services and design, company-near services, business consultancy / consulting

Operation and rental:
Fachhochschule für Technik und Wirtschaft (FHTW) Berlin
- EGZ - (c/o Technologietransferstelle)
Treskowallee 8, D-10318 Berlin
Mr Ulrich Schneider
Telephone: +49 (0) 30 / 50 19-22 83
Fax: +49 (0) 30 / 50 19-24 77
E-mail: u. schneider@fhtw-berlin.de
Internet: www.fhtw-berlin.de/egz

5. Lichtenberg-Hohenschönhausen founder centre
Marzahner Straße, D-13053 Berlin
Focus of attention: Crafts, production industry, service firms

Operation and rental:
DOBA Vermietung und Service GmbH
Allee der Kosmonauten 33 e, D-12681 Berlin
Ms Beate Schulze, Mr Gerd Scheibe
Telephone: +49 (0) 30 / 54 98 89-12
Fax: +49 (0) 30 / 54 98 89-11
E-mail: schulze_b@doba-vs.de
scheibe_g@doba-vs.de

6. Marzahn/Hellersdorf founder centre
Rhinstraße 84-88, D-12681 Berlin
Focus of attention: Crafts, production industry, service firms

Operation and rental:
DOBA Vermietung und Service GmbH
Allee der Kosmonauten 33 e, D-12681 Berlin
Ms Beate Schulze, Mr Gerd Scheibe
Telephone: +49 (0) 30 / 54 98 89-12
Fax: +49 (0) 30 / 54 98 89-11
E-mail: schulze_b@doba-vs.de
scheibe_g@doba-vs.de

7. Pankow founder centre
Holzhauser Straße 177, D-13509 Berlin
Focus of attention: Crafts, production trades, technical sector, trade/distribution, call centre service, services, rental, consulting, training, contacts with lessors

Operation and rental:
Gründerzentrum GO Panke GmbH
Holzhauser Straße 177, D-13509 Berlin
Dr Karl Schmitt
Telephone: +49 (0) 30 / 4 74 94-0
E-mail: info@gzberlin.de
Internet: www.gzberlin.de

8. Innovations- und GründerZentrum Berlin-Adlershof (IGZ) - City of Science, Business and Media
Focus of attention: Microelectronics, optoelectronics, laser technology, environmental technology, material research, computer science, electronics, and generally innovative, technology-orientated companies.

Operation and rental:
Innovations-Zentrum Berlin Management GmbH (IZBM)
Rudower Chaussee 29, D-12489 Berlin
Dr Florian Seiff, Dr Gerhard Raetz
Telephone: +49 (0) 30 / 63 92-60 00
Fax: +49 (0) 30 / 63 92-60 10
E-mail: izbm@izbm.de
Internet: www.izbm.de

9. Innovation and Founder Centre in the BiotechPark of the Berlin-Buch Campus
Focus of attention: Biotechnology, bio-medicine (development of molecular diagnostics and therapies, clinical developments, genetic engineering, bioinformatics), nanobiotechnology, medical technology
Services: Industry-specific rental space - laboratories, offices - favourable terms and conditions with a high degree of flexibility. Located close to fundamental and clinical research institutions as well as institutions for clinical special and maximum care. Comprehensive service, infrastructure and network offers

Operation and rental:
BBB Management GmbH Campus Berlin-Buch
Robert-Rössle-Straße 10, D-13125 Berlin
Dr Andreas Mätzold
Telephone: +49 (0) 30 / 94 89-26 96
Fax: +49 (0) 30 / 94 89-38 12
E-mail: maetzold@bbb-berlin.de
Internet: www.bbb-berlin.de

10. Kiefholz Ateliers - centre for fashion and design in Treptow
Focus of attention: Fashion design, communication design, public relations, corporate consultancy, media sector, photo/film production

Operation and rental:
Kiefholz Ateliers
Kiefholzstraße 1-4, D-12435 Berlin, via:
J. + O. Kiefholz Ateliers GmbH & Co. KG
Rödingsmarkt 52, D-20459 Hamburg
Ms Susann Gerken
Telephone: +49 (0) 40 / 37 68 09-0
Fax: +49 (0) 40 / 37 68 09-29
E-mail: office@hamburgteam.de
Internet: www.kiefholzateliers.de

11. MEDIEN-TECHNOLOGIE-CENTRUM
Focus of attention: Media technology, media equipment, sound studios, technology companies, business start-ups
Special features: The MTC is already home to several training facilities. Furthermore, all necessary business-related services are available (cleaning company, tax advisors, accounting and wage accounting firm, temping firm).

Operation and rental:
MEDIACITY Adlershof Gesellschaft für Standortmarketing und Gebäudemanagement mbH
Ernst-Augustin-Straße 12, Gebäude R1, D-12489 Berlin-Adlershof
CEO: Mr Jörn Oltmann
Telephone: +49 (0) 30 / 67 04-47 04
Fax: +49 (0) 30 / 67 04-47 05
E-mail: j.oltmann@mca-berlin.de
Internet: www.mca-berlin.de

12. MINERVA Berlin - Das Zentrum für Mode und Design
Focus of attention: Fashion and design

Operation and rental:
Mode-Center Berlin Management-Verwaltungs GmbH
Mariendorfer Damm 1-3, D-12099 Berlin
Ms Cornelia Grahl
Telephone: +49 (0) 30 / 70 09 51 66
Fax: +49 (0) 30 / 7 05 01 01
E-mail: c.grahl@modecenter-berlin.de
Internet: www.modecenter-berlin.de

13. OWZ - Internationales Gründerzentrum Berlin-Adlershof - City of Science, Business and Media -
Focus of attention: Computer science, appliance construction, optoelectronics, laser technology, biotechnology and environmental technology, material technology, import and export of technological goods, technical and company-near services

Operation and rental:
Innovations-Zentrum Berlin Management GmbH (IZBM)
Rudower Chaussee 29, D-12489 Berlin
Dr Lydia Dessau
Telephone: +49 (0) 30 / 63 92-60 00
Fax: +49 (0) 30 / 63 92-60 10
E-Mail: izbm@izbm.de
Internet: www.izbm.de

14. PHÖNIX Gründerzentrum Am Borsigturm
Focus of attention: Information and communication technology, multimedia, environmental technology, logistics, transport technology

Operation and rental:
Gewerbepark Am Borsigturm GmbH
Am Borsigturm 40, D-13507 Berlin
Mr Rolf Friedrichsdorf
Telephone: +49 (0) 30 / 43 03-35 19
Fax: +49 (0) 30 / 43 03-35 20
E-mail: info@phoenix-gruenderzentrum.de
Internet: www.phoenix-gruenderzentrum.de

15. Technologie- und GründerZentrum im Innovationspark Wuhlheide (IPW)

Industries of current companies: Materials technology, information and communications technologies, biotechnology/ medical technology, environmental systems and technologies, optoelectronics/microsystems technology, renewable energies, measuring and precision-instrument technology, construction and rehabilitation technologies

Services for tenant businesses: Attractive commercial space - laboratories, offices, workshops - at attractive rates with a high degree of flexibility. Extensive range of services and infrastructure. Start-up room. Individual support, advice and contact finding. Free first-time advice in technical matters, marketing and PR support, regular information events.

Operation and rental:
IMG Innovationspark Wuhlheide
Managementgesellschaft mbH
Köpenicker Straße 325, D-12555 Berlin
Mr Klaus-Henry Koch
Telephone: +49 (0) 30 / 65 76-24 31
Fax: +49 (0) 30 / 65 76-22 40
E-mail: img@ipw-berlin.de
Internet: www.ipw-berlin.de

16. Technologie- und Gründerzentrum Spreeknie (TGS)

Focus of attention: Environmental technology, information and communication technology, automation technology, laser technology

Services for tenant businesses: Attractive, as-new commercial space for rent - offices and multi-function space - at attractive rates with a high degree of flexibility. Extensive range of services and infrastructure. Start-up room. Individual support, advice and contact finding. Free first-time advice in technical matters, marketing and PR support, regular information events.

Operation and rental:
SEK Stadtentwicklungsgesellschaft für Berlin-Köpenick GmbH
Ostendstraße 25, D-12459 Berlin
Dipl.-Ing. (FH) Carola Reiblich, MBA
Telephone: +49 (0) 30 / 53 04-10 00
Fax: +49 (0) 30 / 53 04-10 10
E-mail: info.tgs@tgs-berlin.de
Internet: www.tgs-berlin.de

17. Technologie- und Innovationszentrum Wedding im Technologie- und Innovationspark Berlin (TIB)

GSG-HOF
Gustav-Meyer-Allee 25, D-13355 Berlin

Focus of attention: Technologies of microperipherals, biotechnology and life science, services, information and communication technology, media production, telemarketing, microelectronics, environmental and solar technologies, civil engineering

Operation:
Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

18. Technologiezentrum Am Borsigturm

Focus of attention: Information and communications technology, transport technology, logistics

Operation and rental:
RSE Grundbesitz- und Beteiligungs AG
Am Borsigturm 11, D-13507 Berlin
Mr Rolf Friedrichsdorf
Telephone: +49 (0) 30 / 43 03-35 19
Fax: +49 (0) 30 / 43 03-35 20
E-mail: rfriedrichsdorf@phoenix-gruenderzentrum.de
Internet: www.amborsigturm.de

19. Wissenschafts- und Technologiepark Berlin Adlershof
WISTA (Berlin Adlershof Science and Technology Park)

Focus of attention: photonics and optics, microsystems and materials, photovoltaics, biotechnology and environment, IT and media

Comprehensive services for enterprises: flexible and technically perfectly equipped office/laboratory units, subsidy consultancy, project development, integration into specialist networks, communication services, internationalisation, trade show participation, job exchange, conference and event service

Operation and rental:
WISTA-MANAGEMENT GMBH
Bereich Technologiezentren (Technology Centres Unit)
Dr Peer Ambrée
Rudower Chaussee 17, D-12489 Berlin
Telephone: +49 (0) 30 / 63 92-22 50
Fax: +49 (0) 30 / 63 92-22 35
E-mail: ambree@wista.de
Internet: www.adlershof.de

20. Gründerzentrum GSG-HOF Pankow
Pankstraße 8-10, D-13127 Berlin
Focus of attention: high-tech, automation technology, medical technology, electrical engineering, music production, fashion

Operation:
Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

21. Gründerzentrum GSG-HOF Hellersdorf
Döbelner Straße 1-5, 7, D-12627 Berlin
Focus of attention: motor vehicles, medical and health technology, wholesale of consumables, construction industry, IT services

Operation:
Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

22. Gründerzentrum GSG-HOF Plauener Straße
Plauener Straße 163-165, D-13053 Berlin
Focus of attention: high-tech and crafts, applied physics and electronics, retail and services, architecture, garment industry

Operation:
Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

G *These offers are particularly suitable for people starting up in business and for young companies.*

Gründerinnenzentren

Centres for women starting up in business

1. Frauenwirtschaftszentrum Neukölln (FWZ)
Focus of attention: Services, networking of firms run/owned by women, information and service offers, marketing and PR support.
The centre includes a joint reception area, two conference rooms, a tea-kitchen as well as furnished and equipped individual workplaces.

Operation:
Frauenwirtschaftszentrum Neukölln
Herrmannstraße 214-216, D-12049 Berlin

Rental:
TEMA Terrain Immobilien Management GmbH
Telephone: +49 (0) 30 / 23 51 46 30
E-mail: heinicke@team-group.de

Information about FWZ:
Commissioner for gender equality or commissioner for business support of the Neukölln district authorities
Telephone: +49 (0) 30 / 68 09-0 (operator)
E-mail: gleichstellungsbeauftragte@ba-nkn.verwalt-berlin.de

2. Gründerinnen- und Unternehmerinnenzentrum WeiberWirtschaft
Industry focus: Trade, services, handicrafts, catering, health.
This ecologically managed centre includes a conference area, a cafeteria and a kindergarten and is home to more than 60 businesses owned/managed by women.

Owner:
WeiberWirtschaft eG
Anklamer Straße 38, D-10115 Berlin
Dr Katja von der Bey
Telephone: +49 (0) 30 / 44 02 23-0
Fax: +49 (0) 30 / 44 02 23-44
E-mail: infos@weiberwirtschaft.de
Internet: www.weiberwirtschaft.de

3. HAFEN-Gründerinnenzentrum in Berlin-Marzahn (Female founders' centre)
Focus of attention: Co-operation between women founders and non-profit organisations with offers for women and girls in the active women's centre. Modern office and studio space for rent starting at EUR 1 (plus heating costs) without any ties, women-friendly community structure.

Operation and rental:
HAFEN - Zentrum für Frauen, Mädchen, Gründerinnen e. V.
Schwarzburger Straße 10, D-12687 Berlin
Ms Karin Feige
Telephone: +49 (0) 30 / 9 32 81 32
Fax: +49 (0) 30 / 93 66 16 81
E-mail: kontakt@hafen-frauenzentrum.de
Internet: www.hafen-frauenzentrum.de

4. UCW - Unternehmerinnen- und Gründerinnenzentrum in Charlottenburg-Wilmersdorf
Focus of attention: Networking and promoting co-operation with women founders from central and eastern Europe as well as partner cities with the district.
An advisory board gives the centre its ideological, expert and political support. The centre is centrally located with excellent transport links and has a total space of 5,000 square metres.

Operation and rental:
UCW - Unternehmerinnen- und Gründerinnenzentrum in Charlottenburg-Wilmersdorf
Sigmaringer Straße 1, D-10713 Berlin
Ms Christine Rabe
Telephone: +49 (0) 30 / 86 31 31 83 (office)
E-mail: info@ucw-berlin.de
Internet: www.ucw-berlin.de

G *These offers are particularly suitable for people starting up in business and for young companies.*

Landeseigene Gewerbegrundstücke/Erbbaurechte

State-owned commercial properties / Heritable building rights - registration of heritable building rights for state-owned commercial and industrial properties

Aim
To provide favourably priced, state-owned commercial and industrial properties for commercial investment projects.

Who
Investment projects by the business community.

What
- Registration of heritable building rights for:
  - investment projects in the processing industries particularly worthy of subsidy at a ground rent of between 3 and 5%, depending on the degree of construction utilisation within the scope of the multi-storey building,
  - investment projects in the services sector particularly worthy of subsidy at a ground rent customary for the location,
  - other investment projects of commercial enterprises particularly worthy of subsidy at a ground rent customary for the location
- The fair market price of properties forms the basis for assessing the ground rent.
- After every three years, this is adjusted on the basis of the consumer price index.

How
Informal applications with a short description of the desired property and a presentation of the planned investment project.

This programme is subject to de-minimis rules (refer to page 140).

Where
Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)
- Abteilung III - Wirtschaftsförderung
Martin-Luther-Straße 105, D-10825 Berlin
Mr Gerd Uschmann
Telephone: +49 (0) 30 / 90 13-74 97 / -74 85
Fax: +49 (0) 30 / 90 13-75 96
E-mail: gerd.uschmann@senwtf.berlin.de
Internet: www.berlin.de

Landeseigene Gewerbegrundstücke/Verkauf

State-owned commercial properties / Sale

Aim
To provide favourably priced, state-owned commercial and industrial properties for commercial investment projects.

Who
Investment projects by the business community.

What
Sale at fair market value

How
Informal applications with a short description of the desired property and a presentation of the planned investment project.

Where
Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)
- Abteilung III - Wirtschaftsförderung
Martin-Luther-Straße 105, D-10825 Berlin
Mr Gerd Uschmann
Telephone: +49 (0) 30 / 90 13-74 97 / -74 85
Fax: +49 (0) 30 / 90 13-75 96
E-mail: gerd.uschmann@senwtf.berlin
Internet: www.berlin.de

Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)

Aim

To offer high-quality, reasonably priced small office and commercial space including flexible mutli-functional space, throughout Berlin, rounded off by a host of services for companies.

Who

Space is on offer for:

- Business start-ups
- Crafts
- Creative agencies
- Classical service companies
- Trading companies
- High-tech companies
- Production companies

What

The benefits:

- Reasonably priced, modern office and commercial space throughout Berlin
- Flexible production space
- Spacious warehouses and halls
- High-quality multi-functional space
- Factory floors
- Studios and lofts
- User-specific room layout possible
- Sites are quick to reach thanks to good location
- No real-estate agent fees

These framework conditions are supplemented by:

- The optical fibre network of ORCO-GSG, i.e. high-speed Internet, high bandwidth as well as further services at favourable terms and conditions, even for young companies
- Rooms for events and conferences
- Service centre with office services
- Key customer discounts and attractive terms and conditions for services and office supplies
- "hofmobil" car rental service
- Support and involvement in contact networks
- Regular information for tenants on business promotion and financing
- Information exchanges on business management
- Free information events for everyday business
- Free "hofkurier" subscription, the newspaper for Berlin's commercial sector

Special offers for founders

- Founder floors
- Smart offices, fully equipped workplaces connected to the service centre

The programme is designed to offer workplaces at a reasonable cost and with flexible contracts in attractive inner-city locations for young companies which have just been or are soon to be established. A support programme in the form of monitoring and coaching offerings will be available in selected locations.

Interested founders can contact **Ms Patricia Jaenisch** at
Telephone: +49 (0) 30 / 39 09 31 16 or
E-mail: pjaenisch@orcogroup.com

How

Contact ORCO-GSG by phone or send your queries by fax. In addition to this, go to the ORCO-GSG homepage for the latest offers or send a search request to the rentals management.

Where

Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG)
Franklinstraße 27, D-10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0
Fax: +49 (0) 30 / 3 90 93-1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, D-10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 8 00 / 3 90 00 93
(toll-free from the German fixed net)
Telephone: +49 (0) 30 / 3 90 93-1 14
Fax: +49 (0) 30 / 3 90 93-1 96
E-mail: angebote@orco-gsg.de
Internet: www.orco-gsg.de

G *This programme is particularly suitable for people starting up in business and for young companies.*

Umsetzungs- und Änderungskostenzuschüsse

Relocation and modification subsidy programme

Aim

- Business relocations within Berlin or changes in building structures due to public measures.
- To maintain the business and jobs.

Who

Commercial as well as agricultural and forestry businesses affected by a public measure.

What

The subsidy amount depends on the overall costs of business relocation or building modification, eligible for subsidy, to the extent to which such costs are directly related to pure construction measures; however, limited to a maximum sum of EUR 200,000 over a period of three years.

How

Applications must be submitted prior to commencement of relocation.

This programme is subject to de-minimis rules (refer to page 140).

Where

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)
Referat III B - Unternehmensbeteiligungen, Anstalten des öffentlichen Rechts (Division III B - participations, public-law institutions)
Martin-Luther-Straße 105, D-10825 Berlin
Mr Uwe Prahtel
Telephone: +49 (0) 30 / 90 13-89 81 / -89 71
Fax: +49 (0) 30 / 90 13-86 50
E-mail: uwe.prahtel@senwtf.berlin.de
Internet: www.berlin.de

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EU structural funds in Berlin

2007-2013 structural funds

The EU cohesion policy, with the EU Structural Fund as its most important instrument, aims to boost economic and social relations within the EU. Each year, the European Parliament earmarks more than one third of the EU budget for this purpose. The new subsidy period for the European Structural Fund 2007-2013 commenced on 1 January 2007. During this subsidy period, Berlin will receive funds from the "Regional competitiveness and employment" target for the entire area of the city. The structural funds (ERDF, ESF) will provide around EUR 1.2 billion to support investment in Berlin during the seven years of the new subsidy period. Furthermore, Berlin can also benefit from funds from the new European Agricultural Fund for Rural Development (EAFRD) and the new European Fisheries Fund (EFF). However, the federal state of Brandenburg was commissioned with practical implementation within the scope of an agreement between the two federal states of Berlin and Brandenburg.

Moreover, Berlin also participates in subsidy funds within the scope of INTERREG IV ("European territorial co-operation" target). Since the operational programmes for the implementation of the **cross-border co-operation** within the scope of INTERREG IV A focus on the direct German/Polish border region between the federal states of Brandenburg, Mecklenburg-Vorpommern and Saxony on the one hand and the west Polish partner regions on the other, interested parties in Berlin will be able to benefit from cross-border INTERREG IV A projects in justified, exceptional cases only. The participation of the project partners in Berlin is enabled via funds from the "Regional competitiveness and employment" aim within the scope of the "ERDF subsidy programme for networking in central and eastern Europe".

Within the scope of the **Transnational co-operation** (INTERREG IV B) programme, Berlin and the Berlin-Brandenburg capital city region can apply for funds in two of the thirteen cross-border co-operation areas which have been defined there: the Central European Space (CEUS) and the Baltic Sea Region (BSR). Subsidies for subject-focused co-operation projects in these co-operation regions are designed to level out economic, social and geographic differences and to promote European integration through co-operation on a transnational level. INTERREG IV B is hence designed to support development in large European regions, with special attention being paid to strengthening competitiveness, coping with demographic change, improving geographic access and development quality, the environment, climate change and risk prevention. During the 2007-2013 EU financing period, total funds of EUR 231 million are available for the CEUS and EUR 236.6 million for the BSR region.

Inter-regional co-operation (INTERREG IV C) is designed to enhance the effectiveness of regional political instruments and strategies by supporting inter-regional co-operation projects in the fields of innovation and knowledge society as well as environmental protection and risk avoidance. To this effect, the programme focuses on the pan-European exchange of experience and the transfer of regional political good-practice examples in order to boost the effectiveness of regional development strategies, with a high priority being given to the integration of regional political concepts into the mainstream programmes of the EU structure fund subsidy measures. During the current EU finance period, ERDF funds totalling EUR 301 million are available within the scope of the INTERREG IV C programme.

Applications for all kinds of INTERREG programmes are generally approved according to competition principles on the basis of regular "calls". One of the central application requirements is that partner institutions from at least three countries, among them two EU member states, must take part in category "B" and "C" INTERREG projects.

The community initiatives of the 2000 - 2006 subsidy period (URBAN II, EQUAL; LEADER+) are discontinued. However, some of the subsidy contents of these programmes were integrated into target subsidy schemes. Further information can be found at: http://www.berlin.de/sen/strukturfonds/zusammenarbeit/ziel3.html#2

The higher-level goal of structure fund subsidies in Berlin will be to strengthen the city's international competitiveness and attractiveness. In line with the implementation of the Lisbon Strategy which is designed to promote education and research as well as knowledge-based industries in order to strengthen economic growth on the single European market, the strategy refers to Berlin's strengths as a focus of impulse for growth and employment. In order to ensure the co-ordinated use of the EUR 1.2 billion or so which Berlin is to receive during the period from 2007 to 2013 from the European structural funds (ERDF, ESF), the Berlin Senate adopted on 12 September 2006 an "Overall strategy for Berlin for more growth and employment".

Subsidies will focus on three central fields of action:

The "Business" field of action

Strengthening innovation and adaptation capability as well as the productivity of businesses and creation of jobs through incentives for investment and start-up projects as well as export/import activities and adaptation qualification measures for employees and managers at times of structural change.

The "Knowledge" field of action

Making use of the knowledge existing in the city, especially to a larger extent for promoting innovation. Besides subsidies and support for research and development of new products and services, this also includes measures to improve qualification through life-long learning in order to make better use of knowledge and creativity as engines of economic and social development by stimulating and supporting the economic exploitation of research and development.

The "Environment and sustainable urban development" field of action

Successful economic activity calls for a suitable infrastructure basis and a functioning environment worth living in. Furthermore, the success of Berlin's economy is also dependent upon stable social structures. Integrative, sustainable urban development and social stabilisation programmes are employed in order to help disadvantaged urban areas. Furthermore, the environmental situation is to be improved as a basis for more environmentally compatible growth and sustainable employment. This also contributes towards boosting Berlin's attractiveness as a place for business.

Cross-sectional tasks

The following cross-sectional issues are additionally taken into consideration in all fields of action: **sustainability, gender mainstreaming and additionally for Berlin the integration of immigrants**.

In line with the central target groups, subsidy instruments for business and technology, environment and sustainable urban development which are mainly co-financed under the **EFRE (ERDF)** programme as well as labour market and employment policy instruments which are mainly co-financed from the **ESF** will be used. These measures aim at a complementary approach in order to achieve maximum synergetic effects.

Economic clusters and future fields

The economic clusters of health industry, communication and mobility where Berlin has particularly good growth opportunities are particularly good starting points for the implementation of the strategy. Furthermore, technology fields where Berlin has a special potential with a view to the successful combination of business and science have been identified with a view to promoting both innovation and investment. These fields are: biotechnology, medical technology, information and communication technology, transport system technology as well as optical technologies. And, last but not least, subsidies will also be made available to the culture and tourism sector with its good employment prospects.

Operational programmes 2007-2013

The overall strategy forms the basis for the operational programmes within the scope of ERDF and ESF which were approved by the European Commission in 2007 and which constitute the basis for the implementation of the structure funds. They will be supplemented by new subsidy strategies, especially in the field of culture and promotion of the knowledge society as well as integrated urban development.

More details and the text of the operational programmes of the ERDF and ESF in Berlin as well as the criteria for the selection of projects for measures supported from these two funds can be downloaded at: www.berlin.de/strukturfonds

Overview of structure funds 2007-2013 and of the priority axes of ERDF and ESF*

Aim: regional competitiveness and employment ("target 2")

ERDF programme	EUR million	ESF programme	EUR million
1. To support the competitive strength of existing and newly established companies	293.0	A. To improve flexibility / competitiveness	38.0
		B. Promoting human capital	149.0
2. Innovation and knowledge-based society	284.5	C. To improve access to employment / social integration of disadvantages persons	135.0
3. Integrated urban development	182.7		
4. Environment	80.4		
(Technical assistance of the ERDF)	(35.0)	(Technical assistance of the ESF)	(13.0)
EFRE Total	875.6	ESF Total	335.0

*This may be supplemented by funds within the scope of the "INTERREG IV" target. These funds are granted on application and hence cannot be quantified in advance.

Structural fund subsidies are granted on the basis of defined principles as follows:

- **Partnership:** Decisions concerning the allocation of funds are made jointly in close co-operation with the region, the national government and the EU.
- **Programme planning:** The results of this co-ordination process are recorded in planning documents where subsidy measures are defined for co-financing with structure funds, including, for instance, subsidy programmes of the kind presented in this Subsidy Guide.
- **Co-financing:** The use of EU structural funds is contingent upon co-financing from national sources (federal and federal-state governments, private funds).
- **Strategic orientation:** Within the scope of the aim of „regional competitiveness and employment", the funds must be orientated towards the European Union's priorities within the framework of the Lisbon Strategy. At least 75% of the funds distributed must be in line with these criteria.
- **Compatibility with community policies:** All the measures and projects must be compatible with the European Union's legal principles. This is, in particular, applicable to competition law, awarding law, data protection law, and gender mainstreaming.

Individuals or companies wishing to benefit from structure funds do not have to apply to Brussels. In line with the principle of subsidiarity, decisions concerning the allocation of funds are made precisely there where the subsidies are to be applied: in the region itself.

Further information and contact details can be found at:
www.berlin.de/strukturfonds

"Active" structural funds for Berlin:

ERDF - European Regional Development Fund
The ERDF is the European Union's most important regional subsidy instrument. This fund is primarily used to promote productive and infrastructure investment.

ESF - European Social Fund
The ESF supports measures designed to prevent and combat unemployment and to develop human resources. This also includes promoting social integration into the labour market in order to achieve a high level of employment. The ESF is also designed to contribute towards gender mainstreaming.

Contact partners

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
Europäische Strukturfondsförderung
(European structural fund subsidies)
Mr Peter Walch
Telephone: +49 (0) 30 / 90 13-83 34
E-mail: peter.walch@senwtf.berlin.de
Internet: www.berlin.de/strukturfonds

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
EFRE-Fondsverwaltung
(ERDF fund administration)
Ms Christiane Sternberg
Telephone: +49 (0) 30 / 90 13-82 77
E-mail: strukturfonds@berlin.de
Internet: www.berlin.de/strukturfonds

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
ESF-Fondsverwaltung
(ESF fund administration)
Dr Klaus-Peter Schmidt
Telephone: +49 (0) 30 / 90 13-83 22
E-mail: Klaus-Peter.Schmidt@senwtf.berlin.de
Internet: www.berlin.de/strukturfonds

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
INTERRE IV C - Interregional co-operation
Ms Barbara Staib
Telephone: +49 (0) 30 / 90 13-81 11
E-mail: Barbara.Staib@senwtf.berlin.de
Internet: www.berlin.de/strukturfonds

Glossary

Allowances

Allowances are grants or subsidies given to a company or group of companies, for example, in the form of low-interest loans or grants from public funds for participation in one or more projects. The share of allowances as a percentage of total financing is usually capped (maximum allowance intensity).

Combination with other programmes

Combining funds from different programmes is generally possible and welcomed. However, the maximum subsidy sums defined by the EU may not be exceeded. However, certain subsidy programmes cannot be combined with each other (non-combination rule).

De-minimis

Government support for companies can distort competition. In the European Union, however, all competition-distorting state aid/subsidies for certain businesses or production sectors are basically prohibited when such aid affects inter-state trade within the European Union. As an exception to the general ban on subsidising, the European Commission has developed in its decision-making process a rule permitting subsidies below a certain threshold value. In this context, the European Commission assumes that such subsidies which are granted in the form of "de-minimis subsidies" have no perceivable impact on trade and competition between the member states. This so-called de-minimis rule and was amended in the form published as Regulation (EC) No. 1998/2006 in the Official Journal of the European Union on 28 December 2006. Pursuant to this regulation, governments and/or government agencies can grant financial support to individual companies without an obligation to notify the European Commission in advance of this subsidy or without the need to obtain the European Commission's approval on condition that such subsidies do not exceed a value of EUR 200,000 within three years. This threshold value totals EUR 100,000 in the case of businesses in the road transport sector. No de-minimis funds are at all available for the acquisition of road transport vehicles by commercial road transport companies. In the case of grants, the full amount is counted in calculating the above-stated threshold value. In the case of other financing instruments (such as interest-rate relief, shareholdings or guarantees), the advantage (subsidy value) is determined by calculation.

ERP

The European Recovery Programme was called the "Marshall Plan" for reconstruction after World War II. Today, the ERP special funds are primarily used to re-finance low-interest loans.

Freelance professionals

Freelance professions are defined as self-employment in science, the arts and writing, teaching and education. Freelance professions also include higher-level personal services requiring a higher level of education (college or university degree). Freelance professionals are not obliged to have their trades registered. However, certain freelance professionals rendering a personal service - such as architects, tax advisors - must obtain the respective license to practice.

Grant, conditionally repayable

The financing of certain projects particularly worth subsidising can be partly subsidised by a grant that is directly linked to the project, i.e. to the investment or equipment / labour costs applied for. In contrast to a loan, a grant is interest-free and does not have to be repaid. This is conditional upon proof that the funds applied for were used for the agreed purposes, and that the conditions stated in conjunction with the pledge of funds were adhered to. A conditionally repayable grant can be awarded for projects where an insufficient return is to be expected in the case of an average or below-average success of the project. If, however, a higher return is achieved, the grant or a respective share of the grant must be repaid.

Guarantee / Federal-Land guarantee

A guarantee is a contract in which the guarantor undertakes to cover the debtor's liability in relation to a third party. The guarantee programmes are designed to help founders and companies lacking sufficient collateral to obtain bank loans for their projects. However, the debtor, the founder or the managing shareholder is usually expected to furnish an absolute guarantee for the entire loan sum. Guarantee banks usually issue so-called default guarantees which do not become payable until all collateral has been realised and, if applicable, until forced execution of the debtor's assets has failed.

Loans / low-interest loans

Loans are extended to debtors as long-term funds in one sum or in several instalments in order to finance the debtor's projects. Loans bear interest at an agreed rate and are redeemed on the basis of an agreed redemption plan. Loans under the subsidy programmes are usually linked to subsidised interest rates and often include a longer, redemption-free period.

Mezzanine capital

Mezzanine capital or mezzanine financing instruments are financing forms which can have a position between equity (so-called equity mezzanine) and external capital (debt mezzanine). Equity mezzanine can be issued, for example, in the form of profit participation rights, participation certificates or dormant partnerships. Other conceivable forms are convertible and warrant bonds. Debt mezzanine must be usually carried as a liability in the balance sheet. The equity character arises when the loan or dormant partnership is subject to subordination. However, the classification depends on the design of the agreement from case to case. It ultimately determines whether the capital is to be treated as debt or at least as economic equity. In general, however, mezzanine capital is to contribute towards improving a company's financing or balance sheet structure and hence to expand the classical loan availability or permit complex project financing. The stronger the equity nature of the mezzanine product or at least the higher the risk of the mezzanine capital source compared to a real lender, the higher the interest rate and hence the return claim of the mezzanine lender. And the more the mezzanine investor will demand rights equivalent to those of an equity investor (rights of involvement and co-determination under company law). Although mezzanine capital was initially mostly supplied by private equity companies, special mezzanine funds or even banks themselves have become increasingly common today. The requirements for assessing a mezzanine capital recipient are generally comparable to the requirements which every equity investor expects a company to fulfil. A business plan, a convincing business model, above-average growth opportunities and sufficient cash-flows are just some of the important aspects. Mezzanine financing schemes can be designed in a very flexible manner with regard to maturities and other terms and conditions. Anything which is economically sensible and desired can, in principle, be expressed in agreements. The statutory requirements are significantly less restrictive than, for instance, in the case of open partnerships. On a contract level, it is primarily termination provisions, interest rates, profit and loss rules or redemption procedures which decide whether the capital invested is to be considered as equity or debt with a view to liability and taxation. In international accounting according to International Financial Reporting Standards (IFRS), mezzanine capital is classified as equity or debt on the basis of the actual agreement. There is, however, a trend towards treating mezzanine capital as debt. Furthermore, securities evidenced by certificates which can be traded on the stock exchange, such as participation certificates, are subject to approval by the Federal Financial Supervisory Authority (BaFin).

Partnership / dormant partnership

An investment company, a company or an individual holds shares which are recorded in the commercial register. The investment capital counts as equity. The articles of association determine the extent of profit sharing, as well as voting and control rights. A dormant partnership is based on a contribution to equity by an investor who, however, waives all or most voting or control rights. Irrespective of the company's success, the investor usually receives a fixed return to be paid at regular intervals. These investments are often made for a limited term. The conditions for termination - i.e. redemption or sale of the investment to third parties - are laid down in the contract.

SMEs

On 1 January 2005, the EU Commission introduced a new definition for small and medium-sized enterprises. Compliance with this so-called SME criterion is an important precondition for many subsidy programmes. Micro-enterprises are businesses that employ less than 10 employees and which record annual sales or a balance sheet total of no more than EUR 2 million. Small enterprises are businesses that employ less than 50 employees and which record annual sales or a balance sheet total of no more than EUR 10 million. Medium-sized enterprises are businesses that employ less than 250 employees and which record annual sales of EUR 50 million max. or a balance sheet total of no more than EUR 43 million. The precise approach when determining SME status depends on whether the company is completely independent or part of a group of companies. In such cases, both participation by the company submitting an application as well as participation by other companies in the company submitting the application must be considered. Documents dealing with this are available from Investitionsbank Berlin within the scope of applying for subsidies.

Subsidy value

The subsidy value is the monetary sum of all grants and subsidies which a company receives during a defined period on the basis of different subsidy and grant programmes. In the case of a grant, the subsidy value corresponds to the amount of the grant. If a low-interest loan is granted, the subsidy value is the difference between the standard market interest rate (reference rate published by the European Commission) and the effective rate of the loan granted.

Public institutions

Agenturen für Arbeit (Job Centres)
Berlin Mitte, Charlottenstraße 90, D-10969 Berlin
Berlin Nord, Königin-Elisabeth-Straße 49, D-14059 Berlin
Berlin Süd, Sonnenallee 282, D-12057 Berlin
Telephone: +49 (0) 18 01 / 66 44 66 (employers only)
+49 (0) 18 01 / 55 51 11 (employees only)
(Calls from the fixed net of Deutsche Telekom cost 3.9 cent per minute. Different prices apply for calls from mobile nets).
Internet: www.arbeitsagentur.de

Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, D-10623 Berlin
Telephone: +49 (0) 30 / 3 99 80-0
Fax: +49 (0) 30 / 3 99 80-2 39
E-mail: info@berlin-partner.de
Internet: www.berlin-partner.de and
www.businesslocationcenter.de

Charlottenburg-Wilmersdorf von Berlin district authorities
Otto-Suhr-Allee 100, D-10585 Berlin
Telephone: +49 (0) 30 / 90 29-10
E-mail: wirtschaftsfoerderung@ba-cw.verwalt-berlin.de
Internet: www.charlottenburg-wilmersdorf.de

Friedrichshain-Kreuzberg von Berlin district authorities
Frankfurter Allee 35-37, D-10247 Berlin
Telephone: +49 (0) 30 / 90 29-10
E-mail: peter.hilleker@ba-fk.verwalt-berlin.de
Internet: www. berlin.de/ba-friedrichshain-kreuzberg/wirtschaftsfoerderung

Lichtenberg von Berlin district authorities
Möllendorffstraße 6, D-10367 Berlin
Telephone: +49 (0) 30 / 9 02 96-43 34
E-mail: anja.rothe@libg.verwalt-berlin.de
Internet: www.berlin.de/eastside

Marzahn-Hellersdorf von Berlin district authorities
Steering unit for business support and subsidies, EU matters
Alice-Salomon-Platz 3, D-12591 Berlin
Telephone: +49 (0) 30 / 90 29-10
E-mail: kathrin.ruediger@ba-mh.verwalt-berlin.de
Internet: www.wirtschaftsfoerderung-marzahn-hellersdorf.de

Mitte von Berlin district authorities
Müllerstraße 147, D-13356 Berlin
Telephone: +49 (0) 30 / 90 29-10
E-mail: ertugrul.tolan@ba-mitte.verwalt-berlin.de
Internet: www.berlin.de/ba-mitte

Neukölln von Berlin district authorities
Karl-Marx-Straße 83, D-12040 Berlin
Telephone: +49 (0) 30 / 68 09-0
E-mail: clemens.muecke@ba-nkn.verwalt-berlin.de
Internet: www.berlin.de/ba-neukoelln

Pankow von Berlin district authorities
Fröbelstraße 17, D-10405 Berlin, Haus 6
Telephone: +49 (0) 30 / 9 02 95-0
E-mail: poststelle@ba-pankow.verwalt-berlin.de
Internet: www.berlin.de/pankow and
www.pankow-wirtschaft.de

Bezirksamt Reinickendorf von Berlin district authorities
Eichborndamm 215-239, D-13437 Berlin
Telephone: +49 (0) 30 / 9 02 94-56 70
E-mail: wirtschaftsberater@ba-rdf.verwalt-berlin.de
Internet: www.reinickendorf.de

Spandau von Berlin district authorities
Carl-Schurz-Straße 2-6, D-13578 Berlin
Telephone: +49 (0) 30 / 33 03-0
E-mail: wirtschaftsberatung@ba-spandau.verwalt-berlin.de
Internet: www.spandau.de

Steglitz-Zehlendorf von Berlin district authorities
Kirchstraße 1/3, D-14163 Berlin (postal address)
Martin-Buber-Straße 2, D-14163 Berlin (office)
Telephone: +49 (0) 30 / 9 02 99-13 99
E-mail: wirtschaftsfoerderung-suedwest@t-online.de
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Further links and addresses can be found on the Internet at: www.berlin.de/sen/frauen and in the regional yellow pages "Frauen unternehmen", available from: Schöne Aussichten, Verband selbständiger Frauen e. V.

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