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EUROPÄISCHE UNION

2011/2012 Subsidy Guide

The guide for business and business start-ups

www.ibb.de

Investitionsbank Berlin

Leistung für Berlin.

2011/2012 Subsidy Guide

The guide for business and business start-ups

Investitionsbank Berlin

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Foreword

Following the 2009 crisis year, Berlin's economy is once again back on track. Companies are optimistic about the future, order books are looking good, and even in the industry sector that was particularly hard hit by the crisis sales in 2010 rose slightly both in Germany and abroad. Industry has thus returned to the course of growth that had already begun before the crisis when industrial production had grown continuously between 2003 and 2008. Meanwhile, Berlin has become established as a centre of industry. This is also good news for the service sector which is directly or indirectly linked to the processing industry. 2.5 percent growth for Berlin as a whole is realistic for 2011.

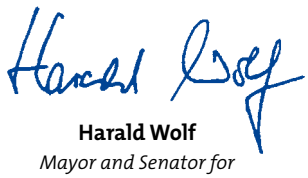
These figures could encourage entrepreneurs in Berlin to pursue their plans: be it the establishment of a new company, the development and market launch of an innovative product or investment in new production capacities, eco-friendly processes or the creation of jobs. A positive business climate and growing employment directly affect market opportunities and sales prospects in the region.

But many companies still need support in order to implement their plans. This Subsidy Guide is a first step in the right direction. It provides an overview of the support available in Berlin during the start-up, growth and stabilisation phases of a company. This offering ranges from micro-loans of just a few thousand euros for small businesses to large-scale syndicated loans and investments. Support is also available for research and development as well as for projects designed to open up new markets. Consultancy services or commercial space are also available. Thanks to the diversity of the programme, tailor-made support can be provided for the many different projects.

The Subsidy Guide serves as an initial source of information and orientation. But meeting in person is the perfect way to find out which offerings are best suited to your project. The address section at the back of this guide contains the contact details of your partners at Investitionsbank Berlin, Berlin's chambers and boards, the district authorities or the business service of Berlin Partner GmbH. Make use of this offer! Good advice often lasts longer than financial support.

In addition to the programmes in the Subsidy Guide, founders in Berlin are also offered access to a host of seminars and workshops on all kinds of subjects relevant for starting up in business. An up-to-date calendar of events and an extensive address database can be found on the portal of the Berlin Founder Network at: www.gruenden-in-berlin.de.

I hope that this information will encourage you to make use of the many offers of support available and to get your project in Berlin up and running. I would like to wish you every success in this endeavour!



Harald Wolf
Mayor and Senator for
Business, Technology and Women

Foreword

Creativity, customer focus, flexibility. These are the key qualities for a founder planning a successful business. But it is equally important to be well informed. To know what financing options exist, which coaching programmes are relevant for entrepreneurs and which institutions offer support for the project. This Subsidy Guide contains all this information. As usual, it also contains all subsidy and support offers that can help you to implement your projects.

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. But we have also enhanced the layout of this guide and hence made it even easier to use. With its tips and information all about business subsidies and support in Berlin, this Subsidy Guide is once again an important reference document for you.

In order to boost the efficiency of its programmes for businesses, Investitionsbank Berlin (IBB) is continuously dedicated to optimising its portfolio. Technology support measures, for example, have been made even more transparent. Since 1 January 2011, the former "ProFIT" and "Future Fund" programmes have been merged to form the new "*Pro* FIT" scheme which is still managed by IBB. The ProFIT measure has always been the central technology promotion programme by the federal land of Berlin. In recent years, a total of seven federal-land technology programmes have been integrated in an unprecedented optimisation process.

Since 1 January 2011, the "Transfer BONUS" support programme has been additionally managed by TCC Technologie-Coaching-Center GmbH, a subsidiary of IBB. This programme strengthens the transfer of technology between science and business and is marked by very lean processes and extremely short handling times.

IBB is just as creative as the many founders in Berlin. We are, for instance, planning to introduce a mezzanine capital fund in 2011 which is to be co-financed by the ERDF. The fund is to offer dormant partnerships which can be combined with investment capital. The aim is to further stabilise and develop capital structure among Berlin-based companies in order to finance growth and innovation.

I would like to wish you good luck and every success in all your business endeavours. This 2011/2012 Subsidy Guide is designed to help you to make your entrepreneurial aims come true. Whether starting up in business or financing capital investment in an existing enterprise - IBB is there to offer you practical assistance and advice.

Ulrich Kissing
Chairman of the Board of Investitionsbank Berlin

Table of Contents

Introduction

Forewords

Foreword by Harald Wolf, Mayor and Senator for Business, Technology and Women 4

Foreword by Ulrich Kissing, Chairman of the Board of Investitionsbank Berlin 5

Table of contents 6

Hints and tips / initial points of contact

Hints and tips on how to use this Subsidy Guide 10

Initial points of contact 11

Subsidy programme overview tables

Business start-ups 12

Investment and working capital 13

Technology, research and development 14

Subsidies within the scope of labour market policy 15

Consultancy and in-house training 16

Subsidy programmes

Subsidy programmes: Business start-ups

BBB-Start! Coachingprogramm für Existenzgründer / BBB-Start! Coaching programme for founders G 18

Berlin Start EU G 19

Businessplan-Wettbewerb Berlin-Brandenburg (BPW) / Berlin-Brandenburg business plan competition (BPW) G 20

Coaching in der Vorgründungsphase / Coaching during the pre-establishment phase EU G 21

Gründungszuschuss / Founder allowance G 22

KfW-StartGeld / KfW Start Money G 23

Lohnkostenzuschüsse für Einstellungen in neu gegründeten Betrieben / Labour cost subsidies for employees hired by newly established businesses G 24

Meistergründungsprämie / Start-up bonus for master craftsmen and women EU G 25

Unternehmerkapital: ERP-Kapital für Gründung / Entrepreneurial capital: ERP capital for start-ups G 26

EU *This programme is co-financed by the EU.*

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

Subsidy programme: Investment and working capital

Berlin Kapital / Berlin Capital	EU	28
Berlin Kredit / Berlin loan		29
Beteiligungen der MBG / Investment by MBG	G	30
Bürgschaft ohne Bank (BoB) / Guarantee without a bank (BoB)	G	31
Bürgschaften für Investitions- und Betriebsmittelkredite / Guarantees for investment and working-capital loans	G	32
ERP-Beteiligungsprogramm / ERP investment programme	G	33
ERP-Regionalförderprogramm / ERP regional development programme		34
ERP-Umwelt- und Energieeffizienzprogramm / ERP environment and energy efficiency programme	G	35
Filmproduktion: Filmförderung und Standortmarketing / Film production: film subsidies and location marketing		36
Filmproduktion: Zwischenfinanzierung / Film production: Intermediate financing		37
Garantien für Arbeitnehmerbeteiligungen / Guarantees for employee investment		38
GRW Gemeinschaftsaufgabe / GRW common task	EU G	39
Handwerker-Sofortkredit / Immediate loan for trades		40
IBB-Wachstumsprogramm / IBB growth programme		41
Investitionszulagen / Investment allowances	G	42
KapitalPLUS		44
KfW/ERP-Exportfinanzierungsprogramm / KfW/ERP export financing programme		45
KfW-Genussrechtsprogramm / KfW profit participation rights programme		46
KfW-Programm Erneuerbare Energien / KfW programme “Renewable energies”		47
KfW-Risikokapitalprogramm / KfW venture capital programme		48
KfW-Unternehmerkredit / KfW corporate loan	G	49
KMU-Fonds / SME fund	EU G	50
KMU-Fonds - Mikrokredite bis 25 TEUR / SME funds - micro-loans of up to EUR 25,000	EU G	51
Konsolidierungsfonds / Consolidation fund		52
Liquiditätsfonds / Liquidity fund		53
Netzwerkbildung Mittel- und Osteuropa (MOE) / Networking in central and eastern Europe (CEE)	EU	54
Neue Märkte erschließen / Opening up new markets	EU	55
Sofortkredit für Kaufleute / Immediate loan for trading businesses		57
Unternehmerkapital: Kapital für Arbeit und Investitionen / Entrepreneurial capital: Capital for employment and investment		58
VC Fonds Kreativwirtschaft Berlin / Investment capital for Berlin-based businesses in the creative sector	EU G	59
Zusammenarbeit mit EU-Nachbarstaaten / Co-operation with EU neighbour states	EU	60

Subsidy programme: Technology, research and development

7. Forschungsrahmenprogramm der EU / 7th general research programme by the EU	EU	62
Berlin Kredit Innovativ / Berlin Innovation Loan	EU G	63
Eco-Innovation / Eco innovation	EU	64
ERP-Innovationsprogramm / ERP innovation programme		65
ERP-Startfonds / ERP start fund	G	66
High-Tech Gründerfonds / High-tech founder fund	G	67
INNO-KOM-Ost - Innovationskompetenz-Ost / Innovation Competence East		68
Intelligent Energy - Europe II (IEE-II)	EU	69
Pro FIT	EU	70
Programm Innovationsassistent/-in / Innovation assistant programme		72
SIGNO KMU-Patentaktion / SIGNO patent campaign for SMEs		73
Transfer BONUS		74
Unterstützungsprogramm für die IKT-Politik der EU / Support programme for the EU's ICT policy	EU	75
VC Fonds Technologie Berlin	EU G	76
Wissens- und Technologietransfer (WTT) / Knowledge and technology transfer	EU	77
Zentrales Innovationsprogramm Mittelstand (ZIM) / Central innovation programme for medium-sized enterprises		78

Subsidy programme: Subsidies within the scope of labour-market policy

AFBG - Meister-BAföG / Career development act - master craftsmen grant		82
Arbeits- und Ausbildungsplätze für Schwerbehinderte / Jobs and training places for the severely handicapped		84
Ausbildungszuschuss / Training allowance		85
Berufliche Weiterbildung Ungelernter / Vocational training for people without qualifications		86
Eingliederungsgutschein für Ältere (EGG) / Integration voucher for older people (EGG)		87
Eingliederungszuschuss nach §§ 217 ff. SGB III / Integration allowance pursuant to Sections 217 and following of the German Social Security Code, Volume Three (Sozialgesetzbuch (SGB III)		88
Einstiegsqualifizierung nach § 235b SGB III / Entrance qualification according to section 235 b of Volume III of the German Social Security Code (§ 235 b SGB III)		89
Lehrgangskosten der beruflichen Weiterbildung / Training costs for vocational training programmes	EU	90
Stelle statt Stütze® / "Job rather than dole" - Coaching	EU	91
WeGebAU		92
Zielgruppenförderung für KMU / Target group promotion for SMEs		93

EU *This programme is co-financed by the EU.*

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

Subsidy programme: Consultancy and in-house training

Beratungsförderung / Consultancy subsidies	EU	96
BMWi-Innovationsgutscheine zur Förderung von Innovations-management in kleinen Unternehmen / BMWi innovation vouchers to promote innovation management in small companies		97
Elektronischer Geschäftsverkehr - eBusiness / Electronic business - eBusiness	G	98
Energieeffizienzberatung / Energy efficiency consultancy services		99
Gründercoaching Deutschland / Founder coaching Germany	EU G	100
GRW - Schulungsleistungen für KMU / Common task "improvement of regional economic structure" - training for SMEs	EU	101
Kreativ Coaching Center (KCC)	EU G	102
Potenzialberatung / Potential development advice	EU	103
Schulungsförderung für Workshops und Veranstaltungen / Training subsidies for workshops and events	EU G	104
SIGNO Erfinderfachauskunft / SIGNO information for inventors	G	106
Technologie Coaching Center (TCC) / Technology Coaching Center (TCC)	EU G	107
Beratungsangebote der Bezirksämter / Consultancy services by the district authorities	G	108
Beratungsangebote der IBB sowie ihrer Einrichtungen und Initiativen / Consultancy offers by IBB along with its facilities and initiatives	G	111
Erste Anlaufstellen für Unternehmen und Existenzgründungen / First points of contact for companies and start-ups	G	113
Weitere Beratungsangebote für Unternehmen und Existenzgründungen / Other consultancy services for companies and start-ups	G	115
Erste Anlaufstellen für technologieorientierte Unternehmen / First points of contact for technology-orientated companies	G	116
Weitere Beratungsangebote für technologieorientierte Unternehmen / Other consultancy services for technology-orientated businesses	G	117
Beratungsangebote für Unternehmerinnen und Gründerinnen / Consultancy services for female entrepreneurs and founders	G	118

Subsidy programme: Commercial property and space, founder and innovation centres

Gründer- und Innovationszentren / Founder and innovation centres	G	120
Gründerinnenzentren / Centres for women starting up in business	G	124
Landeseigene Gewerbegrundstücke - Erbbaurechte / State-owned commercial properties - heritable building rights		125
Landeseigene Gewerbegrundstücke - Verkauf / State-owned commercial properties - sale		126
ORCO-GSG (Gewerbesiedlungs-Gesellschaft mbH - ORCO-GSG)	G	127
Umsetzungs- und Änderungskostenzuschüsse / Relocation and modification subsidy programme		128

Appendix / Addresses

EU structural funds in Berlin	130
Glossary - explanation of the most important terms	134
Addresses	136
Alphabetic list of subsidy programmes	144
Publishing details	146

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

On page 11, you will find first points of contact for:

- General consultancy services in matters related to business start-up, growth, consolidation, innovation and rehabilitation
- Special consultancy services for founders
- Special consultancy services for guarantees
- Special consultancy services for investors planning to establish a business in Berlin, as well as in export matters
- Special consultancy services for technology-orientated companies
- Special consultancy services for female founders and entrepreneurs

Whilst this introduction contains addresses for quick and simple initial contacts, the chapter on „Consultancy and in-house training" provides detailed information about the institutions listed in this document as well as further advisory services.

The range of subsidy and assistance programmes on offer is broken down into chapters which reflect the different contents. The overview pages 12 to 16 present the most important criteria of all the offerings and provide an overview as to whether these can apply 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 shows you the relevant points of contact for every programme. Staff there will be delighted to assist you.

The appendix provides you with more information and explanations:

- Important technical terms are explained in the glossary (refer to pages 134 and following),
- the comprehensive list of addresses contains many contact points (refer to pages 136 and following) for your issues, and
- the register contains an alphabetic list of key words and programme titles (refer to pages 144 and following).

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 letters EU in the table of contents and in the overview tables. This is also indicated on the programme pages by the EU flag alone or additionally by the logo of the European Structure Fund (ESF or ERDF, respectively) that provides the funds for the measure in question. Detailed information concerning Structure Fund support by the European Union can be found on pages 130 and following. If you have any questions specifically related to programmes which are directly managed by the European Commission, please contact the Enterprise Europe Network at Berlin Partner GmbH (address on page 142). This is also where you can obtain information concerning EU support for innovative projects and technology transfer. The programmes which are directly managed by the EU Commission are the general programmes for competitiveness and innovation and/or for research and development, as well as EU subsidy programmes for neighbourhood policy and EU accession countries.

Subsidy and promotion programmes of the federal government

The 2011/2012 Subsidy Guide provides an overview of 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 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.

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 2011/2012 Subsidy Guide is also available on the Internet at: www.ibb.de/foerderfibel

Initial points of contact

General advisory and consultancy services

The following institutions will be pleased to assist and accompany you in your project in the federal land of Berlin - be it a business start-up, growth, consolidation, innovation or rehabilitation project. Detailed information about the services offered by the institutions below as well as further institutions can be found on pages 108 and following.

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

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) at:
Martin-Luther-Straße 105, 10825 Berlin
Telephone: +49 (0) 30 / 90 13-0
E-mail: poststelle@senwtf.berlin.de
Internet: www.berlin.de/sen/wtf

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

Handwerkskammer Berlin (Berlin Trade Board)
Blücherstraße 68, 10961 Berlin
Telephone: +49 (0) 30 / 2 59 03-01, fax: -2 35
E-mail: info@hwk-berlin.de
Internet: www.hwk-berlin.de

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

KfW Bankengruppe
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

Business start-ups

The Subsidy Guide contains extensive information for your start-up project. The Internet portal of the Berlin Founder Network is another helpful source of information.
Internet: www.gruenden-in-berlin.de.

Guarantees

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH provides guarantees in order to support profitable and promising projects that do not have sufficient customary collateral. More detailed information can be found on page 113.

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

Attracting investors and foreign business

Berlin Partner GmbH is the central contact organisation in Berlin which on behalf of the Federal Land of Berlin supports investors planning to establish a business in Berlin, which assists Berlin-based businesses in all matters related to foreign trade, which shapes the profile of Berlin as a location for business and science and which markets the city in this capacity. Detailed information can be found on page 113.

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

Technology-orientated companies

The following institutions support technology-orientated companies and start-up projects. More detailed information can be found on pages 116 and following.

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

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

Female founders and entrepreneurs

Berlin's Senate Department for Business, Technology and Women will be pleased to assist in all matters related to subsidy and consultancy offers specifically for women. More detailed information and other contact details can be found on page 118.

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) at:
Martin-Luther-Straße 105, 10825 Berlin
Geschäftsstelle Expertinnen-Beratungsnetz-Berlin
(Office of the Berlin advisory network of female experts)
Telephone: +49 (0) 30 / 90 13-89 16, fax: -89 02
E-mail: expernet@senwtf.verwalt.berlin.de
Internet: www.berlin.de

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:

- Start-ups
- Investment and working capital
- Technology, research and development
- Subsidies within the scope of labour-market policy
- Consultancy and in-house training

First decide to which target group you belong. Are you about to start up in business? Suitable subsidies for you are marked with the letter in the table of contents and on the programme pages. This letter G is also used in the fifth column (from the left) of the overview tables. 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.

Are you interested in support and subsidy offerings for your existing business? Offers which are suitable for you are marked by red dots in the sixth column. Programmes which are available solely to so-called small and medium-sized enterprises (SMEs) as defined by the EU (p. 135) are marked in the seventh column. Offers marked by a red dot in the fourth column are not subject to any restrictions.

The tables compile the key points of the programmes. The page number in the first column (from the left) guides you to detailed information on the programme page. 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 119 to 128. The centres for women starting up in business are compiled on page 124. 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
18	**BBB-Start! Coachingprogramm für Existenzgründer**			G		●							●	Free of charge for guarantee customers of BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH within the first twelve months after starting up in business		
19	**Berlin Start**	EU		G	●	●	●	●		●			●	EUR 5,000 to EUR 100,000	●	●
20	**Businessplan-Wettbewerb Berlin-Brandenburg**			G										Free participation, prizes for selected business plans		
21	**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%		
22	**Gründungszuschuss**			G							●			At least equal to the unemployment benefits I received last	●	
23	**KfW-StartGeld**			G			●	●		●				Total external capital requirement of EUR 50,000 max.		●
24	**Lohnkostenzuschüsse für Einstellungen**			G		●			●		●			Subsidies are available for a maximum of two jobs; maximum subsidy of EUR 7,500 for the wage costs per employee for one year	●	●
25	**Meistergründungsprämie**	EU		G							●			Basic subsidy: EUR 7,000 Job creation bonus: EUR 5,000	●	●
26	**Unternehmerkapital: ERP-Kapital für Gründung**			G			●			●				EUR 500,000 max. per applicant	●	●

Important technical terms are explained in the glossary (refer to pages 134 /135).

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
28	**Berlin Kapital**	EU			●	●	●	●				●		EUR 500,000 to EUR 2.5m	●	
29	**Berlin Kredit**		●				●	●		●				Up to EUR 10m	●	●
30	**Beteiligungen der MBG**			G	●	●	●	●				●		Typically up to EUR 1m	●	●
31	**Bürgschaft ohne Bank (BoB)**			G	●	●	●	●					●	80% max.		●
32	**Bürgschaften für Investitions- und Betriebsmittelkredite**		●	G			●	●					●	80% max.	●	●
33	**ERP-Beteiligungsprogramm**			G	●	●	●	●	●	●				EUR 1m max.; up to EUR 2.5m in exceptional cases	●	●
34	**ERP-Regionalförderprogramm**				●	●	●			●				EUR 3m max.	●	●
35	**ERP-Umwelt- und Energie-effizienzprogramm**		●	G			●			●				Project-dependent ERP - environment: typically up to EUR 2m, Energy efficiency in SMEs: up to EUR 10m max.	●	●
36	**Filmproduktion: Filmförderung und Standortmarketing**				●			●	●	●	●			Project-dependent	●	
37	**Filmproduktion: Zwischenfinanzierung**				●			●	●	●			●	Project-dependent, minimum sum typically EUR 100,000 (guaranteed credits and loans)	●	
38	**Garantien für Arbeitnehmerbeteiligungen**				●		●	●					●	Maximum guarantee sum of EUR 1m	●	●
39	**GRW Gemeinschaftsaufgabe**	EU		G	●		●				●			C subsidy regions: 35% small, 25% medium-sized and 15% other enterprises; D subsidy regions: 20% small, 10% medium-sized and 7.5% other enterprises (EUR 200,000 max. in 3 years)	●	
40	**Handwerker-Sofortkredit**				●	●	●	●					●	EUR 100,000 max., max. guarantee of 80%	●	●
41	**IBB-Wachstumsprogramm**				●		●	●		●				At least EUR 500,000, EUR 15m max.	●	
42	**Investitionszulagen**		●	G	●		●	●			●			7.5% - 15% max.	●	
44	**KapitalPLUS**				●	●	●	●					●	EUR 1m max.	●	●
45	**KfW/ERP-Exportfinanz.programm**		●							●				Depending on order value	●	●
46	**KfW-Genussrechtsprogramm**				●	●	●			●		●		EUR 5m max. per company	●	
47	**KfW-Programm Erneuerbare Energien**		●				●			●				EUR 10m max. per project	●	●
48	**KfW-Risikokapitalprogramm**				●	●	●	●				●		Typically EUR 5m max. per recipient	●	
49	**KfW-Unternehmerkredit**		●	G			●	●		●				EUR 10m max.	●	
50	**KMU-Fonds**	EU		G	●	●	●	●		●				Total fund volume: EUR 50m; Maximum amount without applicant's bank: EUR 250,000; also for non-SMEs in exceptional cases	●	●
51	**KMU-Fonds – Mikrokredite b. 25 TEUR**	EU		G	●	●	●	●		●				Total fund volume: EUR 50m	●	●
52	**Konsolidierungsfonds**				●	●		●		●				Typically up to a maximum of EUR 1,022,000		
53	**Liquiditätsfonds**				●	●		●		●				Typically up to EUR 1m max.		
54	**Netzwerkbildung MOE**	EU				●					●			50 - 100% of the expenditure eligible for subsidy	●	●
55	**Neue Märkte erschließen**	EU			●	●		●	●		●			Individual projects: 50% max.; maximum sum of EUR 70,000; joint projects: up to 100%, maximum amount of EUR 150,000		●
57	**Sofortkredit für Kaufleute**				●	●	●	●					●	EUR 100,000 max., max. guarantee of 80%	●	●

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
58	**Unternehmerkapital: Kapital für Arbeit und Investitionen**				●		●	●		●				Maximum of EUR 4m, of which a maximum of 50% junior / 50% outside capital	●	●
59	**VC Fonds Kreativwirtschaft Berlin**	EU		G	●	●	●	●	●			●		Up to EUR 3m as a minority shareholding in the company's equity / capital stock		
60	**Zusammenarbeit mit EU-Nachbarstaaten**	EU			●						●			30% to 80% of the costs eligible for subsidy		

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
62	**7. Forschungsrahmen-programm der EU**	EU			●						●			Project-dependent: 50% to 100% of the costs eligible for subsidy		
63	**Berlin Kredit Innovativ**	EU		G		●	●	●		●				Loans from EUR 100,000 to EUR 500,000	●	●
64	**Eco-Innovation**	EU			●						●			Up to 50% of the costs eligible for subsidy		
65	**ERP-Innovationsprogramm**				●	●				●				EUR 5m max. per project		
66	**ERP-Startfonds**			G	●	●	●	●	●			●		EUR 3m max., EUR 1.5m max. in the 1st round of financing		
67	**High-Tech Gründerfonds**			G		●	●	●	●	●		●		Up to EUR 500,000	●	●
68	**INNO-KOM-Ost**				●		●	●	●		●			For non-profit, external industrial research institutions		
69	**Intelligent Energy – Europe II (IEE-II)**	EU			●		●				●			Up to 75% of the project costs eligible for subsidies		
70	***Pro* FIT**	EU	●				●	●	●	●	●			Subsidies of up to EUR 400,000 max. (no upper limit for complex group projects); loans of up to EUR 3m max.	●	●
72	**Programm Innovationsassistent/-in**					●			●		●			Personnel-cost grant of up to EUR 18,450 max. for 12 months; up to 2 jobs can be subsidised at the same time		●
73	**SIGNO KMU-Patentaktion**				●	●					●			EUR 8,000 max.		●
74	**Transfer BONUS**					●					●			First-time variant: EUR 3,000 max., Standard variant: EUR 15,000 max.	●	●
75	**Unterstützungsprogramm für die IKT-Politik der EU**	EU			●						●			Up to 50% of the project costs eligible for subsidies		
76	**VC Fonds Technologie Berlin**	EU		G	●	●	●	●	●			●		Up to EUR 3m as open minority shareholdings in the company's equity / capital stock		
77	**Wissens- und Technologie-transfer (WTT)**	EU				●								Complimentary service		
78	**Zentrales Innovationsprogramm Mittelstand (ZIM)**					●								Depending on the applicant and the project: 50% of the eligible costs of a company which are limited to EUR 350,000.		

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
82	**AFBG/Meister-BAföG**									●	●			Costs of measures totalling up to a maximum of EUR 10,226 (of which 30.5% as subsidy), maintenance (non-repayable grant and loan) depending on income and property, different loan release options		
84	**Arbeits- und Ausbildungsplätze für Schwerbehinderte**		●				●			●	●			Maximum of EUR 25,000 as allowance, maximum of EUR 10,000 as loan		
85	**Ausbildungszuschuss**		●						●		●			Integrated group training EUR 7,500 max., disadvantaged youths: EUR 10,000 max., women: EUR 7,500 max., trainees from insolvent/closed-down companies: EUR 5,000 max. Single parents: EUR 7,500 max.		
86	**Berufliche Weiterbildung Ungelernter**				●				●		●			Up to 100%, including a flat-rate share in the total social security contributions		
87	**Eingliederungsgutschein für Ältere (EGG)**		●						●		●			At least 30% of the eligible income for at least 12 months		
88	**Eingliederungszuschuss nach §§ 217ff. SGB III**				●				●		●			Depending in the particular case, maximum of 50% of the relevant wage		
89	**Einstiegsqualifizierung nach § 235b SGB III**				●				●		●			Up to EUR 216		
90	**Lehrgangskosten der beruflichen Weiterbildung**	EU			●						●			Up to 100% of personnel and material costs, including costs for auditors		
91	**Stelle statt Stütze® – Coaching**	EU				●			●		●			Depending in the particular case, 50% of the relevant wage		●
92	**WeGebAU**				●				●		●			Grant to further training costs and pro rata in relation to the wage		
93	**Zielgruppenförderung für KMU**					●			●		●			Maximum of EUR 7,500 per person per 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
96	**Beratungsförderung**	EU			●	●					●			Maximum of EUR 1,500 per individual measure; maximum aggregate amount of EUR 6,000 during the term of validity		●
97	**BMWi-Innovationsgutscheine**					●					●			Maximum of EUR 20,000 p.a. per collaboration project, max. of 5 BMWi innovation vouchers in a calendar year for each collaboration project	●	●
98	**Elektronischer Geschäftsverkehr / eBusiness**			G	●	●								Free start-up and project consultancy, information material and events, website checks	●	
99	**Energieeffizienzberatung**					●	●				●			Initial consulting: EUR 640 max.; detail consulting: EUR 4,800 max.		
100	**Gründercoaching Deutschland**	EU		G	●	●					●			50% of the relevant daily rate of EUR 800 max. in the west German federal states; up to 90% for previously unemployed founders	●	●
101	**GRW / Schulungsleistungen für KMU**	EU				●	●				●			Project-dependent		
102	**Kreativ Coaching Center (KCC)**	EU		G	●	●					●			Demand-depending	●	●
103	**Potenzialberatung**	EU				●					●			EUR 10,0000 max.		●
104	**Schulungsförderung für Workshops und Veranstaltungen**	EU		G	●	●					●			EUR 1,200 max.		●
106	**SIGNO Erfinderfachauskunft**			G										First-time information meeting at no cost for up to four hours		
107	**Technologie Coaching Center (TCC)**	EU		G	●	●					●			Demand-depending	●	●

The Subsidy Programmes

Business start-ups
Pages 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope
of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

Commercial property and space,
founder and innovation centres
Pages 119 to 128

Important technical terms are explained in the glossary (refer to pages 134/135).

BBB-Start! Coachingprogramm für Existenzgründer / BBB-Start! Coaching programme for founders

Aim

To identify risks and problems at an early point in time and to eliminate them on time through fast and competent assistance.

Who?

BBB-Start! is available free of charge to all customers of BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH for the first twelve months after issuing a guarantee.

What?

- In addition to the guarantee, each founder receives hands-on checks for the first financial year. At certain intervals, the founder performs a complete self-assessment:
  - After six months: quick check
  - After twelve months: company check
- If the checks come up with first problems or plan deviations, the founder can examine and, when necessary, optimise his project in co-operation with Berlin's Trade Board and Chamber of Industry and Commerce.

How?

Applications must be submitted with a guarantee to BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH.

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Mr Dirk Borgmann
Telephone: +49 (0) 30 / 31 10 04-15
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

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

Berlin Start

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.
- Companies in the commercial sector as well as freelance 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,
  - take-over price,
  - operating equipment.
- 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 expiration of the redemption-free years, redemption takes place in 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 is charged which currently totals 1.5% of the loan applied for - at least EUR 250. The guarantee commission currently totals 1.0% p.a. of the loan sum. The guarantee fees must be paid to BBB.
- 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.
- In addition to the BBB guarantee, 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 134).

Where?

Applications must be submitted via your bank.

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

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

Businessplan-Wettbewerb Berlin-Brandenburg (BPW) / Berlin-Brandenburg business plan competition (BPW)

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 65,000 is available for a total of 27 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 the third stage.

- 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.
Begins: November of each year
Ends: June of the following year
The compeition manual and the latest information about events can be found at: www.b-p-w.de.

Where?

Businessplan-Wettbewerb Berlin-Brandenburg
Berlin-Brandenburg business plan competition
Competition office at Investitionsbank Berlin
Bundesallee 210 (entrance in Regensburger Straße)
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

Coaching in der Vorgründungsphase / Coaching during the pre-establishment phase

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, 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.start-chance.de

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, applicants may be required to attend a programme designed to verify their eligibility or to prepare them for starting up in business. 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.

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 Berlin-based job centres (refer to page 136) 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?

- Business start-ups
- Start-ups, small commercial enterprises (as defined by the EU)
- Freelance professionals

What?

- Up to 100% of the total external capital requirement, EUR 50,000 max., including working capital of up to EUR 20,000 max.
- 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 KfW or ERP programmes is not possible.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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

Lohnkostenzuschüsse für Einstellungen in neu gegründeten Betrieben / Labour cost subsidies for employees hired by newly established businesses

Aim

- To create additional permanent jobs in small and medium-sized enterprises.
- To integrate employees from job creation measures, from measures pursuant to section 16 d of Volume II of the German Social Security Code (§ 16 d SGB II), other unemployed people who have been registered as unemployed for at least 3 months, and former trainees who, following completion of training, are not employed further by the company where they were trained.

Who?

Berlin-based, legally independent small and medium-sized enterprises which have not been on the market for more than 2 years and which do not employ more than 10 people.

What?

- Granting of a maximum subsidy of EUR 7,500 for the gross wage costs per employee per year.
- Support/subsidies are available for 2 people.

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 134).

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, 10117 Berlin
From 1 July 2011: Kronenstraße 5-6, 10117 Berlin
Ms Ursula Otto
Telephone: +49 (0) 30 / 84 09-3 04
Fax: +49 (0) 30 / 84 09-2 10
E-mail: info-g@comovis.de

For Charlottenburg-Wilmersdorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg:
comovis GbR
Regionalbüro Bernburger Straße
Bernberger Straße 27, 10963 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, 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

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 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.
- 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 134).

Where?

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68, 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, 10820 Berlin
Telephone: +49 (0) 30 / 90 13-81 20 / -82 89
E-mail: axel.pobbig@senwtf.berlin.de

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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.

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).
- Equity in the old Federal Laender, at least 15% of the costs eligible for subsidy, is increased by the junior loan to up to 45%.
- The term totals 15 years. The loan is paid back after a start-up period of seven redemption-free years in 31 equal, quarterly instalments with a deviating final payment, if necessary. The interest rate is reduced in the first ten years using ERP funds.
- The waiving of security and 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 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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

The Subsidy Programmes

Business start-ups
Pages 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope
of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

Commercial property and space,
founder and innovation centres
Pages 119 to 128

Important technical terms are explained in the glossary (refer to pages 134/135).

Berlin Kapital / Berlin capital

Aim

- Equity and/or equity-near 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], 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 capital similar to equity 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 5m.
- 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
  - Up-to-date information regarding orders on hand
  - Liquidity planning for the next three years following the date of application
  - Financing and investment plan
  - List of loan and leasing agreement for all current credits, including an overview of all current loans
  - Data protection statement (form)
  - SME statement

Where?

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

Berlin Kredit / Berlin loan

Aim

Berlin loan is designed to promote long-term financing of investment and working capital for small and medium-sized enterprises.

Who?

- Eligible applicants are:
  - Commercial businesses within the scope of the EU's definition of SMEs,
  - Founders
  - Freelance professionals, and
  - 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 10m.
- 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 in full.
- 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:
  - typically up to 10 years with up to two redemption-free years for investment;
  - up to 20 years with up to 3 redemption-free 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;
  - for the working capital variant up to 5 years with one redemption-free year; additional 2 years with final maturity for companies older than 3 years.
- 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
- Following expiration of the redemption-free years, the loan is redeemed at equal quarterly instalments or, in the case of companies up to 3 years in business in monthly instalments. Premature repayment, in full or in part, is subject to payment of a prepayment penalty.
- 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 134).

Where?

Customer bank

Consultancy services are also available from
Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, 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

Investment by Mittelständische Beteiligungs-gesellschaft 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
  - Innovation
  - Establishment, expansion, reorganisation or fundamental streamlining of businesses
  - Business start-ups
  - Estate settlements
  - Resigning of partners or shareholders (in exceptional cases)
- Pro-rata co-financing is available for inventories, start-up costs and market development measures. 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 50m and with a workforce of less than 250.

What?

- Open and silent investment.
- The investment sum typically totals up to EUR 1m.
- 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 134).

Where?

Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH
Berlin office
Schillstraße 9, 10785 Berlin
Mr Michael Wowra
Telephone: +49 (0) 30 / 31 / 04-21
Fax: +49 (0) 30 / 31 / 04-55
E-mail: berlin@mbg-bb.de
Internet: www.mbg-bb.de

G This offer is particularly suitable for business start-ups and young companies.

Bürgschaft ohne Bank (BoB) / Guarantee without a bank

Aim

Entrepreneurs who do not yet have a bank account, can directly apply for a guarantee as security for loans at BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH. The guarantee pledge makes it much easier to find a financing bank.

Who?

Primarily business start-ups and small companies, as well as free-lance professionals

What?

Provision of guarantees of up to 80% for capital investment, operating equipment and surety credits as well as public loans (such as KfW loans) and leasing loans, maximum guarantee sum of EUR 1m.

How?

Applications must be submitted to BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg prior to the first loan application.

This programme is subject to de-minimis rules (refer to page 134).

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Ms Sylvia Weber
Telephone: +49 (0) 30 / 31 / 04-20
Mr Michael Wowra
Telephone: +49 (0) 30 / 31 / 04-21
Fax: +49 (0) 30 / 31 / 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

G This offer is particularly suitable for business start-ups and 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 freelance 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 takeover / 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 1m by BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH for a maximum of 80% of a loan.
- Without limitation by 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 134).

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Ms Sylvia Weber
Telephone: +49 (0) 30 / 31 10 04-20
Mr Michael Wowra
Telephone: +49 (0) 30 / 31 10 04-21
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, 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, 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, 10589 Berlin (office address)
Postfach 12 08 08, 10598 Berlin (postal address)
Potsdamer Platz 11, 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?

- Re-financing loans for the capital invested
- Maximum sum: EUR 1m
- Repeated ERP-subsidised investment is permitted on condition that the applicable maximum sum is not exceeded. Investment can total up to EUR 2.5m 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.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

G This offer is particularly suitable for business start-ups and young companies.

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

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 3m 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.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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 2m per project.
- Maximum sum for energy efficiency measures (programme part B) of EUR 10m 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 programme, i.e., ERP capital for start-ups.
- 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.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

G This offer is particularly suitable for business start-ups and young companies.

Filmproduktion: Filmförderung und Standortmarketing / Film production: film subsidies and location marketing

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 region.

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, 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 the Berlin-Brandenburg media location

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, 14480 Potsdam
Telephone: +49 (0) 3 31 / 6 60 16 02
E-mail: medien@ilb.de

Investitionsbank Berlin
Competence field customer support
Mr Leslie Jakstat
Bundesallee 210, 10719 Berlin
Telephone: +49 (0) 30 / 2125-4151
E-mail: leslie.jakstat@ibb.de

Medienboard Berlin-Brandenburg GmbH
August-Bebel-Straße 26-53, 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

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 50m,
- 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 1m.
- 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 134).

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Mr Hans Witkowski
Telephone: +49 (0) 30 / 31 10 04-43
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

GRW Gemeinschaftsaufgabe / GRW common task

Common task "improvement of regional economic structure" (GRW) - promoting commercial investment in Berlin

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 (refer to www.businesslocationcenter.de/foerdergebietskarte): small companies: 35%, medium-sized companies: 25%, other facilities: 15%. Some areas of Berlin are classified as class-D subsidy regions. Subsidy rates in these regions total 20% for small and 10% for medium-sized businesses. Subsidy rate of 7.5% for other businesses, limited to a maximum 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.
- The basis is part II A - commercial sector - of the co-ordination framework of the common task "improvement of regional economic structure" from 2009 onwards (printed matter 16/13950 of Deutscher Bundestag dated 8 September 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, 10719 Berlin
Telephone: +49 (0) 30 / 2125-4747
Fax: +49 (0) 30 / 2125-4329
E-mail: kundenberatung.wirtschaft@ibb.de
Internet: www.ibb.de

(EU) EUROPEAN UNION
European Regional Development Fund
Investment in your future
EFRE

This offer is particularly suitable for business start-ups and young companies.

Handwerker-Sofortkredit / Immediate loan for trades

Aim

Quick loan decisions for financing projects of Berlin-based trade businesses in order to provide loans at short notice for operating equipment or investment purposes with support from the trade board when it comes to compiling the documents necessary for the meeting with the bank.

Who?

- Trade businesses based in the Berlin trade board district.
- The company must be an SME according to the EU's definition, i.e., less than 250 employees, maximum annual sales of EUR 50m or a maximum annual balance-sheet sum of EUR 43m.

What?

Indemnity bonds are granted for a maximum of 80% of a bank loan.

- The company is planning a future-orientated project with a sound concept.
- Maximum loan sum of EUR 100,000.

How?

- Applications must be submitted to a bank, BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH or the Berlin Trade Board (Handwerkskammer Berlin).
- The business consultants of the Berlin Trade Board provide support when it comes to compiling the necessary documents and check the project (allowances for up to 50% are possible).
- The project must be supported by a positive statement from the Trade Board.
- Applications must be supported by full, relevant documentation concerning the project/concept and shareholders/management (including proposed collateral).
- The applicants bank and BBB BÜRGSCHAFTSBANK perform a parallel check of the project. A decision is typically made within one week after submission of the complete documents.

This programme is subject to de-minimis rules (refer to page 134).

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Mr Thomas Schwiem
Telephone: +49 (0) 30 / 31 10 04-32
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68, 10961 Berlin
Mr Rüdiger Grübler
Telephone: +49 (0) 30 / 2 59 03-4 66
Fax: +49 (0) 30 / 2 59 03-2 35
E-mail: info@hwk-berlin.de
Internet: www.hwk-berlin.de

IBB-Wachstumsprogramm / IBB growth programme

IBB growth programme: co-operation loan for medium-sized companies

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 500m) 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 investment in fixed assets as well as plant and equipment requiring medium to 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 15m
- 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. Diverging conditions can be agreed to from case to case.

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, 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 (as of 1 January 2009: Section C, Nos. 10 to 33 of the "Classification of industries, 2008 edition" [Abschnitt C, Abt. 10 bis 33 der "Klassifikation der Wirtschaftszweige, Ausgabe 2008"] [WZ 2008]), of near-production services and hotels.

Production-near services include businesses of the following types:

- Recycling in section E, number 38, group 38.3
- Joiners and locksmiths in section F, number 43, group 43.3, class 43.32, sub-class 43.32.0
- Book and magazine publishers, other publishers (excluding software) in section J, number 58.1
- IT service providers in section J, number 62
- Data processing, hosting and related activities; web portals, in section J, number 63, group 63.1
- Engineering firms for overall construction planning in section M, number 71, group 71.1, class 71.12, sub-class 71.12.1
- Engineering firms for technical planning and industry design in section M, number 71, group 71.1, class 71.12, sub-class 71.12.2
- Companies rendering technical, physical and chemical analyses in section M, number 71, group 71.2
- Research and development in section M, number 72
- Advertising and market research in section M, number 73
- Photographers in section M, number 74, group 74.2, class 74.20, sub-class 74.20.1
- Repair of telecommunication equipment in section F, number 43, group 43.3, class 43.32, sub-class 43.32.0
- Data processing and database firms

Please note that this list is not exhaustive - all other services are excluded.

According to WZ 2008, the "hotels" category includes the following types:

- Hotels, inns and boarding-houses in section I, number 55, group 55.1
- Recreational and holiday homes in section I, number 55, group 55.2, class 55.20, sub-class 55.20.1
- Youth hostels in section I, number 55, group 55.2, class 55.20, sub-class 55.20.4
- Camping grounds in section I, number 55, group 55.3

Mixed operations: The key area of activity is relevant for the classification of the business. This is typically the activity which accounts for the largest part of the value adding activities (relevant taxable sales or precise calculation; refer to the letter from the Federal Ministry of Finance dated 8 May 2008).

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 allowance (of between 7.5% and 15.0% in 2001) for:

- Acquisition or manufacture of new, moveable fixed 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 fixed assets (new commercial buildings)

Investment allowances pursuant to the 2010 Investment Allowances Act (InvZulG):

Basic allowance

Time of commencement of the first-time investment project	Large facilities and investment in buildings in SMEs	Exception for buildings: Medium-sized enterprise in the "D"subsidy region of Berlin
Section 4 (1) of the 2010 Investment Allowance Act	Section 6 (1) No. 2 of the 2010 Investment Allowance Act	Section 6 (1) No. 2 of the 2010 Investment Allowance Act
Before 1 January 2010	12.5%	10.0%
In 2010	10.0%	10.0%
In 2011	7.5%	7.5%
In 2012	5.0%	5.0%
In 2013	2.5%	2.5%

Increased allowance for small and medium-sized enterprises

Time of	Basic rate	Exceptions		
Commencement of the first-time investment project	Subsidy region: except "D" subsidy region of Berlin	**"C" subsidy region** Berlin for large-scale investment projects (investment costs of EUR 50m and above)	Small enterprises in the **"D" subsidy region** of Berlin	Medium-sized enterprises in the **"D" subsidy region** of Berlin
Section 4 (1) of the 2010 Investment Allowance Act	Section 6 (2) of the 2010 Investment Allowance Act	Section 6 (2) No. 3 of the 2010 Invest. Allowance Act	Section 6 (3) No. 2 of the 2010 Invest. Allowance Act	Section 6 (3) No. 1 of the 2010 Invest. Allowance Act
Before 1 January 2010	25.0%	15.0%	20.0%	10.0%
In 2010	20.0%	15.0%	20.0%	10.0%
In 2011	15.0%	15.0%	15.0%	10.0%
In 2012	10.0%	10.0%	10.0%	10.0%
In 2013	5.0%	5.0%	5.0%	5.0%

Maximum subsidy by subsidy regions

SME subsidies in the "D" subsidy region	Total subsidies not exceeding EUR 7.5m from all sources, or Commission approval required
Subsidies in the "C" subsidy region	Total subsidies not exceeding EUR 11.5m from all sources, or Commission approval required
Subsidies in the rest of the subsidy region	Total subsidies not exceeding EUR 22.5m from all sources, or Commission approval required

- Whether a business belongs to the "C" or "D" subsidy region in Berlin can be determined at www.businesslocationcenter.de/foerdergebietskarte by entering the address.
- Investment projects spanning several years are subsidised at the rate applicable in the year the project commences.

How?

- Applications must be submitted to a tax office where the official forms are also available.
- Time: within four years following completion of the calendar year in which the capital investment was completed.

Where?

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

Contacts for questions:
Industrie- und Handelskammer zu Berlin
(Chamber of Industry and Commerce)
Business and tax law, commercial register department
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Ms Antje Maschke
Telephone: +49 (0) 30 / 3 15 10-2 80
Fax: +49 (0) 30 / 3 15 10-1 09
E-mail: antje.maschke@berlin.ihk.de
Internet: www.berlin.ihk24.de

In the coalition agreement dated 26 October 2009, the coalition of CDU, CSU and FDP agreed to examine the rules for the degression of the investment allowance in 2011.

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

KapitalPLUS

Aim

To finance projects in the form of a variable combination of secured loans and investment from a single source. A guarantee serves to secure financing, whilst the dormant partnership strengthens the equity base. This generates positive effects for the company's balance sheet, creditworthiness and rating, as well as an improved position in negotiations with the company's bank.

Who?

The company must be an SME according to the EU's definition, i.e., less than 250 employees, maximum annual sales of EUR 50m or a maximum annual balance-sheet sum of EUR 43m.

What?

- In addition to an indemnity bond issued by BBB BÜRGSCHAFTSBANK in favour of a bank, Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH provides investment serving to strength a company's equity.
- Any financing demand for projects of SMEs in Berlin and Brandenburg.

How?

- Applications should be submitted either to BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH or Bürgschaftsbank Brandenburg GmbH and Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH.
- Positive prospects for the company's future are a precondition for eligibility for participation in the programme.

This programme is subject to de-minimis rules (refer to page 134).

Where?

For Berlin:

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Ms Sylvia Weber
Telephone: +49 (0) 30 / 31 10 04-20
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH
Berlin office, Schillstraße 9, 10785 Berlin
Mr Michael Wowra
Telephone: +49 (0) 30 / 31 10 04-21
Fax: +49 (0) 30 / 31 10 04-55
E-mail: berlin@mbg-bb.de
Internet: www.mbg-bb.de

For Brandenburg:

Bürgschaftsbank Brandenburg GmbH
Schwarzschildstraße 94, 14480 Potsdam
Mr Detlef Koch
Telephone: +49 (0) 3 31 / 6 49 63 30
E-mail: info@BBimWeb.de
Internet: www.BBimWeb.de

Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH
Schwarzschildstraße 94, 14480 Potsdam
Mr Hans-Michael Flach
Telephone: +49 (0) 3 31 / 6 49 63 40
E-mail: brandenburg@mbg-bb.de
Internet: www.mbg-bb.de

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 50m, a loan of up to 85% of the order value is granted, however, limited to a maximum of EUR 21.25m.
- In the case of an order value above EUR 50m, 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 85m.

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 monthly 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.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application directly to

KfW IPEX-Bank
Adress:
Palmengartenstraße 5-9, 60325 Frankfurt am Main
E-mail: info@kfw-ipex-bank.de

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

KfW-Genussrechtsprogramm / KfW profit participation rights programme

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 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: GmbH & Co. KG (private limited company with a limited partner), GmbH (private limited company), AG (public limited company)
- Annual sales (including sales by affiliated companies): EUR 5m to EUR 150m
- 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 com-pany'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: up to EUR 5m 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: 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.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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, for example, by way of cogeneration, 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, in as far as most of the electricity or heat is sold.
- 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 10m 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.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Please submit your application via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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 500m.

Who?

- Recipients: small and medium-sized companies (annual sales: EUR 500,000 max).
- Investors: Venture capital companies,
  First-class, competent partners, experienced in company finance

What?

- Maximum investment amount: EUR 5m 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.
- Commission: 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.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

KfW-Unternehmerkredit / KfW corporate loan

Aim

- Financing investment in Germany and abroad
- Financing of plant and equipment
- 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 industries and in freelance professions
- German and foreign companies in the commercial industrieswith a private majority shareholding and annual sales (including sales of affiliated companies) not exceeding EUR 500m.
- 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 10m per project
- Up to 100% of the costs eligible for subsidies
- Risk-based interest rate

How?

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

Where?

Applications should be submitted via your bank to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

G This offer is particularly suitable for business start-ups and young companies.

KMU-Fonds / SME fund

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 in a simplified procedure (refer also to p. 51) and start-up and growth loans of up to EUR 10m generally together with a commercial bank ("applicant's bank") or a private co-financer.
- 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 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 plant and equipment 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 up to EUR 25,000 in a simplified procedure (refer to p. 51)
- Debt rescheduling and/or follow-up financing of 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 10m with joint financing by 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 or another private co-financer.
- 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.

When loans are granted without the involvement of the applicant's bank, this programme is subject to de-minimis rules (refer to page 134).

Where?

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

(EU) EUROPEAN UNION
European Regional Development Fund
Investment in your future
EFRE

This offer is particularly suitable for business start-ups and young companies.

KMU-Fonds - Mikrokredite bis 25 TEUR / SME funds - micro-loans of up to EUR 25,000

Loans of more than EUR 25,000 from the SME fund are granted in a different procedure (refer to SME funds, page 50).

Aim

To finance expenditure for establishment, acquisition and expansion by founders as well as small and medium-sized commercial firms or freelance professionals in a simplified procedure in the form of micro-loans of up to EUR 25,000.

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 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 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 134).

Where?

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

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This offer is particularly suitable for business start-ups and young companies.

Konsolidierungsfonds / Consolidation fund

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 50m or a maximum balance-sheet sum of EUR 43m).
- The company's start-up phase (three years max.) has been completed.

What?

- Loans are granted.
- Normally up to EUR 1,022,000 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, 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

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 50m or a maximum balance-sheet sum of EUR 43m).
- 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 1m 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, 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

Netzwerkbildung Mittel- und Osteuropa (MOE) / Networking in central and eastern Europe (CEE)

Aim

With the "Networking in central and eastern Europe (CEE)" support programme, Investitionsbank Berlin, in close co-operation with the Senate Department for Business, Technology and Women, is supporting the implementation of projects that will permanently strengthen economic co-operation between Berlin and central and eastern Europe. One central focus of this programme is to develop cross-border co-operation between small and medium-sized enterprises.

Who?

Eligible applicants are:

- Small and medium-sized enterprises (SMEs) in the commercial industries and the services sector, as well as
- non-profit organisations and
- public business promotion institutions with their place of business in Berlin.

To gain approval, applications must be of particular interest for the Federal Land of Berlin.

What?

Support is available for measures that promote economic co-operation with central and eastern Europe (including south-east Europe) which pursue the following goals:

- Establishment of a business-related CEE network, especially in order to support co-operation within the scope of the inter-regional Oder Partnership network.
- Establishment of co-operation between Berlin-based companies and companies from CEE countries.
- Establishment of co-operation in the field of technology transfer between Berlin-based institutions and partner institutions in CEE countries, especially with regard to the Oder Partnership.
- Improving business-related infrastructure measures, especially in order to strengthen co-operation within the scope of the Oder Partnership.
- Promoting company-related co-operation exchanges in Berlin's competence fields with partners from CEE countries in as far as they cannot be financed via the "Opening up new markets" support programme.
- Shaping a common economic area on both sides of the Oder river.

How?

- Depending on the type of end recipient and the project, the funds are granted:
  - as support or
  - as a contract.
- In as far as the funds are used as support, they are granted as project aid in the form of non-repayable, purposed-related subsidies.
- The support amount depends on the type of project and is determined for each individual case. The following maximum amounts are applicable, including all other support components from other programmes:
  - Commercial and service SMEs, up to 50%,
  - non-profit organisations, up to 80%,
  - public institutions, up to 100%.

The subsidy usually constitutes "de-minimis" aid (refer to page 134).

Where?

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

Neue Märkte erschließen / Opening up new markets

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 aim is to improve the competitive strength of Berlin-based companies by foster trans-regional and cross-border co-operation and opening up new markets in Germany and abroad through joint projects designed to open up markets, especially for small and medium-size enterprises, along with the networking of companies in order to offset structural competitive disadvantages for companies in Berlin.
  - At the same time, synergies are to be increasingly generated between market development measures in Germany and abroad (including participation in trade fairs), on the one hand, and the relocation strategy of the Federal Land of Berlin, on the other.

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 50m or a balance-sheet sum of up to EUR 43m 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:

- Applications can be submitted by business-near institutions - i.e. institutions not orientated towards generating profits and not participating in customary business activities - with their place of business in Berlin as long as such support does not qualify as aid prohibited pursuant to Article 87 (1) of the EC Treaty. These institutions include, in particular, chambers, associations, industry networks and other non-profit business promotion organisation pursuing activities throughout the federal land.

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, subsidy = 50%) 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 support is provided for projects for which federal government subsidies are available (e.g. the federal government trade fair programme, www.auma-messen.de, or the programme to promote young innovative companies at major international fairs in Germany, www.bafa.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.
- Subsidy amount: 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 measures are eligible for subsidy either individually or as part of an overall concept to open up markets in Germany and abroad:

- Joint projects and industry information booths at fairs and exhibitions of trans-regional relevance in Germany and abroad, primarily such fairs and exhibitions that are recorded in the trade fair schedule of the federal land. Each year, the federal land trade fair schedule is issued for the following following consultation with the "Opening new markets" committee at the Senate Department for Business, Technology and Women. 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).
- Trips by company delegations that particularly serve the economic interests of the Federal Land of Berlin.
- Location presentations that particularly serve the economic interests of the Federal Land of Berlin.
- Contact and and co-operation exchanges, workshops and information events in Germany and abroad that particularly serve the economic interests of the Federal Land of Berlin.
- Market entry competitions that particularly serve the economic interests of the Federal Land of Berlin.
- Allowances for a joint project can total up to 100% (maximum of EUR 150,000) of the total expenditure eligible for subsidy. Double subsidies are ruled out.

How?

- Formal applications; proof of fund application on completion of the measure
- Applications for support for joint projects and industry information booths at trade fairs and exhibitions should be submitted using the UPLOAD procedure no later than twelve weeks after the federal land trade fair schedule has been issued. Other 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.

Support for individual projects is subject to de-minimis rules (refer to page 134).

Where?

Investitionsbank Berlin
Bundesallee 210, 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

Sofortkredit für Kaufleute / Immediate loan for trading businesses

Aim

Quick loan decisions for financing projects of Berlin-based trade businesses in order to provide loans at short notice for operating equipment or investment purposes with support from Handelsverband Berlin-Brandenburg e. V. (HBB) when it comes to compiling the documents necessary for the meeting with the bank.

Who?

- Trading businesses based in the Berlin trading board district.
- The company must be an SME according to the EU's definition, i.e., less than 250 employees, maximum annual sales of EUR 50m or a maximum annual balance-sheet sum of EUR 43m.

What?

Indemnity bonds are granted for a maximum of 80% of a bank loan.

- The company is planning a future-orientated project with a sound concept.
- Maximum loan sum of EUR 100,000.

How?

- Applications must be submitted to a bank, BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH or Handelsverband Berlin-Brandenburg e. V.
- A business consultant commissioned by HBB and to be paid by the applicant provides support when it comes to compiling the required documents. (Allowances for up to 50% are possible.)
- The project must be supported by a positive statement from the business consultant acting on behalf of HBB.
- Applications must be supported by full, relevant documentation concerning the project/concept and shareholders/management (including proposed collateral).
- The applicant's bank and BBB BÜRGSCHAFTSBANK perform a parallel check. A decision is typically made within one week after submission of the complete documents.

This programme is subject to the provisions of the de-minimis requirements (refer to page 134).

Where?

BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH
Schillstraße 9, 10785 Berlin
Ms Stefanie Tonn
Telephone: +49 (0) 30 / 31 10 04-35
Fax: +49 (0) 30 / 31 10 04-55
E-mail: info@buergschaftsbank-berlin.de
Internet: www.buergschaftsbank-berlin.de

Handelsverband Berlin-Brandenburg e. V.
Mehringdamm 48, 10961 Berlin
Mr Klaus Fischer
Telephone: +49 (0) 30 / 8 81 77 38
Fax: +49 (0) 30 / 8 81 18 65
E-mail: info@hbb-ev.de
Internet: www.hbb-ev.de

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 500m, as well as
- freelance professionals, such as physicians, tax advisors, architects
- 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 4m 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 four creditworthiness classes. No collateral is required for the junior tranche.
- Subsidy window for small and medium-sized enterprises (SMEs) with additionally more favourable interest rates

This programme is subject to de-minimis rules (refer to page 134).

How?

Please submit your application via your bank to KfW.

Where?

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

VC Fonds Kreativwirtschaft Berlin / Investment capital for Berlin-based businesses in the creative sector

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 1.5m 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 3m 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, 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

(EU) EUROPEAN UNION
European Regional Development Fund
Investment in your future
EFRE

This offer is particularly suitable for business start-ups and 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 de-centralised, local authorities in charge thereof.
- The programme 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 80 % of the eligible costs, depending on the project.
- Agreements for services, deliveries and construction measures as a result of EU tendering procedures (100% remuneration for the services contractually agreed to)

How?

- Offers submitted within the framework of public invitations to tender published in Annex S to the Official Journal (TED database) 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 der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Ms Anke Wiegand
Telephone: +49 (0) 30 / 3 99 80-2 79
E-mail: eu-beratung@berlin-partner.de
Internet: www.eu-service-bb.de
www.berlin-partner.de

We recommend regularly referring to the information communicated by the Enterprise Europe Network:
www.eu-service-bb.de

The Subsidy Programmes

Business start-ups
Pages 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope
of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

Commercial property and space,
founder and innovation centres
Pages 119 to 128

Important technical terms are explained in the glossary (refer to pages 134/135).

7. Forschungsrahmenprogramm der EU / 7th general research programme by the EU

7th general programme by the EU in the field of research, technological development and demonstration (2007-20013)

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, fisheries 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 and at http://cordis.europa.eu
- Other details can be found in these calls.

Where?

Applications can only be submitted in electronic form using the EPSS system (refer to: calls for proposals).

Information and advice:
Enterprise Europe Network
in der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Ms Elena Arndt
Telephone: +49 (0) 30 / 3 99 80-2 43
E-mail: elena.arndt@berlin-partner.de
Ms Davina Wenninger
Telephone: +49 (0) 30 / 3 99 80-2 82
E-mail: davina.wenninger@berlin-partner.de
Internet: www.eu-service-bb.de
www.berlin-partner.de

We recommend regularly referring to the information communicated by the Enterprise Europe Network:
www.eu-service-bb.de

Berlin Kredit Innovativ / Berlin Innovation Loan

Aim

- Berlin Innovation Loan provides financing for innovative projects in Berlin's future fields or for use in company activities geared towards gaining an international foothold.
- In addition to Berlin Start and Berlin Loan, IBB can grant loans via the applicant's bank for investment and working capital up to EUR 500,000 with a 60% redemption from liability for the bank.
- Financing is partially backed by a guarantee that was issued within the scope of the EU's Competitiveness and Innovation Programme (CIP).

Who?

Founders as well as small and medium-sized enterprises (SMEs) as defined by the EU from Berlin's future fields

- Energy technology
- Health sector
- Transport, mobility and logistics
- Information and communication technology / creative sector
- Optics

and/or for internationalisation activities.

What?

- Loans for
  - Investment, e.g. property, machines/equipment and material stocks
  - Pre-financing for orders
  - Operating equipment
  - Projects geared towards internationalisation
- Subject to the following subsidy terms and conditions:
  - Loan amount: typically EUR 100,000 to EUR 500,000
  - Paid out in full
  - 60% redemption from liability through IBB
  - Flexible terms ranging from 3 to 10 years
  - Customary, risk-differentiated interest rate
  - Payments are effected each quarter and in arrears
  - 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.
  - Premature repayment, in full or in part, is only possible subject to a prepayment penalty.
  - The current terms and conditions can be found at: www.ibb.de/berlinkreditinnovativ.

How?

- Applications must be submitted prior to commencing the project (e.g. first binding contract, conclusion of a purchase agreement, etc.) because debt re-scheduling and refinancing are not possible.
- Applications must be submitted to the applicant's bank with reference to "Berlin Innovation Loan" of Investitionsbank Berlin (IBB). The required documents (refer to the IBB website) must be enclosed with the application.
- Using the checklist and the official application form makes the application procedure easier.
- The applicant's bank fully finances the project. The decision as to whether the loan is to be granted is made by the applicant's bank on the basis of a credit assessment and collateral check. If this check is positive, the bank approves the loan on the application form and passes the documents on to IBB.
- Due to the 60% redemption from liability for the applicant's bank, IBB also performs a credit assessment. If the result is positive, IBB can grant the loan and apply for partial backing from the European Unions' Competitiveness and Innovation Programme (CIP).

This programme is subject to de-minimis rules (refer to page 134).

Where?

Applications must be submitted via your bank.

Consultancy services are also available from
Investitionsbank Berlin
Kundenberatung Wirtschaftsförderung
(Business Customer Centre)
Bundesallee 210, 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 was not yet final at the time of going to press. To find out about the latest terms and conditions, please go to: www.ibb.de/berlinkreditinnovativ.

G This offer is particularly suitable for business start-ups and young companies.

JOSEFIN Joint SME Finance for Innovation

Financing is made easier by a guarantee under the European Unions' Competitiveness and Innovation Programme (CIP).

EUROPEAN UNION (EU)

Eco-Innovation / Eco innovation

Aim

- To support first-time application and establishment on the market of innovative technologies and processes.
- To overcome the gap between research and development and industry.
- To overcome the market barriers that are hindering the success of eco-innovative products and services.

Who?

- Legal entities from the 27 EU Member States, as well as Iceland, Liechtenstein, Norway, Albania, Croatia, the former Yugoslav Republic of Macedonia, Israel, Montenegro, Serbia, Turkey and from other other non-EU countries in as far as a corresponding agreement is in effect there.
- Priority is to be given to SMEs and private organisations.

What?

Priority will be given to the sectors that could lead to significant potential improvement in the environmental impact of their facilities, products and services. The priorities supported up to now include:

- **Recycling:** Improving methods for sorting rubbish, strengthening the competitiveness of recycling companies and developing new recycling solutions and innovative products made of recycled material.
- **Building and construction sector:** This includes, for instance, innovative products for the building sector, the production of sustainable building materials and methods, the improved use of recycling material and renewable resources for the building sector as well as new technologies for water treatment and water saving.
- **Food and beverages:** Topics such as clean production and packaging methods, designing more efficient water-management methods and innovations for reducing waste, recycling and recovery, along with methods for more efficient use of resources.
- **Green companies and green purchasing:** For instance, incentives for companies to take environmental criteria more into account in their purchasing and for more efficient use of resources; support for companies introducing green production and production methods and the integration of eco-innovative technologies in the supply chain.

How?

- Subsidy rate: up to 50% of the costs eligible for subsidy
- Applications should be submitted in response to the annual calls for proposals.

Where?

Enterprise Europe Network
in der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Ms Davina Wenninger
Telephone: +49 (0) 30 / 3 99 80 -2 82
E-mail: davina.wenninger@berlin-partner.de
Internet: www.eu-service-bb.de
www.berlin-partner.de

We recommend regularly referring to the information communicated by the Enterprise Europe Network:
www.eu-service-bb.de

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 125m.

What?

- Finance package consisting of investment capital and junior loans of up to EUR 5m per project during the R&D phase (for example, personnel costs, investment costs for R&D projects, quality assurance measures) or EUR 2.5m 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.
- When applying for an integrated finance package consisting of investment capital and a junior loan, the investment capital part cannot be secured by guarantees issued by guarantee banks.
- Detailed information can be found in the ERP Innovation Programme brochure (order No. 600 000 1631) or on the website of KfW.

Where?

Please submit your application via your bank directly to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

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 10m or
- a balance sheet of no more than EUR 10m and
- which have not been in business for more than ten years.

What?

- Investment capital
- Maximum amount: EUR 3m max. per company, EUR 1.5m 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.
- Detailed information can be found in the ERP Innovation Programme brochure (order No. 600 000 0292) or on the website of KfW.

Where?

Technology companies should forward their applications for investment to KfW.

KfW Bankengruppe
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

G This offer is particularly suitable for business start-ups and young companies.

High-Tech Gründerfonds / High-tech founder fund

Aim

The high-tech founder fund invests venture capital in young, promising technology companies commercially implementing research results with very good prospects. With the help of seed finance, the start-ups are to carry out the R&D project up to the provision of a prototype or "proof of concept" or up to market introduction. The high-tech founder fund provides seed financing of EUR 500,000 and can invest up to EUR 2m per company in subsequent financing rounds. The investors in this public-private partnership are the Federal Ministry of Economics and Technology, KfW Bankengruppe along with six industrial companies, i.e., BASF, Deutsche Telekom, Siemens, Robert Bosch, Daimler and Carl Zeiss. The high-tech founder fund has a fund volume of around EUR 272m at its disposal.

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 10m) 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.
- It is welcomed when side investors (seed fund, business angels, institutional investors) invest financially in the company.
- 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: Interest (10% per annum) respite is available during the first four participation years, and also includes a conversion option.

How?

- More detailed information can be on the website of the high-tech founder fund.
- Submission of a draft concept and 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 measures.

This programme is subject to de-minimis rules (refer to page 134). The de-minimis grant corresponds to the amount of the nominal capital contribution.

Where?

High-Tech Gründerfonds Management GmbH
Ludwig-Erhard-Allee 2, 53175 Bonn
Telephone: +49 (0) 2 28 / 82 30 01-00
Fax: +49 (0) 2 28 / 82 30 01-50
E-mail: info@high-tech-gruenderfonds.de
Internet: www.high-tech-gruenderfonds.de

G This offer is particularly suitable for business start-ups and 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, 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)

Aim

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

- Energy efficiency and efficient energy use (SAVE)
- Use of new and renewable energies (ALTENER)
- Use of environmentally friendly energy in the transport sector (STEER)
- Measures that combine several special areas (SAVE, ALTENER and STEER) or are related to certain priorities in the Community (integrated initiatives)

Who?

Legal entities with their place of business in an EU Member State as well as Norway, Iceland, Lichtenstein and Croatia

What?

Promotion of non-technical support measures to foster market propagation and to promote technologies, such as:

- Preparation of industrial standards, manuals
- Transposition of EU directives in national laws/standards
- Training / apprenticeships and training for experts, technicians, advisors, etc.

Contrary to the EU's 7th general research programme, research and development as well as demonstration projects are not eligible for subsidy.

How?

- Subsidy rate: up to 75% of the costs eligible for subsidy
- Applications should be submitted in response to the annual calls for proposals.

Where?

Enterprise Europe Network
in der Berlin Partner GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Ms Davina Wenninger
Telephone: +49 (0) 30 / 3 99 80-2 82
E-mail: davina.wenninger@berlin-partner.de
Internet: www.eu-service-bb.de
www.berlin-partner.de

We recommend regularly referring to the information communicated by the Enterprise Europe Network:
www.eu-service-bb.de

Pro FIT

Subsidy programme for research, innovation and technologies - *Pro* FIT

Aim

Pro FIT can be used to finance technology-orientated projects during all phases of the innovation process, from research to market introduction.

Who?

Applications can be submitted by businesses and research institutes with their place of business or an independently organised facility in Berlin:

- Businesses
  - SMEs: alone or together with companies or research institutes
  - Non-SMEs: only in conjunction with SMEs or research institutes
- Research facilities:
  - only in conjunction with SMEs or research institutes

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 and/or low-interest loans.
- Non-redeemable grants of up to EUR 400,000 (per project or, in the case of collaboration projects, per project partner) can be made available for research and development projects by businesses and research institutions. The upper limit does not apply to complex collaboration projects involving at least four project partners with at least two research institutes. As a percentage of the project expenditure eligible for subsidy, the maximum subsidy rates total up to:
  - Industrial research phase:
    - 80% (including the SME and collaboration bonus)
  - Experimental development phase:
    - 40% only in the case of research institutes collaborating with other institutions
    - 25% only in the case of large enterprises collaborating with other parties
- In the case of allowance-free subsidy and support programmes for research and development projects by research institutes, the subsidy rate totals up to 75%.
- 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 of up to EUR 3m or a maximum of 80% of the costs eligible for subsidy per project. The following terms and conditions apply to low-interest loans:
  - The loans have a term of up to eight years.
  - The interest rates on loans are below market conditions. Small enterprises additionally benefit from an interest bonus of 0.25%.
  - Recipient companies and/or their shareholders/owners must assume liability for loans to a reasonable extent.
  - Loans for establishing production, market preparation and market introduction can be granted as "De-minimis assistance". This may result in a limit to the loan amount.

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 collaboration projects, the forms must be separately completed by each project partner and then submitted by the group coordinator. In the case of complex collaboration projects, an overview presentation in the form of a project outline must be submitted which Technologie- und Innovationsrat des Landes Berlin uses as a basis to examine whether the project is generally eligible for support. Qualified support during financial project planning is available from the "Finanzplaner" software tool 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 examination, 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 approval committee (or in the case of complex collaboration, the trustee board of Technologiestiftung Berlin, decides whether allowances are granted, as well as the applicable terms and conditions from case to case.

This programme is subject to de-minimis rules (refer to page 134).

Where?

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

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

Programm Innovationsassistent/-in / Innovation assistant programme

Aim

- To protect and boost the innovative basis and competitiveness of Berlin's economy, in particular, in the competence fields that are of special relevance for structural change in Berlin.
- To accelerate the transfer of knowledge from research institutes (universities) 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 new scientific insights and methods contributed by the innovation assistant to the company which promote the in-house innovation process on a project basis 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 for 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.
- Support will be granted as a project-related contribution to the innovation assistant's salary costs for a period of no more than 12 months. This is calculated on the basis of a taxable employee income of up to EUR 41,000, i.e. the pro-rata contribution to personnel costs totals up to EUR 18.450. No more than two innovation assistants can be supported at the same time.

How?

- Formal applications for support must 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 jobcentre programmes and measures is not permitted.

This programme is subject to de-minimis rules (refer to page 134).

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, 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, the trades and engineering firms and enables them to use and obtain first-time protection for their R&D results in the form of industrial property rights.

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 the trades and engineering firms which have their place of business and production facility in Germany, with up to 250 employees and either a maximum annual turnover of EUR 50m or a maximum annual balance-sheet sum of EUR 43m, and 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 aid 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 aid period.
- The SIGNO partners in Germany can be found at: www.signo-deutschland.de.

This programme is subject to de-minimis rules (refer to page 134).

Where?

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

Transfer BONUS

Aim

- The aim of this programme is to support the transfer of technology and knowledge from scientific institutions to very small companies and SMEs in order to boost their innovative strength.
- By involving external research and development institutions in the innovation process in SMEs, new products and services are to be primarily developed, from the idea to market maturity, and the quality of existing products and processes is to be improved.

Who?

- Applications can be submitted by very small, small and medium-sized technology-orientated enterprises or non-technology orientated companies whose project has a strong technological orientation and which have their place of business or at least an operating facility in Berlin.
- The applicant company must also belong to the commercial industries and pursue an activity which, according to the current rules of the common task "improvement of the regional economic structure" (GRW), is eligible for subsidy.

What?

The Transfer BONUS subsidises the use of services by scientific institutes in Berlin and Brandenburg to implement small projects in applied research and development.

How?

Aid is granted in the form of project support as a non-repayable subsidy. A distinction is made between two variants:

- **First-time variant:** Contract volume subsidised to 100%, however, no more than EUR 3,000. In the first-time variant, expenditure on external scientific activities is subsidised prior to the development of a new or modified product, a new or modified service or a process innovation.
- **Standard variant:** Contract volume subsidised to 70%, however, no more than EUR 15,000. In the standard variant, expenditure on external research and development activities related to planning, development and implementation is subsidised when such activities are geared towards designing new or modified products, services and production processes to market or production maturity.
- Aid is generally only available for services that are related to the specific expertise of scientific institutes in Berlin and Brandenburg and which cannot be generally performed by commercial suppliers.
- Within a defined project, the Transfer BONUS cannot be combined with other project-related R&D support by the federal government or the Federal Land. If projects are clearly distinguishable, several support measures can be used parallel.

This programme is subject to de-minimis rules (refer to page 134).

Where?

Advice can be obtained regarding the formalities and application procedure from:

TCC Technologie-Coaching-Center GmbH
Transfer BONUS
Bundesallee 210, 10719 Berlin
Ms Antje Katt
Ms Sonja Sucksdorf-Schäfer
Telephone: +49 (0) 30 / 46 78 28-28
Fax: +49 (0) 30 / 46 78 28-23
E-mail: transferbonus@tcc-berlin.de
Internet: www.tcc-berlin.de

Assistance in the search for a suitable scientific co-operation partner can be obtained from:

TSB Innovationsagentur Berlin GmbH
Knowledge and technology transfer project
Fasanenstraße 85, 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@tsb-berlin.de
Internet: www.tsb-wtt.de

Information regarding eligibility criteria and application procedures can be found on the Internet at www.transferbonus.de.

Unterstützungsprogramm für die IKT-Politik der EU / Support programme for the EU's ICT policy

Aim

- The aim of the programme is to stimulate innovation and competition through the wider uptake and more efficient use of information and communication technologies (ICT). The programme is designed to help overcome the hurdles hindering the development of a comprehensive information society and to develop leading markets for innovative ICT-based solutions in areas of public interest for citizens, businesses and the administration.
- This programme is part of the framework programme for competitiveness and innovation 2007-2013 and is one of the main instruments for the implementation of the Commission's i2010 initiative.

Who?

Applications can be submitted by legal entities from the 27 Member Countries of the EU, and from Croatia, Turkey and Macedonia when these countries have entered into bilateral agreements with the Commission regarding this programme.

What?

The main areas of support are defined in annual work programmes. Projects related to the following areas will be supported in 2011:

- ICT for a CO_2-efficient economy and intelligent mobility
- Digital contents (including Europeana)
- ICT for health, the ageing society and integration
- Open innovation for Internet-based services (including "intelligent" cities)
- ICT for innovative government and public services

Support is available for the following types of projects:

- Pilot project, type A: Formation of initiatives in the Member States and in association countries.
- Pilot project, type B: ICT-based innovative services under realistic boundary conditions

In each case, subsidies are available for 50% of the costs eligible for subsidy.

- Project type "Thematic networks": support through financing of flat rates.
- Project type "Best practice networks": for the area of digital libraries only

A period of between 18 and 36 months is foreseen for the pilot projects and the thematic networks although in some cases test phases of one year must be added. It must be noted that only one project per area will be subsidised in the different types of projects.

How?

- Formal application in response to calls for proposals published in the EU's Official Journal C.
- Applications should be submitted directly to the respective European Commission agencies by the specified deadlines.

Where?

Enterprise Europe Network
in der Berlin Partner GmbH
Fasanenstraße 85, 10623 Berlin
Ms Sibylle Kubale
Telephone: +49 (0) 30 / 3 99 80-2 81
Fax: +49 (0) 30 / 3 99 80-2 39
E-mail: eu-beratung@berlin-partner.de
Internet: www.eu-service-bb.de
www.berlin-partner.de

VC Fonds Technologie Berlin

Investment capital for Berlin-based technology companies

Aim

- IBB Beteiligungsgesellschaft mbH provides equity through VC Fonds Technology 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 1.5m 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 3m 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, 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

(EU) EUROPEAN UNION
European Regional Development Fund
Investment in your future
EFRE

This offer is particularly suitable for business start-ups and young companies.

Wissens- und Technologietransfer (WTT) / Knowledge and technology transfer

Aim

To boost the innovative and competitive strength, especially for SMEs in the metal, electrical and chemical sectors in Berlin by supporting the transfer of technology and research co-operation with universities and scientific institutes in the capital city region.

Who?

SMEs and scientific institutes are entitled to use the services subsidised (one of the potential project partners must be based in Berlin).

What?

The complimentary services include:

- Specific information concerning the transfer of knowledge and technology
- Establishment of contacts with experts from science and business
- Co-ordination of collaboration possibilities for product and process developments
- Information related to industrial property rights and licensing
- Support during the initiation of transfer projects and/or research co-operation
- Assistance in order to find and make use of financing and support
- Organisation, performance and moderation of special technology-related events

How?

Queries can be submitted directly to TSB Innovationsagentur Berlin GmbH.

Where?

TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Dipl. Ing. Siegfried Helling
Telephone: +49 (0) 30 / 4 63 02-5 00
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: helling@tsb-berlin.de
Internet: www.tsb-berlin.de
www.tsb-wtt.de
www.transfercafe.de

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 and competitiveness of small and medium-sized enterprises, including the trades and freelance professionals, and a contribution is to made towards company growth whilst at the same time creating and securing jobs.
- 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 market-orientated 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 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 50m or a maximum annual balance-sheet sum of EUR 43m which fulfil the further criteria of the EU definition of micro-enterprises as well as small and medium-sized enterprises.
- Public, private and non-profit orientated research facilities co-operating with these enterprises

What?

- R&D activities for innovative products, processes or technical services are eligible for support without any restriction to certain technologies or industries.
- Support is available for the following types of R&D collaboration and individual projects:
  - R&D collaboration projects involving at least two companies (KU)
  - R&D collaboration projects involving at least one company and at least one research institute (KF) including integrated R&D projects (VP) that integrate different technologies through co-operation across different disciplines and which are to be performed by at least four SMEs and at least two research institutes.
  - R&D projects by companies involving the awarding of an R&D contract to a research partner(KA) in as far as the R&D contract accounts for at least 30% and no more than 70% of the man-months of the entire project.
  - Individual projects (EP) as company-specific R&D projects by companies.
- The term of the R&D projects should not exceed three years.

- In the case of collaboration and individual projects, support is also available for consultancy and other innovation-boosting services for SMEs (DL)that are closely related to the R&D project in terms of content and time and which are to be commissioned according to commercial principles to qualified external service suppliers.
- Furthermore, support is also available for developing innovative networks involving at least 6 companies (NW) with no restriction to certain fields of technology or industry.
- In R&D collaboration projects and individual projects, subsidies for SMEs range between 35% and 50% depending on the type of project, size of the company and place of business. Subsidies for research facilities typically total 100% (if the collaborating company waives the co-operation allowance) or 90% of the costs eligible for subsidy; limited to EUR 175,000 in the case of KF projects.
- Subsidies for network projects start at 90% down to 30%.
- The subsidy rate for innovation-boosting consultancy and other services for SMEs totals 50% of the costs eligible for subsidy which are limited to EUR 50,000.

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.

Where?

For collaboration projects (KU, KF, KA):
AiF Projekt GmbH
Tschaikowskistraße 49, 13156 Berlin
Mr Thomas Dietrich
Telephone: +49 (0) 30 / 81 63-4 51
Fax: +49 (0) 30 / 81 63-4 02
E-mail: zim@aif-in-berlin.de
Internet: www.zim-bmwi.de

For individual projects (EP):
Project sponsor: EuroNorm GmbH
Berlin office
Stralauer Platz 34, 10243 Berlin
Mr Harald Decker
Telephone: +49 (0) 30 / 9 70 03-0 43
Fax: +49 (0) 30 / 9 70 03-44
E-mail: zim@euronorm.de
Internet: www.zim-bmwi.de

For network projects (NW):
VDI/VDE Innovation + Technik GmbH
Project sponsor: ZIM-Netzwerke
Steinplatz 1, 10623 Berlin
Ms Ute Bornschein
Telephone: +49 (0) 30 / 31 00 78-3 80
Fax: +49 (0) 30 / 31 00 78-1 02
E-mail: zim-nemo@vdivde-it.de
Internet: www.zim-bmwi.de

The latest information about the central innovation programme for medium-sized enterprises (ZIM) can be found on the Internet at: www.zim-bmwi.de and on the websites of the project sponsors.

The Subsidy Programmes

Business start-ups
Pages 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

Commercial property and space, founder and innovation centres
Pages 119 to 128

Important technical terms are explained in the glossary (refer to pages 134/135).

AFBG - Meister-BAföG / Career development act - master craftsmen grant

Career development act (AFBG) as amended on 18 June 2009 (Federal Gazette I p. I 1322, (1794)], amended by Article 7, para. 7 of the Law of 7 July 2009 (Federal Gazette I p. I 1707)

Aim

Government subsidies for career development beyond the level of examination as a skilled worker, journeyman or specialist employee, 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, specialist employee or technical college graduate. This includes further training in health care professions on the basis of regulations of the federal laender or 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. One vocational training course will be subsidised, not just the first one.

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 675 a month. This amount consists of a subsidy up to EUR 229 and the rest as a low-interest loan. The loan is increased to currently EUR 215 for married participants, and by another EUR 210 for each child (half of this sum is paid as a subsidy). 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 subsidy).
- **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.
- **Exam preparation phase:** For the time between the end of the measure and the last day of examination, eligible applicants who have demonstrably registered immediately to sit their exam can apply to have maintenance support, including the increase amounts and the contribution to childcare, extended in the form of a loan beyond the end of the measure until the end of the month in which the final examination takes place, however, for no longer than three months.
- **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:**

  1) When the further training exam is passed successfully, 25% exemption from the training and examination fees not yet payable at this point in time

  2) If a company is founded or taken over, or if freelance activities are commended within three years after passing the exam, release from the training and examination fees as follows:

  a) 33%, if an additional trainee/apprentice was hired or if their trainee/apprenticeship relationship is 12 months or longer,

  b) 33% for an additional employee whose employment, which is permanent and subject to social insurance contribution payments, was at least six months old at the time of application,

  c) 66% for one additional trainee/apprentice and one additional employee or for two additional employees as long as their employment meets with the employment requirements laid down in numbers 1) and 2) above.

  It is crucial for the company to be in operation for at least one year and that the new jobs or apprenticeship/trainee positions are permanent and have not been terminated. The employment contracts must also still be in effect when the application for loan exemption is submitted.

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/, the website of the Federal Ministry for Education and Research.
- Since 1 July 2010, education institutes other than public organisations or institutes supervised by the government have been obliged to prove that they are applying a quality assurance system.

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, Amt für Ausbildungsförderung
(Department for citizen services, office for vocational training promotion)
Otto-Suhr-Allee 100, 10585 Berlin
Telephone: +49 (0) 30 / 9 02 91-0
Fax: +49 (0) 30 / 9 02 91-34 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, 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-Köpe-nick, 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, 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 / 9 02 29-33 10
Fax: +49 (0) 30 / 9 02 29-33 99
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 an electronic signature.

Ausbildungszuschuss / Training allowance

Aim

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

Who?

Berlin-based enterprises offering training jobs for first-time trainees.

Subsidies and support are available for every training contract signed with a first-time trainee 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 located in Berlin.
- youths without intermediate certificate qualification or with minimum education or remedial-school leavers are employed as trainees who do not receive support pursuant to the German Social Security Code (SGB),
- young women are hired as trainees in a profession which is so far not typical for women,
- training is offered for single parents with at least one child seven or under,
- 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?

- Grants for external vocational training/integrated group training and for supporting vocational training of certain target groups
- Support for integrated training for each demonstrated day of training at the integration partner totals EUR 37.50 for each training contract, up to EUR 6,000 max. for a three-year training period or EUR 7,500 for a 3.5 year training period.
- The subsidy amount for disadvantaged young people totals:
  - 30% of the trainee's pay during the first year of training,
  - 30% of the trainee's pay during the second year of training,
  - 70% of the trainee's pay during the third year of training,

  up to a maximum of EUR 10,000.
- 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 single parents with at least one child seven or under 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, 10961 Berlin
Mr Norman Popp
Telephone: +49 (0) 30 / 259 03-3 81
Mr Olav Maszull
Telephone: +49 (0) 30 / 259 03-3 82
Ms Carolin Weska
Telephone: +49 (0) 30 / 259 03-3 83
Fax: +49 (0) 30 / 259 03-3 80
E-mail: fbb@hwk-berlin.de
Internet: www.hwk-berlin.de/fbb

The programme is managed by
Senatsverwaltung für Integration, Arbeit und Soziales
(Senate Department for Integration, Labour and Social Affairs)
Oranienstraße 106, 10969 Berlin

Subject to these administrative regulations, the Federal Land of Berlin grants subsidies for first-time training. Subsidies are not available if a third party is obliged by law or collective agreement to pay.
The subsidies are granted on the basis of Commission Regulation (EC) No. 800/2008 in application of Articles 87 and 88 of the Treaty on European Union.
These administrative regulations came into effect on 1 June 2010 and will expire on 31 March 2013. They can be downloaded at: www.berlin.de/sen/arbeit or www.hwk-berlin.de/fbb.

Berufliche Weiterbildung Ungelernter / Vocational training for people without qualifications

Wage payment subsidies for vocational training for people without qualifications pursuant to section 253 c of 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 or for at least partial qualification.

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. The employers interest in the employee's qualification must be reasonably taken into consideration when determining the amount on a case-to-case basis.
- 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.
  - The employee must fulfil the requirements laid down in section 77 (2) of Volume III of the German Social Security Code (§ 77 Abs. 2 SGB III).

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 relief hereunder. Allowances 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 136) and on the Internet at: www.arbeitsagentur.de.

Eingliederungsgutschein für Ältere (EGG) / Integration voucher for older people (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?

- Integration vouchers are issued by the job centre (Agentur für Arbeit) responsible for the district where the employee lives.
- Further information is available from the job centres (Agentur für Arbeit) (refer to page 136) and on the Internet at: www.arbeitsagentur.de.

Eingliederungszuschuss nach §§ 217 ff. SGB III / Integration allowance pursuant to Sections 217 and following of the German Social Security Code, Volume Three (Sozialgesetzbuch (SGB III)

Aim

Companies employing people in registered jobs who have difficulty finding a job for intrinsic personal reasons.

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 a job, or
  - underperform in the job to be filled, 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 (SGB IX).

What?

- An allowance is granted for the regular wage/salary paid.
- The scope and sum of integration allowances are determined from case to 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.
- An allowance is granted for up to 50% of the employee's wage for a period of up to 12 months.
- The wage to be taken into consideration is calculated on the basis of the collectively agreed or customary pay at the place of work, as well as the employer's flat contribution to total social insurance payments.
- Allowances of up to 70% of the eligible pay are available for a maximum term of 24 months for severely handicapped people or handicapped people in general.
- The integration allowance must be paid back if employment ends during the subsidy period or before expiration of the deadline for a subsequent term of employment.
- The subsequent term of employment corresponds to the relevant allowance term, but does not exceed 12 months in any case.
- An integration allowance of 70% of pay for particularly affected, severely handicapped persons can be granted for up to 36 months.
- The integration allowance for particularly affected, severely handicapped persons aged 50 or older can be granted for up to 60 months. In the case of persons over the age of 55, the allowance can be granted for up to 96 months.
- A reduction (of at least 10%) must be carried out after 12 months or 24 months, respectively, in the case of particularly affected, severely handicapped persons.

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 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. Allowances 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 136) and on the Internet at: www.arbeitsagentur.de.

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

Aim

- Preparation and first steps towards vocational training
- Introduction to and deepening of fundamentals for acquiring working skills
- Acquisition of a chamber certificate for successful participation
- If applicable, introduction to vocational training modules for recognised vocational professions (in as far as such modules have been developed by BiBB).

Who?

- Employees who provide entrance qualification are eligible for subsidies for their remuneration.
- 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 vocational training 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 tern: six to twelve 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 sum: A wage allowance of up to EUR 216 plus a flat-rate share of the trainee's average total contribution to social insurance.
- 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 [§ 241 a SGB III]) can be granted in the case of socially disadvantaged youths and youths with impaired learning skills.

How?

- Applications should be submitted to the job centre (Agentur für Arbeit) responsible for the district where the employer has his place of business, before the entrance qualification measure begins.
- Conclusion of a qualification contract; this must be submitted to the office in charge.
- A certificate must be issued after completion of the entrance qualification measure.
- The company must be able to qualify the young person, but it is not necessary for this company to be qualified as a training facility.
- The trainee is required to attend a vocational school unless the school board has issued a release.

Where?

Further information is available from the job centres (Agentur für Arbeit) (refer to page 136) and on the Internet at: www.arbeitsagentur.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 international 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. The projects have a term of six to twelve months with three to six months of practical training. Practical training is offered abroad or with an international company in Germany.

Who?

Training centres offering international training measures

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?

comovis GbR
Regionalbüro Oranienburger Straße
Oranienburger Straße 65, 10117 Berlin
As of 1 July 2011: Kronenstraße 5-6, 10117 Berlin
Ms Iris Kramp
Telephone: +49 (0) 30 / 2 84 09-5 11
Fax: +49 (0) 30 / 2 84 09-2 10
E-mail: iris.kramp@comovis .de

comovis GbR
Regionalbüro Bernburger Straße
Bernburger Straße 27, 10963 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

comovis GbR
Regionalbüro Rungestraße
Rungestraße 19, 10179 Berlin
Ms Katja Möhle
Telephone: +49 (0) 30 / 27 87 33-50
Fax: +49 (0) 30 / 27 87 33-36
E-Mail: katja.moehle@comovis.de
Internet: www.comovis.de

Stelle statt Stütze® / "Job rather than Dole" - Coaching

"Job rather than Dole"® coaching programme for citizens in Berlin receiving unemployment pay II and non-recipients

Aim

- To integrate recipients of unemployment pay II and non-recipients back into the regular labour market
- To help companies in Berlin to create a job for a recipients of unemployment pay II and non-recipients
- Consolidation of new employment through consultancy services, job qualification and coaching measures in order to achieve permanent integration

Who?

Small and medium-sized enterprises (with up to 250 employees) who hire a recipient of unemployment pay II or a non-recipient for a permanent and registered job and pay the customary or collectively agreed wage.

What?

- Advisors working with the "Job rather than Dole"® coaching programme accompany the new job in the first six months. During this time, they are there to support both employers and employees with advice on all matters and issues related to the new job. In order to provide optimum support for the process of integration into the new job, employees can make use of additional individual coaching as required. Furthermore, depending on individual demand, financial support of typically up to EUR 500 is available for work-place stabilising training.
- 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. The subsidy term can total up to twelve months, the subsidy amount can total up to 50% of the gross wage paid by the employer. This financial support is granted to integrate recipients of unemployment pay into the new workplace.
- In the case of non-recipients, the Federal Land of Berlin can grant financial support of up to EUR 5,600 over a support period of seven months.

How?

"Job rather than Dole"® coaching offers a job pool for all sectors. This is free of charge, up to date and available online. Employers publish their job vacancies and people search for jobs can apply for these vacancies. Job rather than Dole® coaching brings the two together in a personnel pre-selection process.

This programme is subject to de-minimis rules (refer to page 134).

Where?

gsub - Projektegesellschaft mbH
Oranienburger Straße 65, 10117 Berlin
As of 1 July 2011: Brückenstraße 5, 10179 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

WeGebAU

Further training of people with low qualifications, with qualifications, of older employees, of unemployed people and people searching work

Aim

To secure and improve the competitiveness of companies by promoting vocational training for employees or unemployed people or people looking for jobs, who have low qualifications, have qualifications or are older.

Who?

- Support is available to employers who employ or wish to employ people from the groups listed above.
- Support is available for the following:
  - 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) working in a company with a workforce of less than 250.
  - Qualified employees who qualified at least four years earlier and who in the last four years have not participated in a vocational training financed with public funds.

What?

- Employees can apply for wage subsidies and for vocational training cost allowances.
- Wage subsidies can be granted on a pro-rata basis, i.e. on the basis of the time away from the job for vocational training.
- Support for vocational training costs require sponsorship or measure approval issued by a competent body within the meaning of the Regulations on Recognition and Approval - Vocational Training (AZWV).

How?

- Applications for wage subsidies and for refunding of training costs 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 aid hereunder. Support 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 136) and on the Internet at:
www.arbeitsagentur.de

Zielgruppenförderung für KMU / Target group promotion for SMEs

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

Aim

- To create additional, permanent jobs in private business.
- To integrate employees
  - from labour matters pursuant to Section 16 d of Vol. II of the German Social Security Code (§ 16 d SGB II),
  - from job creation measures
- To integrate other unemployed people who are not eligible for preferential benefits under Vol. III/II of the German Social Security Code (SGB III/SGB II) 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 134).

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 65,10117 Berlin
As of 1 July 2011: Kronenstraße 5-6, 10117 Berlin
Ms Ursula Otto
Telephone: +49 (0) 30 / 2 84 09-3 04
Fax: +49 (0) 30 / 2 84 09-3 10
E-mail: info-g@comovis.de

For Charlottenburg-Wilmersdorf, Spandau, Steglitz-Zehlendorf, Tempelhof-Schöneberg:
comovis GbR
Regionalbüro Bernburger Straße
Bernberger Straße 27, 10963 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 19,10179 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 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope
of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

Commercial property and space,
founder and innovation centres
Pages 119 to 128

Important technical terms are explained in the glossary (refer to pages 134/135).

Beratungsförderung / Consultancy subsidies

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

Aim

A cost allowance for consultancy fees is designed as 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 50m or an annual balance sheet sum of no more than EUR 43m.
- 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 consulting; 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; Improvement proposals; 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 directives (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
- are qualified to perform the consultancy project and 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 include the following:
  - a consultancy report
  - the consultant's invoice
  - 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 invoice.

Where?

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

This programme is subject to de-minimis rules (refer to page 134).

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]).

(EU) EUROPEAN UNION
European Social Fund
Investment in your future

BMWi-Innovationsgutscheine zur Förderung von Innovationsmanagement in kleinen Unternehmen / BMWi innovation vouchers to promote innovation management in small companies

Aim

- To support small companies in the commercial industries, including the trades, with external advice and management services during the planning and implementation of product or technical process innovations in three stages.
- To minimise the technical and economic risk that may be involved in the preparation and introduction of product and technical process innovations, to create the preconditions for successful implementation of innovation projects in companies and to reduce transaction costs in the case of technology co-operation.
- To boost the innovative strength and competitiveness of the consulting companies.

Who?

Small, non-affiliated companies in the commercial sectors and trade companies that

- have their place of business or an operating facility in Germany,
- have fewer than 50 employees,
- and record annual sales or an annual balance-sheet amount of no more than EUR 10 million.

What?

Support is available for external advisory and management services to prepare and implement product innovations and technical process innovations in small companies. Subsidies are granted in three phases:

Stage 1

- Evaluation of the company's innovation potential
- Recommendations for the next steps
- Company-based presentation of the feasibility of the innovation project

Stage 2

- Technology evaluation on the basis of market assessments and analyses
- Implementation concept draft
- Identification of suitable technology suppliers and financing options

Stage 3

- External project management to accompany the innovation project
- Management to implement the concept, including project controlling
- Evaluation and assessment of the innovation project and conclusions

Initial consulting is also possible for companies which did not previously avail themselves of advisory services under this programme. In this case, the company's potential for innovation is identified and, if possible, developed for the stages listed above.

How?

- Interested companies should contact one of the consultancy companies authorised to implement the programme or a regional contact office. The list of consultancy companies authorised by BMWi and regional contact offices can be found on the website of: www.inno-beratung.de under „Wo wird gefördert".
- The consultancy companies enter into a corresponding agreement with small, innovative companies. Once the consultancy companies have billed their consultancy services, the small innovative companies receive a pro-rata, subsidy in the form of the BMWi innovation voucher which covers part of the costs. The company's own share totals 50% plus VAT at the currently applicable rate. The authorised consultancy submits the application for subsidy.
- The project is billed on the basis of services performed, billing is also carried out by the consultancy company.
- The subsidy rate totals 50%.
- With regard to initial consulting, half a consultancy day is subsidised at a rate of 100%.

This programme is subject to the provisions of the EU's General Block Exemption Regulation and (for the initial consultancy) to de-minimis rules (refer to page 134).

Where?

EuroNorm GmbH
Project sponsor of the German Federal Ministry of Economics and Technology
Stralauer Platz 34, 10243 Berlin
Telephone: +49 (0) 30 / 97 00 30-43
Fax: +49 (0) 30 / 97 00 30-44
E-mail: info@inno-beratung.de
Internet: www.inno-beratung.de

Federal Ministry of Economics and Technology, BMWi innovation voucher scheme to promote innovation management in small companies of 6 April 2010, published in the Federal Gazette, No. 66, pages 1,538 and following, 30 April 2010 (valid from 6 April 2010 to 31 December 2013)

Please note that plans exist to amend this scheme. No details of this amendment were available at the time this Subsidy Guide went to press.

Please go to www.inno-beratung.de to find out about the latest developments.

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, crafts companies 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, shop systems, eMarketing, IT security, eGovernment applications, website check, etc.)
- To protect investment in the use of state-of-the-art Internet technologies
- To boost their competitiveness and innovative strength

Who?

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

What?

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

G This offer is particularly suitable for business start-ups and young companies.

Energieeffizienzberatung / Energy efficiency consultancy services

Energy efficiency consultancy services - special "energy efficiency in SMEs" fund

Aim
Subsidies for qualified and independent energy efficiency consultancy services in commercial businesses.

Who?
Non-affiliated 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 consultancy services by a qualified energy efficiency consultant aimed at achieving energy savings in SMEs.

The following consultancy services are not eligible for subsidies:
- for extensions or new commercial buildings
- for buildings that are primarily used as housing
- that are related to examining the current vehicle fleet
- expert reports that have no direct impact on energy consumption
- which include an offer for goods and services
- that involve acquisition and contact-establishing activities
- that are financed with other public funds.

How?
- A subsidy for consultancy costs for initial and detail consultancy
- Initial consultancy: the maximum daily fee eligible for subsidy totals EUR 800. A day is defined as 8 working hours. A subsidy corresponding to 80% of the agreed daily fee (EUR 640 max.).
- Detailed consultancy: the maximum daily fee eligible for subsidy totals EUR 800. A day is defined 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.
- The allowances in both cases can only be applied for once for each location.

Where?
Applications should be submitted via a regional partner to KfW.

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

Gründercoaching Deutschland / Founder coaching Germany

Aim

- The aim of the programme is to give young self-employed people the opportunity to avail themselves of coaching services in order to successfully enter the market and to optimise their competitiveness in the long term.
- Subsidies are granted for consultants' fees in order to support the financing of coaching measures.

Who?

- People starting up in business in the field of commercial enterprises (retail, trades, industry, hotels and tourism, sales reps, trade brokers, other services and the transport sector) 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. Under this programme, founders commencing self-employment in order to terminate unemployment are entitled to special support in as far as they have received or are receiving during the first year of their self-employment a founder allowance (section 57 of Volume III of the German Social Security Code [§ 57 SGB III]) or start-up money (section 16b of Volume II of the German Social Security Code [§ 16 b SGB II]) or maintenance support (section 20 or 40, respectively, of Volume II of the German Social Security Code (§ 20 or 40 SGB II) or other benefits to integrate the self-employed (section 16c of Volume II of the German Social Security Code [§ 16c 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 activities as business or economic consultants, auditors, tax advisors or chartered accountants. This is also the case for founders in the field of primary agricultural production, fisheries or aquaculture, as well as businesses in economic difficulty.

What?

- In the first five years after starting up in business - in the start-up and consolidation phase - subsidies are available for coaching measures related to economic, financial and organisational matters.
- Subsidies are granted in the form of a grant for a certain percentage of consultancy costs.

How?

- Businesses in the former west German federal states (except Lüneburg) and in Berlin receive a subsidy of up to 50%.
- 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.
- The maximum daily fee for which subsidies are paid totals EUR 800. A day is defined as eight working hours.
- Daily rates of consultants and the number of working days can be freely negotiated under this programme, however, the maximum contract value may not exceed the calculation basis.
- The founder's own share, VAT on the total 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.rp-suche.de).
- Applications must be submitted via the regional partner to KfW prior to signing a coaching agreement.
- Applications are submitted online via the KfW application platform at: https://rp-plattform.kfw.de/RP_Plattform/antrag/mo.rpp
- KfW decides, on the basis of the regional partner's recommendation, whether subsidies will be granted.

This programme is subject to de-minimis rules (refer to page 134).

Where?

KfW Bankengruppe
(KfW Group)
Palmengartenstraße 5-9, 60325 Frankfurt
Internet: www.kfw.de

Regional partner in Berlin:

Industrie- und Handelskammer zu Berlin
(Chamber of Industry and Commerce)
Fasanenstraße 85, 10623 Berlin
Ms Franziska Piatke
Telephone: +49 (0) 30 / 3 15 10-5 88
E-mail: pia@berlin.ihk.de
Ms Jana Pintz
Telephone: +49 (0) 30 / 3 15 10-5 82
E-mail: pintz@berlin.ihk.de

Handwerkskammer Berlin
(Berlin Trade Board)
Blücherstraße 68,10961 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

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ESF

This offer is particularly suitable for business start-ups and young companies.

GRW - Schulungsleistungen für KMU / Common task "improvement of regional economic structure" - training for SMEs

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" (GRW)

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 enterprises (SMEs) according to Annex 1 of Commission Regulation (EC) No. 800/2008 for employees having their place of residence in Berlin and for whom Investitionsbank Berlin (IBB) has approved capital investment from funds of the common-task programme.

What?

- 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 before training commences.
- Retroactive subsidising is not possible.
- There is no obligation to grant subsidies.

Where?

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)
Division III E
Martin-Luther-Str. 105, 10825 Berlin
Dr. Mandane Manko
Telephone: +49 (0) 30 / 90 13 86-22
Fax: +49 (0) 30 / 90 13 86-60
E-mail: mandane.manko@senwtf.berlin.de
Internet: www.berlin.de

The concept design was not yet finalised at the time this Subsidy Guide went to press.

Kreativ Coaching Center (KCC)

Aim

Kreativ Coaching Center supports start-ups in Berlin, along with small and medium-sized enterprises in the creative industry, with subsidised coaching in economic matters. Recognised experts in business consultancy specialising in the creative industry provide "self-aid" in the growth and reorganisation phase.

Who?

- Applications can be submitted by founders as well as young and established companies in the creative industry with a high growth potential 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
  - Architecture

What?

Individually subsidised coaching for business start-ups and companies in commercial and organisational matters. By providing specialist and methodological competence, KCC expands the options for action and strengthens decision-making in the interest of sustainable business success.

How?

- Informal application by post, e-mail or using the application form on the website
- This programme can be combined with other subsidies.
- Kreativ Coaching Center and the subsidy recipient select the coaches.

This programme is subject to de-minimis rules (refer to page 134).

Where?

TCC Technologie-Coaching-Center GmbH
Kreativ Coaching Center
Bundesallee 210, 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

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EFRE

This offer is particularly suitable for business start-ups and 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 p. 134)

Where?

IG Metall, Verwaltungsstelle Berlin
(Berlin administration office)
Alte Jakobstraße 149, 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, 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

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

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.

This programme is subject to de-minimis rules (refer to p. 134)

Where?

DIHK Service GmbH
Bearbeitungsstelle für Gewerbefördermittel des Bundes
(Pro-cessing unit for business subsidies from the Federal Government)
Breite Straße 29, 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]).

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ESF

This offer is particularly suitable for business start-ups and young companies.

SIGNO Erfinderfachauskunft / SIGNO information for inventors

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?
- 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 85,10623 Berlin
Mr Michael Schwedtke
Telephone: +49 (0) 30 / 4 63 02-4 36
Fax: +49 (0) 30 / 4 63 02-4 44
E-mail: schwedtke@tsb-berlin.de
Internet: www.tsb-berlin.de

G This offer is particularly suitable for business start-ups and young companies.

Technologie Coaching Center (TCC) / Technology Coaching Center (TCC)

Aim

With subsidised coaching, TCC is supporting innovative, technology-orientated start-ups and companies in Berlin. Since large parts of the consultancy fees are subsidised, small and medium-sized enterprises also have access to support from qualified and seasoned experts in commercial matters. Irrespective of whether the company is starting up or growing, coaches are there to contribute their expertise and knowledge of the industry in order to jointly draw up tailored, individual solutions.

Who?

Founders, as well as young and established companies with their place of business (planned) in Berlin who develop or produce innovative and technology-orientated products or services and which fulfil the EU's criteria for SMEs.

What?

- Individual, subsidised coaching in commercial and organisational matters, e.g. when optimising a business plan, clarifying financing issues, drawing up a marketing or sales strategy, introducing a controlling system, improving the organisational structure or for quality control measures.
- In addition to coaching, the Technology Coaching Center offers a wide range of seminars and workshops in the fields of business administration, organisation and soft skills.

How?

- Informal application by post, e-mail or using the application form on the website of TCC
- This programme can be combined with other subsidies.
- The Technology Coaching Center selects the coaches in agreement with the subsidy recipients.

This programme is subject to de-minimis rules (refer to page 134).

Where?

TCC Technologie-Coaching-Center GmbH
Technology Coaching Center
Bundesallee 210, 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

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This offer is particularly suitable for business start-ups and young companies.

Beratungsangebote der Bezirksämter / Consultancy services by the district authorities

Charlottenburg-Wilmersdorf von Berlin district authorities Abt. Wirtschaft, Soziales und Gesundheit - Business promotion - Otto-Suhr-Allee 100, 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: -1 31 07 E-mail: wirtschaftsfoerderung@charlottenburg-wilmersdorf.de **Charlottenburg-Wilmersdorf business service** **Ms K. Mates** Telephone: +49 (0) 30 / 90 29-1 31 11, fax: -1 31 07 E-mail: katrin.mates@berlin-partner.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 founders . 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 2 times a year
Friedrichshain-Kreuzberg von Berlin district authorities Abteilung Wirtschaft, Bürgerdienste und Ordnungsamt - Business promotion - Frankfurter Allee 35-37, 10247 Berlin **Ms M. Nowak, Ms K. Klisch, Ms K. Newy** Telephone: +49 (0) 30 / 9 02 98-22 73 / -40 14 / -24 90, fax: -42 22 E-mail: wirtschaftsfoerderung@ba-fk.verwalt-berlin.de **Friedrichshain-Kreuzberg business service** **Mr J. Lauterbach** Telephone: +49 (0) 30 / 9 02 98-41 17, fax: -42 22 E-mail: jens.lauterbach@berlin-partner.de Internet: www.berlin.de/ba-friedrichshain-kreuzberg/wirtschaftsfoerderung	Central contact and co-ordination unit of the district administration for existing companies and founders	By appointment only
Lichtenberg von Berlin district authorities Abteilung Wirtschaft und Immobilien - Büro für Wirtschaftsförderung - Möllendorffstraße 6, 10367 Berlin **Ms M. Nüske, Ms G. Lüth, Ms A. Rothe** Telephone: +49 (0) 30 / 9 02 96-43 38 / -43 36 / -43 32, fax: -43 19 E-mail: gudrun.lueth@lichtenberg.berlin.de **Lichtenberg business service** **Mr T. Pawlowski** Telephone: +49 (0) 30 / 9 02 96-43 34, fax: -43 19 E-mail: tomasz.pawlowski@berlin-partner.de Internet: www.berlin.de/ba-lichtenberg	General advice for founders and companies interested in moving to the district Advice for businesses and investors Commercial property offers Further offers, information and opening hours can be found at: www.berlin.de/ba-lichtenberg/wirtschaft	By appointment only
Marzahn-Hellersdorf von Berlin district authorities Abt. Wirtschaft, Tiefbau, Bürgerdienste und öffentliche Ordnung - Leitstelle für Wirtschaftsförderung - ZAK Alice-Salomon-Platz 3, 12591 Berlin **Ms K. Rüdiger, Mr A. Tesch, Ms K. Wolf, Ms I. Kreie** Telephone: +49 (0) 30 / 9 02 93-26 11 / -26 12 / -26 16, fax: -26 15 E-mail: kathrin.ruediger@ba-mh.verwalt-berlin.de ansgar.tesch@ba-mh.verwalt-berlin.de karin.wolf@ba-mh.verwalt-berlin.de ines.kreie@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 **Marzahn-Hellersdorf business service** **Ms J. Tristam** Telephone: +49 (0) 30 / 9 02 93-26 20, fax: -26 05 E-mail: janine.tristram@berlin-partner.de Internet: www.wirtschaftsfoerderung-marzahn-hellersdorf.de, www.berlin-eastside.de	Central point of contact and co-ordination unit of the district administration for investors, existing companies and founders Tourism issues	Opening hours: Monday - Friday by appointment only

Mitte von Berlin district authorities Abt. Wirtschaft, Immobilien, Ordnungsamt Wirtschaftsförderung/-beratung Müllerstraße 147, 13353 Berlin **Mitte business service** **Mr E. Tolan, Ms B. Brüning** Telephone: +49 (0) 30 / 90 18-4 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 **Mitte business service** **Ms S. Sommer** Telephone: +49 (0) 30 / 3 99 80-1 35, fax: -2 39 E-mail: stefanie.sommer@berlin-partner.de Internet: www.berlin.de/ba-mitte/wirtschaftsfoerderung	General and accompanying advice for people starting up in business and companies interested in moving to the district Business-near project initiation, project management Advice for businesses and investors	Tuesday 9 am - 12 am Thursday 3 pm - 6 pm
Neukölln von Berlin district authorities - Business promotion / Business consulting unit - Karl-Marx-Straße 83, 12040 Berlin **Mr Clemens Mücke, Ms Juliane Grinda** Telephone: +49 (0) 30 / 9 02 39-23 90 / -34 39, fax: -32 73 E-mail: clemens.muecke@bezirksamt-neukoelln.de **Neukölln business service** **Ms K. Cebulla** Telephone: +49 (0) 30 / 90 23 93-4 38, fax: -2 73 E-mail: karla.cebulla@berlin-partner.de Internet: www.berlin.de/ba-neukoelln	General advice services for businesses and investors	Opening hours: Monday to Friday by appointment
Pankow von Berlin district authorities - Büro für Wirtschaftsförderung - Fröbelstraße 17, 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.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.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.berlin.de **Pankow business service** **Ms N. Holbe** Telephone: +49 (0) 30 / 9 02 95-56 64, fax: -65 10, room 250 E-mail: nadia.holbe@berlin-partner.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 events on various topics, venues and dates can be found in the local press or on the online portal: www.pankow-wirtschaft.de	Opening hours: by appointment only Each last Wednesday of the month (except June, July, December) 3 pm - 6 pm
Bezirksamt Reinickendorf von Berlin district authorities - Business promotion - Eichborndamm 215-239, 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@reinickendorf.berlin.de **Reinickendorf business service** **Ms N. Busse** Telephone: +49 (0) 30 / 7 9 02 94-22 73, fax: -21 44 E-mail: nina.busse@berlin-partner.de Internet: www.wirtschaftsfoerderung-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	Opening hours: Monday - Friday by appointment only

Spandau von Berlin district authorities Büro des Bezirksbürgermeisters - Business advice service - Carl-Schurz-Straße 2-6, 13578 Berlin Telephone: +49 (0) 30 / 9 02 79-31 01, fax: -27 00 E-mail: wirtschaftsberatung@ba-spandau.berlin.de **Spandau business service** **Ms M. Illmer** Telephone: +49 (0) 30 / 9 02 79-33 21, fax: -33 20 E-mail: michaela.illmer@berlin-partner.de Internet: www.berlin.de/ba-spandau/wirtschaftsberatung.html	Contact and service office for businesses, investors and start-ups	Opening hours: Monday to Friday by appointment
Steglitz-Zehlendorf von Berlin district authorities - Business promotion - 14160 Berlin (postal address) Martin-Buber-Straße 2, 14163 Berlin (office) **Mr M. Pawlik, Ms N. Scholz** Telephone: +49 (0) 30 / 9 02 99-52 57 / -52 49, fax: -33 85 E-mail: wirtschaftsfoerderung@steglitz-zehlendorf.de **Steglitz-Zehlendorf business service** **Mr M. Pappert** Telephone: +49 (0) 30 / 79 02 99-53 90, fax: -33 85 E-mail: marc.pappert@berlin-partner.de Internet: www.steglitz-zehlendorf.de/wirtschaftsfoerderung	General orientation advice service for founders as well as for existing small and medium-sized companies in Steglitz-Zehlendorf Regular meetings of Steglitz-Zehlendorf-based companies "Connecting Women" - a forum for women entrepreneurs and women executives	Opening hours: Monday to Friday call for appointment Once a month Four times a year
Tempelhof-Schöneberg von Berlin district authorities Business consultancy/promotion and European matters **Ms Budszuhn, Ms Krüger, Ms Weidemann,** **Ms Marfilius, Ms Kraatz, Ms Schuster** John-F.-Kennedy-Platz, 10825 Berlin Telephone: +49 (0) 30 / 902 77-42 42 / -42 31 / -36 44 / -42 51 -28 35 / -27 81, fax: -42 00 E-mail: wirtschaftsberatung@ba-ts.berlin.de **Tempelhof-Schöneberg business service** **Ms N. Kontos** Telephone: +49 (0) 30 / 9 02 77-66 09, fax: 42 00 E-mail: natalia.kontos@berlin-partner.de Internet: www.wirtschaftsfoerderung-tempelhof-schoeneberg.de	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 only
Treptow-Köpenick von Berlin district authorities Business Promotion Organizational Unit Office building: Office building: Alt Köpenick 21, 12555 Berlin, Postal address: Postfach 12 91 02, 40.12414 Berlin E-mail: wirtschaftsfoerderung@ba-tk.berlin.de **Head:** **Ms A. Engel** Telephone: +49 (0) 30 / 9 02 97-25 01 E-mail: andrea.engel@ba-tk.berlin.de **Office:** **Ms U. Wilde** Telephone: +49 (0) 30 / 9 02 97-25 00 E-mail: ulrike.wilde@ba-tk.berlin.de **Staff:** **Ms U. Reimann** Telephone: +49 (0) 30 / 9 02 97-25 03 E-mail: ursula.reimann@ba-tk.berlin.de **Mr J. Steinhilb** Telephone: +49 (0) 30 / 9 02 97-25 28 E-mail: joerg.steinhilb@ba-tk.berlin.de **Ms C. Körner** Telephone: +49 (0) 30 / 9 02 97-25 12 E-mail: christel.koerner@ba-tk.berlin.de **Treptow-Köpenick business service** **Mr A. von Reden** Telephone: +49 (0) 30 / 7 9 02 97-25 32, fax: -25 25 E-mail: alexander.von.reden@berlin-partner.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 founders, businesses and investors Business service, crisis intervention, business relocation advice Support in the search for commercial space and commercial facilities Implementation of EU projects (business support measures) Schöneweide regional management Events: business-card meetings, entrepreneur and training days, South-East training day Business forums	Monday to Friday by appointment only

Beratungsangebote der IBB sowie ihrer Einrichtungen und Initiativen / Consultancy offers by IBB along with its facilities and initiatives

Investitionsbank Berlin Business Customer Centre, Bundesallee 210, 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. In its Business Customer Centre, IBB offers programme-independent and institute-independent information and finance consultancy related to the full range of business promotion in Berlin. In addition to finance consultancy, IBB together with its subsidiaries and co-operation partners offers assistance when it comes to preparing a sound business plan, coaching, workshops and seminars. The financing offers by IBB comprising allowances, low-interest loans and investments, support start-up and investment projects; they promote modern technologies and offer liquidity assistance. As a network partner, IBB's 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. **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.
Business Angels Club Berlin - Brandenburg e. V. Bundesallee 171, 10715 Berlin Telephone: +49 (0) 30 / 2125-4884 Fax: +49 (0) 30 / 2125-4883 E-mail: info@bacb.de Internet: www.bacb.de	Business Angels Club Berlin-Brandenburg e. V. brings together young companies from the Berlin-Brandenburg region and 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. Matching meetings are held on a monthly basis. At these events, selected companies are given the opportunity to present their projects in person to a large circle of Business Angels. If a project is accepted, a project group comprising several Business Angels will support the company and, if necessary, prepare and implement financial investment. Furthermore, the club has formed working groups who 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.
Deutsche Agentur für Aufsichtsräte Friedrichstraße 140, 10117 Berlin **Dr Axel Smend** Telephone: +49 (0) 30 / 52 13 32 15-00 Fax: +49 (0) 30 / 52 13 32 15-01 E-mail: info@aufsichtsrats-agentur.de Internet: www.aufsichtsrats-agentur.de	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. 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 agency establishes contact with experts who in strategic dialogue act as real "sparring partners" for management in the company and hence, in their role as supervisory boards members, help to secure competitiveness. Deutsche Agentur für Aufsichtsräte also establishes contact with seasoned entrepreneurs who accompany young companies during the start-up phase.

IBB Beteiligungsgesellschaft mbH Bundesallee 171, 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	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 innovative companies in Berlin. IBB Beteiligungsgesellschaft mbH and its VC fund have made more than EUR 729m available in the form of syndicated loans. They have invested around EUR 93m of this sum as lead, co-lead and co-investors. The focus here is primarily on companies in Berlin's key technology fields, such as life science, IT and factory automation, as well as the creative sector. The VC fund invests 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. 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.
ipal Gesellschaft für Patentverwertung Berlin mbH Bundesallee 171, 10715 Berlin Telephone: +49 (0) 30 / 2125-4820 Fax: +49 (0) 30 / 2125-4822 E-mail: info@ipal.de Internet: www.ipal.de	ipal GmbH, a company belonging to IBB and Berlin's universities, is a leading technology distributor for the Berlin region. The company provides all services related to innovations, patents and licences, beginning with the assessment of the patent and market capability of technologies and comprehensive patent protection right through to technology development, successful marketing as well as the management of industrial right portfolios. ipal offers its services not just to university inventors, but also to non-university research facilities, small and medium-sized enterprises, founders, as well as patent and technology funds, thus providing a bridge between science and business.
TCC Technologie-Coaching-Center GmbH Bundesallee 210, 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	TCC Technologie-Coaching-Center GmbH with its Technologie Coaching Center (TCC, refer to page 107) and Kreativ Coaching Center (KCC, refer to page 102) projects offers subsidised economic and commercial coaching for established companies as well as start-ups. In this context, it offers it customers the services of independent coaches who contribute their technical, industry and management competence from the technology industry and/or the creative sector. The "self-aid" programme is available during the idea and start-up phase and during subsequent growth or reorganisation phases. The 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. Coaching also offers 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 applying subsidy products (such as *Pro* FIT) and participation schemes (such as VC funds). These services are rounded off by seminars and workshops. Since 1 January 2011, Transfer BONUS (refer to page 74) has been managed for the Senate Department for Business, Technology and Women.

Erste Anlaufstellen für Unternehmen und Existenzgründungen / First points of contact for companies and start-ups

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women) at: Martin-Luther-Straße 105, 10825 Berlin Telephone: +49 (0) 30 / 90 13-0 E-mail: poststelle@senwtf.berlin.de **Division III D, Subsidy policy:** Martin-Luther-Straße 105, 10825 Berlin **Mr Uwe Prahtel** Telephone: +49 (0) 30 / 90 13-89 81 / -89 71, fax: -75 39 E-mail: uwe.prahtel@senwtf.berlin.de Internet: www.berlin.de **Central contact partner for service companies:** Telephone: +49 (0) / 30-75 55, fax: -81 13 Internet: www.ea.berlin.de	The Senate Department for Business, Technology and Women together with the business promotion organisations in the city is shaping structural change, improving the parameters for entrepreneurial endeavours and strengthening the innovative capability and export strength of Berlin-based companies. At the same time, it is committed to gender mainstreaming in business and society. Together with the partners of Berlin's Founder Network, it operates the Berlin Internet portal for regional start-up information:www.gruenden-in-berlin.de. For start-ups and commercial businesses in the service sector, the Senate Department has set up a general point of contact for all queries and formalities. This "standard contact partner" can be reached at:www.ea.berlin.de. On behalf of the Senate Department for Business, Technology and Women, Berlin Partner GmbH has established a business service in Berlin's districts which bundles the services offered by various institutions and hence shortens procedures and simplifies approval processes: www.berlin-partner.de/de/leistungen/service-fuer-berliner-unternehmen.html
BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH Schillstraße 9, 10785 Berlin **Ms Sylvia Weber** Telephone: +49 (0) 30 / 31 10 04-20 **Mr Michael Wowra** Offline: +49 (0) 30 / 31 10 04-21, fax: -55 E-mail: info@buergschaftsbank-berlin.de Internet: www.buergschaftsbank-berlin.de	BBB BÜRGSCHAFTSBANK zu Berlin-Brandenburg GmbH helps make ideas come true. It sees itself as a long-term partner for founders, growth companies and freelance professionals. BBB BÜRGSCHAFTSBANK supports companies searching for financing but which do not have sufficient customary collateral. The principle is that no profitable project should fail due to a lack of collateral. In addition to assessing the profitability of a project, the focus is on other factors, such as entrepreneurial competence and commitment. Once all the documents have been submitted, BBB BÜRGSCHAFTSBANK can approve guarantees within then days. BBB BÜRGSCHAFTSBANK issues guarantees to secure investment and working capital loans, guaranteed loans, leasing loans or also business takeovers. BBB BÜRGSCHAFTSBANK also operates in Berlin as a service provider for Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH (MBG) and hence as a point of contact for companies wishing to make use of an investment by MBG. BBB additionally manages business for employee investments guaranteed by the Federal Land of Berlin. With BBB-Start, a coaching programme for founders, BBB BÜRGSCHAFTSBANK, along with IHK and HWK, accompanies those founders whose financing is secured by a BBB guarantee during the first twelve months.
Berlin Partner GmbH Ludwig Erhard Haus Fasanenstraße 85, 10623 Berlin Telephone: +49 (0) 30 / 3 99 80-0, fax: -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, on behalf of the Federal Land of Berlin, supports investors planning to establish a business in Berlin, assists Berlin-based businesses in all matters related to foreign trade, shapes the profile of Berlin as a location for business and science and markets the city in this capacity. As a public-private partnership, we are backed by more than 190 private companies and scientific institutes and have been commissioned by Berlin's Senate Department to market the capital city as a business location. All important business information can be accessed at the Berlin Business Location Center. Industry data, real-estate offers, space plans, geo data, the 3D model of the city with an integrated solar atlas, as well as labour market and structure information are all available at the showroom in the Ludwig Erhard building or can be accessed free of charge on the Internet. For more information, go to: www.businesslocationcenter.de The Enterprise Europe Network Berlin-Brandenburg provides advisory services related to EU subsidy programmes. It provides support to companies in knowledge and technology transfer matters and in the EU-wide search for partners for innovative projects. The parties involved in the European Commission Enterprise Europe Network are Berlin Partner GmbH, as the leading member of the consortium, TSB Innovationsagentur Berlin GmbH, ZukunftsAgentur Brandenburg GmbH (ZAB) and Industrie- und Handelskammer Ostbrandenburg. Berlin Partner Brussels represents Berlin's business sector and hence the interests of companies, associations and research institutes.

Berlin Partner GmbH **Business service Berlin** Ludwig Erhard Haus Fasanenstraße 85, 10623 Berlin **Mr Rolf Seliger** Telephone: +49 (0) 30 / 3 99 80 -2 20 Fax: +49 (0) 30 / 3 99 80-239 E-mail: rolf.seliger@berlin-partner.de Internet: www.berlin-partner.de/unternehmensservice The business service in the districts can be found at the district authorities on pages 109 and following.	The business service is the central point of contact for companies in Berlin and bundles the offers by Berlin's various business promotion institutes. Customer-orientated co-operation has been agreed to with these institutes. This one-stop service means shorter procedures and fast decisions because the process remains focused on what is actually important: your entrepreneurial success at the Berlin business location. The business service offers: • Location advice and help in the search for commercial properties • Answers to questions related to financial support and financing • Support in finding and qualifying skilled staff • Handling of public authority and approval procedures • Top contacts with partners, companies and organisations • Information on technology and innovation transfer • Promotion of foreign trade to open up new markets abroad • Support for securing a location
Handwerkskammer Berlin (Berlin Trade Board) Blücherstraße 68, 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 **Bildungs- und Innovationszentrum der Handwerkskammer Berlin (BIZWA)** Wandlitzer Chaussee 41, 16321 Bernau Telephone: +49 (0) 33 38 / 3 94 40 E-mail: bizwa@hwk-berlin.de **Bildungs- und Technologiezentrum der Handwerkskammer Berlin (BTZ)** Mehringdamm 14, 10961 Berlin Telephone: +49 (0) 30 / 2 59 03-4 13 / -4 05 E-mail: btz@hwk-berlin.de Internet: www.hwk-berlin.de	The business advice service by Berlin's Trade Board provides advice services for start-ups and for existing companies in the trades sector. These services focus on commercial, technical and technological matters. Advice services are provided free of charge and by appointment only by calling: Telephone: +49 (0) 30 / 2 59 03 -4 67 HWK Berlin's trainee advice service offers information concerning all areas of training to companies employing trainees in the trades sector. Telephone: +49 (0) 30 / 2 59 03 -3 47 Information regarding the promotion of vocational training is available from FBB - Förderung der Berufsausbildung im Land Berlin. Telephone: +49 (0) 30 / 2 59 03-3 81 Information on further training in the crafts. Telephone: +49 (0) 30 / 2 59 03-3 43 Information regarding support for further training the in the crafts. Telephone: +49 (0) 30 / 2 59 03-3 56 In addition to 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. More detailed information on the courses currently on offer is available directly from the training centres.
Industrie- und Handelskammer zu Berlin (Chamber of Industry and Commerce) Ludwig Erhard Haus Fasanenstraße 85, 10623 Berlin Telephone: +49 (0) 30 / 3 15 10-0 E-mail: service@berlin.ihk.de Internet: www.berlin.ihk24.de	Berlin's Chamber of Industry and Commerce (IHK) offers a host of advisory services, publications and seminars for entrepreneurs related to all matters relevant for starting up in business and covering various areas of company management to company successor models. An overview of the many different information and service offers can also be found on the IHK website along with the contact details of your contact partner.
KfW Bankengruppe Palmengartenstraße 5-9, 60325 Frankfurt Internet: www.kfw.de For information and advice related to the financing programmes offered by KfW, call Telephone: +49 (0) 18 01 / 24 11 24 or send an E-mail to: infocenter@kfw.de (3.9 ct/minute from Deutsche Telekom's fixed net, 42 ct/minute max. from mobile networks).	KfW is Germany's largest provider of financing for medium-sized enterprises. It provides companies with long-term investment loans as well as loans to finance working capital. Our consultancy promotion programme under the founder coaching scheme offers founders and young companies the possibility of hands-on, competent advice. 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.

Weitere Beratungsangebote für Unternehmen und Existenzgründungen / Other consultancy services for companies and start-ups

Bundesverband mittelständische Wirtschaft (Federal Association of Medium-sized Enterprises) Unternehmerverband Deutschlands e. V. Leipziger Platz 15, 10117 Berlin Telephone: +49 (0) 30 / 53 32 06-0, fax: -50 E-mail: info@bvmw.de Internet: www.bvmw.de	Advice and support services for commercial businesses and founders. Reduced membership rates for founders.
enterability Berlin **Ohne Behinderung in die Selbstständigkeit** (Becoming self-employed without handicap) c/o iq consult e. V., Muskauer Straße 24, 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 people with handicaps in Berlin to become self-employed. Together, we write a business plan, overcome handicap-specific barriers and adapt working conditions to meet 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.
LOK e. V. & LOK.a.Motion Gesellschaft zur Förderung lokaler Entwicklungspotentiale mbH Naunynstraße 68, 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 offers basic information regarding all matters of self-employment; customised advice for founders, also in several foreign languages; support for start-up financing; seminars, workshops and network meetings; establishment of contacts to find workspace; feasibility check; coaching after starting up in business; company acquisition advice; contact with relocating experts; access to mentors and local networks; creative workshops for idea development; project development; location development. LOK is a listed partner of the "Start: opportunities for start-up preparations" programme and of the KfW founder coaching scheme. LOK sponsors projects to support start-ups and develop the location which are financed by funds from the Federal Land of Berlin, the federal government, the European Social Fund (ESF) and the European Regional Development Fund (ERDF). LOK specifically boasts a wealth of experience with previously unemployed founders, with advisory services for young people, people with a migration background as well as people in the culture/creative sector.

Erste Anlaufstellen für technologieorientierte Unternehmen / First points of contact for technology-orientated companies

TSB Innovationsagentur Berlin GmbH
Ludwig Erhard Haus
Fasanenstraße 85, 10623 Berlin
Telephone: +49 (0) 30 / 46 30-25 00
Fax: +49 (0) 30 / 46 30-24 44
E-mail: agentur@tsb-berlin.de
Internet: www.tsb-berlin.de

Contact partner for the field of biotechnology
Dr Kai Bindseil
Telephone: +49 (0) 30 / 31 86 22-0, fax: -22
E-mail: biotop@biotop.de
Internet: www.biotop.de

Contact partner for the field of energy technology
Mr Martin Schipper
Telephone: +49 (0) 30 / 4 63 02-5 77, fax: -5 31
E-mail: schipper@tsb-berlin.de
Internet: www.tsb-berlin.de

Contact partner for the field of information and communications technology
Dr Peter Apel
Telephone: +49 (0) 30 / 4 63 02-5 35, fax: -4 42
E-mail: apel@tsb-berlin.de
Internet: www.tsb-berlin.de

Contact partner for the field of medical technology
Dr Helmut Kunze
Telephone: +49 (0) 30 / 4 63 02-5 47, fax: -4 44
E-mail: kunze@tsb-berlin.de
Internet: www.tsb-berlin.de/medizintechnik

Contact partner for the field of optics/microsystem technology
Prof Dr Eberhard Stens
Telephone: +49 (0) 30 / 4 63 02-4 80, fax: -4 42
E-mail: stens@tsb-berlin.de
Internet: www.tsb-berlin.de/optik

Contact partner for the field of transport system technology
Dipl.-Ing. Thomas Meißner
Telephone: +49 (0) 30 / 4 63 02-5 63, fax: -5 88
E-mail: meissner@tsb-berlin.de
Internet: www.fav.de

Is your company active in technology? Then there is an important contact for you in Berlin: TSB Innovationsagentur Berlin GmbH.

TSB Innovationsagentur Berlin GmbH is committed to boosting co-operation between science, business and politics.

TSB's work is geared towards developing selected future fields (biotechnology, energy technology, information and communication technology, medical technology, optics/microsystem technology and transport system technology) to form clusters of international visibility.

For more detailed information about TSB, visit: www.tsb-berlin.de

Another first point of contact is TCC Technologie-Coaching-Center GmbH (refer to page 112), a unit of IBB.

Weitere Beratungsangebote für technologieorientierte Unternehmen / Other consultancy services for technology-orientated businesses

Beuth Hochschule für Technik Berlin - Technology transfer - Luxemburger Straße 10, 13353 Berlin Telephone: +49 (0) 30 / 45 04-24 83 / -24 89 / -27 57, fax: -22 42 E-mail: ttrans@beuth-hochschule.de Internet: www.beuth-hochschule.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
Existenzgründerzentrum Technische Dienstleistungen (Founder centre for technical services) at Fachhochschule für Technik und Wirtschaft Berlin Hönower Straße 35, 10318 Berlin HTW contact: **Dr Angela Höhle** Telephone: +49 (0) 30 / 50 19-27 42 Fax: +49 (0) 30 / 50 19-27 44 E-mail: angela.hoehle@htw-berlin.de Internet: www.htw-berlin.de/Service/Existenzgruendung.html	• Low-cost office space (plus conference rooms) for founders and young companies (not only those founded at HTW) • Provision of laboratory infrastructures for shared use on request • Possibilities for project-based co-operation with HTW Berlin • Orientation support for university students, elementary and advanced courses for start-ups and young businesses • Interdisciplinary lectures and information events related to starting up in business • Support for the Berlin-Brandenburg business plan competition
Förderberatung „Forschung und Innovation" des Bundes **Forschungszentrum Jülich GmbH** PTJ, Berlin branch Zimmerstraße 26-27, 10969 Berlin Toll-free hotlines (Germany only): Research promotion: 08 00 / 26 23 008 Enterprise guidance service: 08 00 / 26 23 009 E-mail: beratung@foerderinfo.bund.de Internet: www.foerderinfo.bund.de	• First point of contact for all issues related to research and innovation support by the federal government • Free advice service for research institutes, universities, especially for small and medium-sized enterprises interested in finding out about support • Information about ways to obtain subsidies as well as the terms and conditions of subsidy programmes • Information about other support offered by the Federal Laender an the EU • Support during the initiation of co-operation between industry and research institutes • Establishment of contact with the project sponsors or support organisations in charge of support measures
Freie Universität Berlin Knowledge and technology transfer profund - start-up promotion programme by Freie Universität Berlin Kaiserswerther Straße 16-18, 14195 Berlin Telephone: +49 (0) 30 / 83 87 36-30, fax: -66 E-mail: profund@fu-berlin.de Internet: www.transfer.fu-berlin.de	profund – the start-up promotion programme by Freie Universität Berlin supports students, scientists and alumni starting up in business, from the idea right through to successful implementation, with: • Start-up qualification • Consultancy services and assistance in industrial property rights • Finance scouting • Network events • Establishment of contact with experts, coaches and mentors • Free office space during the start phase
Technische Universität Berlin Founder service/Founders' workshop Sekr. V A Hardenbergstraße 38, 10623 Berlin Telephone: +49 (0) 30 / 3 14-7 85 79 Fax: +49 (0) 30 / 3 14-2 40 87 E-mail: gruendung@tu-berlin.de Internet: www.gruendung.tu-berlin.de www.entrepreneurship.tu-berlin.de	TU founder service offers you: • Information, advice and support for university students, graduates and scientific assistants during each phase of their start-up project • Lectures, workshops and seminars Training courses in key qualifications and commercial topics, Entrepreneurship Academy for Founders, as well as the "Entrepreneurship" interdisciplinary lectures for students, "Product propeller workshop" for scientific staff • Team exchange to find founding partners • Advice and support during applications for subsidies, e.g. for the EXIST founder scholarship and EXIST research transfer • Use of space and equipment for founders and companies: free use of space in the founders' workshop or, subject to payment, use of university facilities and resources for start-ups The latest offers can be found on our website at: www.gruendung.tu-berlin.de

The technology-orientated founder centres (refer to pages 120 and following) also specialise in advisory services for technology-orientated companies.

Beratungsangebote für Unternehmerinnen und Gründerinnen / Consultancy services for female entrepreneurs and founders

Senatsverwaltung für Wirtschaft, Technologie und Frauen **(Senate Department for Business, Technology and Women** Martin-Luther-Straße 105, 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.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.
Senatsverwaltung für Wirtschaft, Technologie und Frauen **(Senate Department for Business, Technology and Women)** Martin-Luther-Straße 105, 10825 Berlin **Ms S. Eckertz** Telephone: +49 (0) 30 / 90 13-89 08 **Ms B. Leverenz** Telephone: +49 (0) 30 / 90 13-82 04 E-mail: susanne.eckertz@senwtf.berlin.de birgit.leverenz@senwtf.berlin.de Internet: www.berliner-unternehmerinnentag.de	**"Berliner Unternehmerinnentag"**, a one-day information, further training and network event for female entrepreneurs and founders, is held every two years. The "Berliner Unterrnehmerinnenpreis" award for female entrepreneurs is awarded during this event. The next "Berliner Unternehmerinnentag" is due to take place in spring 2012.
Akelei e. V. Berufswegplanung mit Frauen (Career planning with women) Rhinstraße 84, 12681 Berlin Telephone: +49 (0) 30 / 54 70-30 48 Fax: +49 (0) 30 / 54 70-19 98 E-mail: info@akelei-online.de Internet: www.akelei-online.de	• Further training for female founders and entrepreneurs in start-up courses and special seminars • 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 forums on specific issues, event series: "Unternehmen sichern - selbst und ständig", "Akelei e. V. bei Unternehmerinnen vor Ort", "Gesundheitliche Balance von Existenzgründerinnen und Unternehmerinnen" as well as breakfast events for female entrepreneurs • Please call and make an appointment with us. • More detailed information and dates can be found on our website.
economista e. V. Frauenbetriebe selber schaffen (Course for women starting up in business) Meininger Straße 11, 10823 Berlin 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.
Gründerinnenzentrale in der WeiberWirtschaft Navigation in die Selbstständigkeit (The way to self-employment) Anklamer Straße 39/40, 10115 Berlin 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, 10969 Berlin 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: • 1st Commercial skills • 2nd 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.

An overview of all points of contact relevant for start-ups can also be found at: www.gruenden-in-berlin.de. You can search here directly for offers for women.

The centres for women starting up in business (refer to page 124) also specialise in consultancy services for female founders.

(EU) EUROPEAN UNION
European Social Fund
Investment in your future

Theses offer (pages 108-118) are particularly suitable for business start-ups and young companies.

The Subsidy Programmes

Business start-ups
Pages 17 to 26

Investment and working capital
Pages 27 to 60

Technology, research and development
Pages 61 to 80

Subsidies within the scope
of labour-market policy
Pages 81 to 94

Consultancy and in-house taining
Pages 95 to 118

**Commercial property and space,
founder and innovation centres
Pages 119 to 128**

Important technical terms are explained in the glossary (refer to pages 134/135).

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 qualifications.
- 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. In some cases, consultancy services on economic and technical matters are offered 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 service offered. 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" (GRW). 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, 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, 13355 Berlin
Dr Florian Seiff
Telephone: +49 (0) 30 / 4 63 07-0, fax: -6 49
E-mail: big@izbm.de
Internet: www.izbm.de

Rental:
ORCO Vermietungs- und Services GmbH
Franklinstraße 27, 10587 Berlin
Mr Axel Herrmann
Telephone: +49 (0) 30 / 3 90 93-1 14, fax: -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, biomedicine (development of molecular diagnostics and therapies, clinical developments, genetic engineering, bioinformatics), nanobiotechnology, medical technology

Services: Industry-specific rental space - laboratories, offices - at 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, 13125 Berlin
Dr Andreas Mätzold
Telephone: +49 (0) 30 / 94 89-26 96, fax: -38 12
E-mail: maetzold@bbb-berlin.de
Internet: www.bbb-berlin.de

3. European Telematics Factory (ETF)

GSG-Hof
Helmholtzstraße 2-9, 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, 10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0, fax: -1 99
E-mail: info@orco-gsg.de
Internet: www.orco-gsg.de

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

4. Existenzgründerzentrum Technische Dienstleistungen an der HTW Berlin

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

Operation and rental:
Hochschule für Technik und Wirtschaft (HTW) Berlin
- EGZ - (c/o Technologietransferstelle)
Hönower Straße 35, 10318 Berlin
Mr Ulrich Schneider
Telephone: +49 (0) 30 / 50 19-23 18, fax: -48 23 18
E-mail: ulrich.schneider@htw-berlin.de
Internet: www.htw-berlin.de/egz

5. Lichtenberg-Hohenschönhausen founder centre

Marzahner Straße 24 b, 13053 Berlin
Focus of attention: Crafts, production industry, service firms

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

6. Marzahn/Hellersdorf founder centre

Rhinstraße 84-88, 12681 Berlin
Focus of attention: Crafts, production industry, service firms

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

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

Operation and rental:
Gründerzentrum GO Panke GmbH
Holzhauser Straße 177, 13509 Berlin
Dr.-Ing. Karl Schmitt
Telephone: +49 (0) 30 / 4 74 94 -1 00
E-mail: info@gzberlin.de
Internet: www.gzberlin.de

8. Innovations- und GründerZentrum Berlin-Adlershof (IGZ)
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, 12489 Berlin
Dr Florian Seiff, Dr Gerhard Raetz
Telephone: +49 (0) 30 / 63 92-60 00, fax: -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, biomedicine (development of molecular diagnostics and therapies, clinical developments, genetic engineering, bioinformatics), nanobiotechnology, medical technology

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

10. 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, 12489 Berlin-Adlershof
Mr Joachim Ludwig
Telephone: +49 (0) 30 / 67 04-48 03, fax: -47 05
E-mail: info@mca-berlin.de
Internet: www.mca-berlin.de

11. OWZ - Internationales Gründerzentrum Berlin-Adlershof
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, 12489 Berlin
Dr Lydia Dessau
Telephone: +49 (0) 30 / 63 92-60 00, fax: -60 10
E-mail: izbm@izbm.de
Internet: www.izbm.de

12. 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, 13507 Berlin
Mr Rolf Friedrichsdorf
Telephone: +49 (0) 30 / 43 03-35 19, fax: -35 20
E-mail: info@phoenix-gruenderzentrum.de
Internet: www.phoenix-gruenderzentrum.de

13. 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

Operation and rental:
IMG Innovationspark Wuhlheide Managementgesellschaft mbH
Köpenicker Straße 325, 12555 Berlin
Mr Klaus-Henry Koch
Telephone: +49 (0) 30 / 65 76-24 31, fax: -22 40
E-mail: img@ipw-berlin.de
Internet: www.ipw-berlin.de

14. Technologie- und Gründerzentrum Spreeknie (TGS)

Focus of attention: Environmental technology, information and communication technology, automation technology, laser technology

Operation and rental:
SEK Stadtentwicklungsgesellschaft für Berlin-Köpenick GmbH
Ostendstraße 25, 12459 Berlin
Dipl.-Ing. (FH) Carola Reiblich, MBA
Telephone: +49 (0) 30 / 53 04-10 00, fax: -10 10
E-mail: info.tgs@tgs-berlin.de
Internet: www.tgs-berlin.de

15. Technologie- und Innovationszentrum Wedding im Technologie- und Innovationspark Berlin (TIB)

GSG-Hof
Gustav-Meyer-Allee 25, 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:
Innovations-Zentrum Berlin Management GmbH (IZBM)
Franklinstraße 27, 10587 Berlin
Telephone: +49 (0) 30 / 3 90 93-0, fax: -1 99
E-mail: izbmo@izbm.de
Internet: www.izbm.de

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

16. Wissenschafts- und Wirtschaftsstandort Berlin-Adlershof (WISTA)

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, 12489 Berlin
Telephone: +49 (0) 30 / 63 92-22 50, fax: -22 35
E-mail: ambree@wista.de
Internet: www.adlershof.de

G These offers are particularly suitable for business start-ups and young companies.

Gründerinnenzentren / Centres for women starting up in business

1. Gründerinnen- und Unternehmerinnenzentrum Weiber- Wirtschaft

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, 10115 Berlin
Dr Katja von der Bey
Telephone: +49 (0) 30 / 44 02 23-0, fax: -44
E-mail: infos@weiberwirtschaft.de
Internet: www.weiberwirtschaft.de

2. 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, 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-gruenderinnen.de

3. 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, 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 This offer is particularly suitable for business start-ups and 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 producing 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 should be submitted to the Senatsverwaltung für Wirtschaft, Technologie und Frauen - III A (Senate Department for Business, Technology and Women - III A) 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 134).

Where?

Senatsverwaltung für Wirtschaft, Technologie und Frauen
(Senate Department for Business, Technology and Women)
- Division III A - ZAK, Business service,
location development, participations
Martin-Luther-Straße 105, 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 should be submitted to the Senatsverwaltung für Wirtschaft, Technologie und Frauen - III A (Senate Department for Business, Technology and Women - III A) 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)
- Division III A - ZAK, Business service,
location development, participations
Martin-Luther-Straße 105, 10825 Berlin
Mr Gerd Uschmann
Telephone: +49 (0) 30 / 90 13-74 97 / -75 38
Fax: +49 (0) 30 / 90 13-75 96
E-mail: gerd.uschmann@senwtf.berlin.de
Internet: www.berlin.de

ORCO-GSG

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
- Craft companies
- 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 yard 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
- Support and involvement in contact networks
- Regular information for tenants on business promotion and financing
- Free information events for everyday business
- Free "hofkurier" subscription, the newspaper for Berlin's commercial sector

Special offers for founders

- Founder floors with equipped workplaces in office community
- Special rates for founders

The programme is designed for young companies which have just been or are soon to be established: workplaces at a reasonable cost and with flexible contracts in attractive inner-city locations.

Interested founders can find out more by contacting:
Ms Patricia Jaenisch
Telephone: +49 (0) 30 / 3 90 93-1 16
E-mail: patricia.jaenisch@gsg.de

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, 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, 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 This offer is particularly suitable for business start-ups and 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 134).

Where?

Senatsverwaltung für Wirtschaft, Technologie und Frauen (Senate Department for Business, Technology and Women)
Division III D, Subsidy policy
Martin-Luther-Straße 105, 10825 Berlin
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Appendix / Addresses

EU structural funds in Berlin 130

Glossary - explanation of the most important terms 134

Addresses 136

Alphabetic list of Subsidy Programmes 144

Publication details 146

EU structural funds in Berlin

Structural fund 2007-2013

The EU cohesion policy, with the EU Structural Fund as its most important instrument, aims to boost economic and social relations within the European Union. 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 1.2bn 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.

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 1.2bn 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".

The community initiatives of the 2000-2006 subsidy period (URBAN II, EQUAL; LEADER+) have been discontinued. However, some of the subsidy contents of these programmes were integrated into target subsidy schemes.

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"".

In the **Transnational co-operation** (INTERREG IV B) programme, Berlin and the Berlin-Brandenburg capital 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 231m will be available for the CEUS and EUR 236.6m for the BSR programme.

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 301m will be 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. Further information can be found at:
http://www.berlin.de/sen/strukturfonds/zusammenarbeit/ziel3.html

Berlin's overall strategy and joint Berlin-Brandenburg innovation strategy

Subsidies in Berlin 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 programme as well as labour market and employment policy instruments which are mainly co-financed from the 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. The strategy was additionally integrated into the joint Berlin-Brandenburg innovation strategy which was introduced by the two federal laender in December 2010 and includes the health sector, energy technology, mobility, transport and logistics, information and communication technology/media as well as optics clusters.

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.

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	Million EUR
1. Promote competitive strength of existing and newly established companies	293.0
2. Innovation and knowledge-based society	284.5
3. Integrated urban development	182.7
4. Environment	80.4
(Technical assistance of the ERDF)	(35.0)
ERDE Total	**875.6**

ESF programme	Million EUR
1. To improve flexibility/competitiveness	38.0
2. Promoting human capital	149.0
3. To improve access to employment/ social integration of disadvantages persons	135.0
(Technical assistance of the ERDF)	(13.0)
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 by the region, the national government and the EU.
- **Programme planning:** The results of this co-ordination process are recorded in so-called operational programmes. 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 (public and/or private).
- **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, i.e., in the region. The application conditions of the respective subsidy programme as contained in the Subsidy Guide are applicable.

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 investment, research and development projects as well as infrastructure investment.

(EU) EUROPEAN UNION
European Regional
Development Fund
Investment in your future

EFRE
...eine Chance durch Europa!

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.

(EU) EUROPEAN UNION
European Social Fund
Investment in your future

ESF
...eine Chance durch Europa!

Contact partners

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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 and participations, the full amount is counted in calculating the above-stated threshold value. In the case of other financing instruments (such as low-interest loans, guarantees), the advantage (subsidy value) is determined by calculation.

ERP

The European Recovery Program 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 who provide 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 2m. 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 10m. Medium-sized enterprises are businesses that employ less than 250 employees and which record annual sales of EUR 50m max. or a balance sheet total of no more than EUR 43m. 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.

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Alphabetic list of Subsidy Programmes

A

AFBG - Meister-BAföG / Career development act - master craftsmen grant 82

Arbeits- und Ausbildungsplätze für Schwerbehinderte / Jobs and training places for the severely handicapped 84

Ausbildungszuschuss / Training allowance 85

B

BBB-Start! Coachingprogramm für Existenzgründer / BBB-Start! Coaching programme for founders 18

Beratungsangebote der Bezirksämter / Consultancy services by the district authorities 108

Beratungsangebote der IBB sowie ihrer Einrichtungen und Initiativen / Consultancy offers by IBB along with its facilities and initiatives 111

Beratungsangebote für Unternehmerinnen und Gründerinnen / Consultancy services for female entrepreneurs and founders 118

Beratungsförderung / Consultancy subsidies 96

Berlin Kapital / Berlin Capital 28

Berlin Kredit / Berlin loan 29

Berlin Kredit Innovativ / Berlin Innovation Loan 63

Berlin Start 19

Berufliche Weiterbildung Ungelernter / Vocational training for people without qualifications 86

Beteiligungen der MBG / Investment by MBG 30

BMWI-Innovationsgutscheine zur Förderung von Innovationsmanagement in kleinen Unternehmen / BMWi innovation vouchers to promote innovation management in small companies 97

Bürgschaft ohne Bank (BoB) / Guarantee without a bank 31

Bürgschaften für Investitions- und Betriebsmittelkredite / Guarantees for investment and working-capital loans 32

Business Angels Club Berlin-Brandenburg e. V. 111

Businessplan-Wettbewerb Berlin-Brandenburg (BPW) / Berlin-Brandenburg business plan competition (BPW) 20

C

Coaching in der Vorgründungsphase / Coaching during the pre-establishment phase 21

D

Deutsche Agentur für Aufsichtsräte 111

E

Eco-Innovation / Eco innovation 64

Eingliederungsgutschein für Ältere (EGG) / Integration voucher for older people (EGG) 87

Eingliederungszuschuss nach §§ 217 ff. SGB III / Integration allowance pursuant to Sections 217 and following of the German Social Security Code, Volume Three (Sozialgesetzbuch (SGB III) 88

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) 89

Elektronischer Geschäftsverkehr - eBusiness / Electronic business - eBusiness 98

Energieeffizienzberatung / Energy efficiency consultancy services 99

ERP-Beteiligungsprogramm / ERP investment programme 33

ERP-Innovationsprogramm / ERP innovation programme 65

ERP-Regionalförderprogramm / ERP regional development programme 34

ERP-Startfonds / ERP start fund 66

ERP-Umwelt- und Energieeffizienzprogramm / ERP environment and energy efficiency programme 35

Erste Anlaufstellen für technologieorientierte Unternehmen / First points of contact for technology-orientated companies 116 f.

Erste Anlaufstellen für Unternehmen und Existenzgründungen / First points of contact for companies and start-ups 113 ff.

F

Filmproduktion: Filmförderung und Standortmarketing / Film production: film subsidies and location marketing 36

Filmproduktion: Zwischenfinanzierung / Film production: Intermediate financing 37

7. Forschungsrahmenprogramm der EU / 7th general research programme by the EU 62

G

Garantien für Arbeitnehmerbeteiligungen / Guarantees for employee investment 38

Gewerbegrundstücke - Erbbaurechte / State-owned commercial properties - heritable building rights 125

Gewerbegrundstücke - Verkauf / State-owned commercial properties - sale 126

Gewerbesiedlungs-Gesellschaft mbH (ORCO-GSG) 127

Gründercoaching Deutschland / Founder coaching Germany 100

Gründer- und Innovationszentren / Founder and innovation centres 120

Gründerinnenzentren / Centres for women starting up in business 124

Gründungszuschuss / Founder allowance 22

GRW Gemeinschaftsaufgabe / GRW common task 39

GRW - Schulungsleistungen für KMU / Common task “improvement of regional economic structure” - training for SMEs 101

H

Handwerker-Sofortkredit / Immediate loan for trades 40

High-Tech Gründerfonds / High-tech founder fund 67

I

IBB Beteiligungsgesellschaft mbH 112

IBB-Wachstumsprogramm / IBB growth programme 41

INNO-KOM-Ost - Innovationskompetenz-Ost / Innovation Competence East 68

Intelligent Energy - Europe II (IEE II) 69

Investitionszulagen / Investment allowances 42

ipal Gesellschaft für Patentverwertung Berlin GmbH 112

K

KapitalPLUS 44

KfW/ERP-Exportfinanzierungsprogramm / KfW/ERP export financing programme 45

KfW-Genussrechtsprogramm / KfW profit participation rights programme 46

KfW-Programm Erneuerbare Energien / KfW programme "Renewable energies" 47

KfW-Risikokapitalprogramm / KfW venture capital programme 48

KfW-StartGeld / KfW Start Money 23

KfW-Unternehmerkredit / KfW corporate loan 49

KMU-Fonds / SME fund 50

KMU-Fonds - Mikrokredite bis 25 TEUR / SME funds - micro-loans of up to EUR 25,000 51

Konsolidierungsfonds / Consolidation fund 52

Kreativ Coaching Center (KCC) 102

L

Landeseigene Gewerbegrundstücke - Erbbaurechte / State-owned commercial properties - heritable building rights 125

Landeseigene Gewerbegrundstücke - Verkauf / State-owned commercial properties - sale 126

Lehrgangskosten der beruflichen Weiterbildung / Training costs for vocational training programmes 90

Liquiditätsfonds / Liquidity fund 53

Lohnkostenzuschüsse für Einstellung in neu gegründeten Betrieben / Labour cost subsidies for employees hired by newly established businesses 24

M

Meister-BAföG / Career development act - master craftsmen grant 82

Meistergründungsprämie / Start-up bonus for master craftsmen and women 25

Mikrokredite bis 25 TEUR / SME funds - micro-loans of up to EUR 25,000 51

MOE / Networking in central and eastern Europe (CEE) 54

N

Netzwerkbildung Mittel- und Osteuropa (MOE) / Networking in central and eastern Europe (CEE) 54

Neue Märkte erschließen / Opening up new markets 55

O

ORCO-GSG 127

P

Potenzialberatung / Potential development advice 103

Pro FIT 70

Programm Innovationsassistent/-in / Innovation assistant programme 72

S

Schulungsförderung für Workshops und Veranstaltungen / Training subsidies for workshops and events 104

SIGNO Erfinderfachauskunft / SIGNO information for inventors 106

SIGNO KMU-Patentaktion / SIGNO patent campaign for SMEs 73

Sofortkredit für Kaufleute / Immediate loan for trading businesses 57

StartGeld / KfW Start Money 23

Stelle statt Stütze® / "Job rather than dole" - Coaching 91

T

TCC Technologie-Coaching-Center GmbH 112

Technologie Coaching Center (TCC) / Technology Coaching Center (TCC) 107

Transfer BONUS 74

U

Umsetzungs- und Änderungskostenzuschüsse / Relocation and modification subsidy programme 128

Unternehmerkapital: ERP-Kapital für Gründung / Entrepreneurial capital: ERP capital for start-ups 26

Unternehmerkapital: Kapital für Arbeit und Investitionen / Entrepreneurial capital: Capital for employment and investment 58

Unterstützungsprogramm für die IKT-Politik der EU / Support programme for the EU's ICT policy 75

V

VC Fonds Kreativwirtschaft Berlin / Investment capital for Berlin-based businesses in the creative sector 59

VC Fonds Technologie Berlin 76

W

WeGebAU 92

Wissens- und Technologietransfer (WTT) / Knowledge and technology transfer 77

Z

Zentrales Innovationsprogramm Mittelstand (ZIM) / Central innovation programme for medium-sized enterprises 78

Zielgruppenförderung für KMU / Target group promotion for SMEs 93

Zusammenarbeit mit EU-Nachbarstaaten / Co-operation with EU neighbour states 60

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