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# *2020/2021 Business Support Guide*

The guide for businesses and start-ups



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## Foreword



### Ramona Pop

Mayor and Senator for Economics,  
Energy and Public Enterprises  
of the Federal State of Berlin

The corona pandemic poses unprecedented challenges for Berlin's economy. The Federal State of Berlin quickly responded by setting up a protective shield comprising short-term liquidity support in the form of interest-free loans and unbureaucratic grants. We would like to thank all stakeholders and especially the employees of Investitionsbank Berlin for the enormous joint effort that went into supporting our companies in this crisis. In the medium and long term, the federal state is developing ways to gradually resume economic activity and thus prevent job losses and social dislocation.

Despite everything, one thing remains clear: Berlin is seen as an attractive business location. The city continues to attract talent, companies and investors - from Germany, Europe and the rest of the world. Berlin offers a close network of companies, incubators, scientific institutions and investors that offers an invaluable advantage for innovative and future-enabled projects.

In 2019, Berlin was repeatedly far ahead of the other federal states with real economic growth of 3%. At the same time, the number of people in jobs rose continuously and ensured that people in Berlin benefited from the good economic climate. Economic developments, which have been positive so far, are being effectively supported with the economic development instruments of the Federal State of Berlin for all financing phases and occasions. Berlin supports entrepreneurs - be it with micro loans and growth loans for start-ups, freelance professionals and commercial SMEs, with loans with liability exemption, with guarantees in the absence of bank collateral or with grants from the common task "improvement of the regional economic structure" (GRW). With numerous innovation support programmes geared to the specific needs of technology companies, the federal state supports processes that are based on innovative technologies and will generate future growth.

Our funding instruments are constantly being adapted to the needs of Berlin's economy - and have been very well received by the city's entrepreneurs. The improvements in the context of start-ups, such as the "GründungsBONUS" programme, the "Electromobility for business" support programme to improve climate protection and an initial opening of the support programmes for companies in the "social economy" have been in very high demand right from the start. Further innovations and adjustments in the areas of energy saving and social economy are planned for 2020 and 2021.

The current Business Support Guide will provide you with a comprehensive overview and show how you can make good use of the various types of support and funding offered by the Federal State of Berlin. What's more, staff at Investitionsbank Berlin and at my department will be pleased to meet you in person and to advise you on your project. I encourage you to be open to advice and support - it will benefit you, your company and your employees as well as Berlin as a centre for business and innovation. Your strength is our strength and that is what will help Berlin to remain an attractive place for new businesses and competitive existing companies in the future.

I wish you every success in implementing your entrepreneurial ideas!

A handwritten signature in blue ink that reads 'Ramona Pop'. The signature is written in a cursive, flowing style.

## Foreword

Berlin, together with the rest of the world, is in the midst of a severe pandemic that is impacting everyone - if not directly and immediately, then at least through the restriction of personal freedom or in the case of entrepreneurs who still have to pay fixed costs as sales plummet. Even though there has been a gratifying increase in the equity ratio of Berlin-based companies over the last two decades, it is first and foremost the many small and micro-enterprises and the self-employed who do not have the means to get by without income for several weeks or months. This was the reason why government agencies along with national and regional business development agencies provided financial assistance at all levels to the people and companies affected, beyond the scope of the familiar funding programmes. In Berlin, for example, more than one billion euros was disbursed in a very short time to those Berliners and their companies who were hardest hit.

Once the crisis is over and the initial restrictions have been gradually lifted, economic activity will resume step by step. Nevertheless, a large part of service revenues will be irretrievably lost due to the crisis, and support will still be needed.

For start-ups and established companies, the Business Support Guide should continue to be a valuable advisor and guide for business development in the capital. Each year, we update this Guide in co-operation with the Senate Department for Economics, Energy and Public Enterprises, the commercial banks active in Berlin as well as other organisations who bear responsibility for Berlin as a business location. The Guide has now become an indispensable compendium on all aspects of support and financing for start-up and business projects.

In view of increasing digitalisation, the question arises again and again whether it is still necessary to publish the German version of the Business Support Guide in printed form or whether it would not be more modern and sustainable to offer the brochure in digital form only. However, in the past and particularly at large events, such as the deGUT fair for founders and other events related to business and start-up promotion, we saw that many visitors prefer a printed copy that they can use to jot down notes and comments quickly and easily. That's why we decided to continue issuing the Business Support Guide both in print and online. But no matter whether on paper or online - the fact remains that the Business Support Guide provides an excellent overview of current programmes, coaching services and institutions related to business development.

I would like to wish you good luck and deserved success in all your business endeavours. The 2020/2021 Business Support Guide is designed to help you to reach your entrepreneurial goals. Be it starting up a business or financing investments in an established company - IBB's customer service representatives are there to help you as always.



**Dr. Jürgen Allerkamp**

Chairman of the Board of Management  
of Investitionsbank Berlin (IBB)

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 This programme is co-financed by the EU.

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

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## THE BUSINESS SUPPORT PROGRAMMES

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 This programme is co-financed by the EU.

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



## THE BUSINESS SUPPORT PROGRAMMES

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# Hints and tips on how to use this Business Support Guide

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

## FIRST ORIENTATION AND A QUICK OVERVIEW

On page 12, you will find first points of contact for:

- General consultancy services in matters related to business start-up, start-ups within the scope of successions, growth, consolidation, innovation and rehabilitation
- Special consultancy services
  - for start-ups
  - for guarantees
  - for companies
  - for technology-orientated companies
  - 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 support and assistance programmes on offer is broken down into chapters which reflect the different contents. The overview pages 14 to 18 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 Business Support Guide is determined to present the information in an easy-to-understand form. The Business Support 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 Business Support 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 page 138 and following),
- the comprehensive list of [addresses](#) contains many contact points (refer to pages 140 and following) for your issues, and
- the register contains an [alphabetical list](#) of key words and programme titles (refer to pages 148 and following).

Despite careful annual revisions of the Business Support Guide, the editors cannot rule out changes in support guidelines and programmes during the period of this Business Support Guide. Please note that this Business Support 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 support programmes in the Federal State of Berlin are co-financed by the European Union under the European Structural and Investment Funds (ESIF). In order to help you find your way, these programmes are marked with a  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 Structural Fund (ERDF or ESF, respectively, refer to page 136). 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 für Wirtschaft und Technologie GmbH](#) (address on page 146). This is also where you can obtain information concerning EU support for innovative projects and technology transfer.

## BUSINESS SUPPORT AND PROMOTION PROGRAMMES OF THE FEDERAL GOVERNMENT

The 2020/2021 Business Support Guide provides an overview of business support 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 for Economic Affairs and Energy (BMWi) and the Federal Ministry of Education and Research (BMBF) as well as the European Union offer a host of business financing 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 Business Support 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 for Economic Affairs and Energy: [www.foerderdatenbank.de](http://www.foerderdatenbank.de).

## FOR YOUR COPY IN GERMAN, PLEASE CONTACT

Free printed copies of the Business Support Guide in German are available from:

**Investitionsbank Berlin**

Bundesallee 210, 10719 Berlin

Tel. +49 (0) 30 / 2125-0

[foerderfibel@ibb.de](mailto:foerderfibel@ibb.de)

[www.ibb.de/foerderfibel](http://www.ibb.de/foerderfibel)



## The interactive Business Support Guide

The Business Support Guide is also available in PDF format (abbreviation for Portable Document Format) in German or English. You can read this digital Business Support Guide using suitable software for PDF files, e.g. Acrobat Reader from Adobe.

To access all the functions of this interactive PDF file, simply go to [www.ibb.de/foerderfibel](http://www.ibb.de/foerderfibel) and download the Business Support Guide to your device (computer, laptop, tablet or smart phone) or to a cloud.

### FUNCTIONS AFTER DOWNLOADING

The interactive PDF file features a host of practical features:

#### Bookmarks:

Bookmarks are displayed on the left on the “Bookmark” tab. Each bookmark refers to a page or text passage in the PDF file stored on your device or in the cloud.

#### Internal links:

Internal links, also called cross references, will take you from one position in the PDF file to another. If you come across the term “de-minimis” while reading about a support programme and would like to know what it means, then click the word and you will be taken to the explanation in the glossary. When you have finished reading, you can return to the programme page by clicking the circle in the navigation bar with the arrow pointing left. If the navigation bar does not show an arrow pointing left, you can call up the “Page navigation” via “Display” in the Adobe Acrobat Reader menu. The arrow pointing left can be seen there. Internal links in this Business Support Guide are underlined in blue.

#### External links:

External links, also called hyperlinks, will take you to websites or online documents. If, for instance, you wish to download an application form, click the mouse to get to the Internet page containing the required form. External links (Internet addresses as well as terms linked to websites) are shown in **blue letters** in this Guide.

#### Notes:

You can attach your own notes to the PDF file downloaded. If, for instance, when preparing for a consultancy appointment, you make a note of your questions in the PDF file you will not have to take any printouts with you to the meeting. All you have to do is open the PDF on your smart phone and type the answers you receive on the page where you need information or where you had questions. You can then look at your notes on a large screen and edit them or even make your PDF file available to others.

#### Page transitions:

When you read the PDF file in full screen mode, you can swipe to turn the page.

The other functions available to you when using the interactive PDF file depend on your software. The related details can be found in the information about the software, e.g. in the Help section.

# 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 State of Berlin - be it a business start-up, a start-up within the scope of succession, growth, consolidation, innovation or a rehabilitation project. [Detailed information](#) about the consultancy services offered by the institutions below as well as further institutions can be found on pages 115 and following.

### Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)

### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)  
Martin-Luther-Straße 105, 10825 Berlin  
Tel. +49 (0) 30 / 90 13-0  
[post@senweb.berlin.de](mailto:post@senweb.berlin.de)  
[www.berlin.de/sen/wirtschaft](http://www.berlin.de/sen/wirtschaft)

### IHK Berlin

(Chamber of Industry and Commerce)  
Service Center - Ludwig Erhard Haus  
Fasanenstraße 85, 10623 Berlin  
Tel. +49 (0) 30 / 3 15 10-0  
[service@berlin-ihk.de](mailto:service@berlin-ihk.de)  
[www.ihk-berlin.de](http://www.ihk-berlin.de)

### Handwerkskammer Berlin

(Chamber of Skilled Crafts and Small Businesses in Berlin)  
Blücherstraße 68, 10961 Berlin  
Tel. +49 (0) 30 / 2 59 03-01  
[info@hwk-berlin.de](mailto:info@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

### KfW Bankengruppe

Palmengartenstraße 5-9, 60325 Frankfurt  
Tel. +49 (0) 69 / 74 31-0  
[www.kfw.de](http://www.kfw.de)

For information and advice related to financing offered by KfW, call 08 00 / 5 39-90 01 (free of charge for calls from Germany) or send an e-mail to [info@kfw.de](mailto:info@kfw.de).

## BUSINESS START-UPS

The Business Support 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](http://www.gruenden-in-berlin.de)

## GUARANTEES

BürgschaftsBank Berlin provides guarantees for profitable and promising projects as long as the companies and freelancers in question can provide sufficient collateral themselves to secure financing. [Detailed information](#) can be found on page 120.

### BürgschaftsBank Berlin

Franklinstraße 6, 10587 Berlin  
Tel. +49 (0) 30 / 31 10 04-0  
[info@buergschaftsbank.berlin](mailto:info@buergschaftsbank.berlin)  
[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)

## SUPPORT FOR BUSINESS AND TECHNOLOGY

Berlin Partner für Wirtschaft und Technologie GmbH offers business and technology support for companies, investors and scientific institutions in Berlin. With tailored services and an excellent network with the world of science, the many experts working here have created an optimum offering that allows them to successfully accompany innovation, relocation, expansion and site-securing projects. [Detailed information](#) can be found on pages 120 and 122.

### Berlin Partner für Wirtschaft und Technologie GmbH

Ludwig Erhard Haus - Fasanenstraße 85, 10623 Berlin  
Tel. +49 (0) 30 / 4 63 02-5 00  
[info@berlin-partner.de](mailto:info@berlin-partner.de)  
[www.berlin-partner.de](http://www.berlin-partner.de) or [www.businesslocationcenter.de](http://www.businesslocationcenter.de)

The following IBB institution can also provide support for technology-orientated companies and start-up projects. [Detailed information](#) can be found on page 119.

### IBB Business Team GmbH

Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-2352  
[info@ibb-business-team.de](mailto:info@ibb-business-team.de)  
[www.ibb-business-team.de](http://www.ibb-business-team.de)

## FEMALE FOUNDERS AND ENTREPRENEURS

Berlin's Senate Department for Health, Care and Equality will be pleased to assist in all matters related to support and consultancy offers specifically for women.  
[www.berlin.de/sen/frauen/arbeit/selbststaendigkeit](http://www.berlin.de/sen/frauen/arbeit/selbststaendigkeit)

[Detailed information](#) and other offers can be found on page 125.

### Initial point of contact for women starting up or about to start up in business

Gründerinnenzentrale e. V.  
Navigation in die Selbstständigkeit  
Anklamer Straße 39/40, 10115 Berlin  
Tel. +49 (0) 30 / 44 02 23-45  
[info@gruenderinnenzentrale.de](mailto:info@gruenderinnenzentrale.de)  
[www.gruenderinnenzentrale.de](http://www.gruenderinnenzentrale.de)

## Overview Tables

The tables below provide an overview of the support, financing and consultancy offers which are presented in the following chapters of this Business Support Guide:

- [Business start-ups](#) (see page 14)
- [Investment and working capital](#) (see page 15)
- [Technology, research and development](#) (see page 16)
- [Subsidies within the scope of Labour market policy](#) (see page 17)
- [Consultancy and in-house training](#) (see page 18)

First find the right target group for you. Are you about to start up in business? Offers which are relevant for you are marked with the letter **G** in the table of contents and on the programme pages. This letter is also used in the overview tables in the fifth column (from the left). These programmes are compiled in the “Business start-ups” table for a first overview. Please also note that certain programmes are exclusively available to applicants prior to starting up in business whilst other programmes are also available to small, young companies during the first two to three years of establishment. Since certain programmes are also available for both existing companies and start-ups, you will find the letter **G** also in other tables.

Are you searching for support programmes for your existing company? The blue dots in the sixth column mark those offerings which are relevant for you. Programmes available solely to so-called small and medium-sized enterprises (SMEs) according to the EU’s definition (see page 138) are marked with a blue dot in the seventh column. Offers with a blue dot in the fourth column are not subject to any restrictions.

The tables present the key features of the programmes. The page number in the first column (from the left) guides you to detailed information about the respective programme page. Please always check the detailed information on the programme pages first in order to find out whether an offer is suitable for your company’s specific situation.

There is no overview table for the chapter titled “[Support programmes: commercial property and space, founder and innovation centres](#)”. You can find the programmes on pages 127 to 134. Page 131 lists centres for [women starting up in business](#). In the same manner as for the support programmes, contact details and Internet addresses are shown where you can find more in-depth information.

# BUSINESS START-UPS

P.	PROGRAMME	EU	WHO				FOR WHAT			WHAT				HOW MUCH	MISC.	
			Financed / co-financed All, without restriction	Founders	Existing Companies	SMEs only	Investment	Operating equipment	Wage costs	Loans	Grant	Participations	Guarantee		Combination possible	De-minimis
20	Berlin Start	EU	G											EUR 5,000 to EUR 1,5m		
21	Businessplan-Wettbewerb Berlin-Brandenburg (BPW)		G											Free support through seminars, workshops and events; advice and feedback as well as more than EUR 50,000 in prize money		
22	Coachingleistungen in der Vorgründungsphase		G											Orientation meeting, four day assessment, up to 30 coaching hours, participation free of charge		
23	ERP-Gründerkredit - StartGeld	EU	G											EUR 100,000 max.		
24	ERP-Gründerkredit - Universell		G											EUR 25m max. per project		
25	ERP-Kapital für Gründung		G											30% max. (Old Federal Laender) 40% max. (New Federal Laender and Berlin)		
26	Förderung innovativer Gründungen	EU	G											Scholarship of up to EUR 2,000 per person per month as well as coaching and qualification		
27	GründungsBONUS		G											Earmarked grant for 50% of the total costs eligible for support, EUR 50,000 max.		
28	Gründungszuschuss		G											Equal at least to the unemployment pay I received last		
29	Meistergründungsprämie	EU	G											Basic subsidy: EUR 8,000 Job creation bonus: EUR 5,000 / EUR 7,000		

INVESTMENT AND WORKING CAPITAL

P.	PROGRAMME	EU	WHO				FOR WHAT			WHAT			HOW MUCH	MISC.		
			Financed / co-financed	All, without restriction	Founders	Existing Companies	SMEs only	Investment	Operating equipment	Wage costs	Loans	Grant		Participations	Guarantee	Combination possible
32	Agrar-Bürgschaft	EU		G										70% max., guarantee of EUR 750,000 max.		
33	BBB-Express!													Guarantee of EUR 175,000 max., 70% max.		
34	BENE - Nachhaltigkeitsprogramm	EU												30 - 80% for investment projects		
35	Berlin Kapital	EU												Up to EUR 5m max.		
36	Berlin Mittelstand 4.0			G										EUR 2m min., EUR 6m max.		
37	Beteiligungen der MBG			G										Typically up to EUR 1.25m		
38	Bürgschaften für Investitions- und Betriebsmittelkredite			G										80% max.		
39	Bundesförderung für Energieeffizienz in der Wirtschaft													EUR 25m max. per project		
40	EnergiespeicherPLUS													Grant of up to EUR 15,000 towards the costs of an electricity storage system		
41	ERP-Beteiligungsprogramm			G										EUR 1.25m max., in exceptional cases up to EUR 2.5m		
42	ERP-Regionalförderprogramm													EUR 3m max. per project		
43	Film- und New-Media-Förderung			G										Project-dependent		
44	Filmproduktion: Zwischenfinanzierung													Project-dependent, minimum sum typically EUR 100,000 (guaranteed credits and loans)		
45	GründachPLUS													Grant of up to EUR 70,000 towards the costs of installing a green roof		
46	GRW Gemeinschaftsaufgabe			G										Depending on the subsidy region and company size		
48	IBB-Wachstumsprogramm													At least EUR 500,000, typically up to EUR 15m		
49	INVEST - Zuschuss für Wagniskapital			G										EUR 500,000 max. per calendar year		
51	KapitalPLUS													EUR 1,25m max.		
52	KfW-Energieeffizienzprogramm - Energieeffizient Bauen und Sanieren													EUR 25m max. per project		
53	KfW-Energieeffizienzprogramm - Produktionsanlagen/-prozesse													EUR 25m max. per project		
54	KfW-Programm Erneuerbare Energien													Standard variant: EUR 50m max Premium variant: EUR 25m max.		
56	KfW-Umweltprogramm			G										EUR 10m max.		
57	KfW-Unternehmerkredit													EUR 25m max. per project; working capital: EUR 5m max. per project		
58	KMU-Fonds Gründung & Wachstum	EU		G										Up to EUR 10m max.; amount without applicant's bank EUR 250,000		
59	KMU-Fonds Mikrokredite	EU		G										Typically up to EUR 25,000 or EUR 50,000 for knowledge-intensive/innovative companies		
60	Liquiditätshilfen BERLIN													Typically up to EUR 1m max.		
61	Mein Mikrokredit			G										EUR 1,000 to EUR 25,000 max.		
62	Mikromezzaninfonds Deutschland	EU		G										EUR 10,000 to EUR 150,000		
63	Programm für Internationalisierung	EU														
63	• KMU-Projekte - Pfl-KMU	EU												Up to 50%		
64	• Gemeinschaftsprojekte - Pfl-GEM	EU												Up to 100%		
65	• Netzwerkbildung Pfl-NETZ	EU												Up to 80%		
66	VC Fonds Kreativwirtschaft Berlin II	EU		G										First-time investment of up to EUR 1m max.		
67	Wirtschaftsnahe Elektromobilität			G										Project-dependent		

# TECHNOLOGY, RESEARCH AND DEVELOPMENT

P.	PROGRAMME	EU	WHO					FOR WHAT			WHAT		HOW MUCH	MISC.		
			Financed / co-financed	All, without restriction	Founders	Existing Companies	SMEs only	Investment	Operating equipment	Wage costs	Loans	Grant		Participations	Guarantee	Combination possible
70	Berlin Innovativ	EU		G										Up to EUR 2m		
71	Design Transfer Bonus													Grant of EUR 15,000 max. per project in the standard variant		
72	ERP-Digitalisierungs- und Innovationskredit	EU												EUR 25m max.		
73	ERP-Mezzanine für Innovation													EUR 5m max.		
74	EXIST-Forschungstransfer	EU		G										Depending on support phase and project		
75	EXIST-Gründerstipendium	EU		G										Project-dependent		
76	Horizont 2020	EU		G										Project-dependent: 70-100% of refundable costs as well as a flat sum of 25% of direct for indirect costs (overheads)		
78	INNO-KOM/Innovationskompetenz													Market-orientated projects: EUR 400,000 max., for preparatory research projects: EUR 550,000 max.; as an investment allowance: EUR 500,000 max.		
79	KMU-innovativ													Project-dependent		
80	Pro FIT-Frühphasenfinanzierung													Up to 100% of the costs eligible for financing; grant and interest free loan for early phase 1 (each 50%, EUR 200,000 max.); low interest loan for early phase 2; total support for both phases: EUR 500,000 max.		
82	Pro FIT-Projektfinanzierung	EU												Financing of EUR 400,000 max. per project or in the case of group projects, for each partner; loans of up to 1m max.		
84	Programm Innovationsassistent/-in													Personnel-cost grant up to EUR 20,000 for twelve months; up to two jobs can be subsidised at the same time		
85	Service für Technologietransfer und Cross-Innovation	EU												Complimentary service		
86	Transfer BONUS													First-time variant: EUR 3,000 max.; standard variant: EUR 15,000 max./ EUR 45,000 max. (digitisation)		
87	VC Fonds Technologie Berlin II	EU												First-time investment of up to 1m max.		
88	WIPANO - Förderung von Patentierung und Verwertung													50% grant (EUR 16,575 max.) for focus on companies - patents		
89	Zentrales Innovationsprogramm Mittelstand (ZIM)													Depending on the project format as well as on the type and size of the co-operating companies and research institutions		



SUBSIDIES WITHIN THE SCOPE OF LABOUR-MARKET POLICY

P.	PROGRAMME	EU	WHO					FOR WHAT			WHAT			HOW MUCH	MISC.		
			Financed / co-financed	All, without restriction	Founders	Existing Companies	SMEs only	Investment	Operating equipment	Wage costs	Loans	Grant	Participations		Guarantee	Combination possible	De-minimis
92	AFBG/Aufstiegs-BAföG											•	•		Costs of measures (unrelated to income and assets) up to a maximum of EUR 15,000 (of which 40% as a grant), maintenance (non-repayable grant and loan) depending on income and assets, different loan release options		
94	Arbeits- und Ausbildungsplätze für Schwerbehinderte		•					•					•		EUR 25,000 max.		
95	Ausbildungszuschuss		•							•			•		Integrated training: EUR 7,500 max., disadvantaged young people: EUR 10,000 max.; women: EUR 7,500 max.; refugees EUR 5,500 max.; trainees from bankrupt/shutdown companies: EUR 5,000 max.; single parents: EUR 7,500 max.; support for training in marginal occupations: EUR 12 per vocational school day		
96	Eingliederungszuschuss nach den § 88 ff. SGB III		•							•			•		Depending on the individual case: 50% max. for a maximum of 12 months; higher support possible in the case of handicapped people		
97	Einstiegsqualifizierung § 54a SGB III					•							•		EUR 234 max. (from 1 Aug. 2020: EUR 247 max.) plus a monthly flat social contribution payment		
98	Förderung von Langzeitarbeitslosen nach § 16i/e SGB II		•										•		Depending on how long the person hired was unemployed		
99	Landesprogramm Mentoring					•									For companies: free mentoring for their trainees	•	
100	Landeszuschuss für kleine und mittlere Unternehmen						•						•		EUR 12,000 max. per person; based on the gross employee wage and the term of the work contract	•	•
101	Lehrgangskosten der beruflichen Weiterbildung	EU				•							•		Up to 100% of personnel and material costs		
102	WEITER.BILDUNG!		•										•		Depending on the size of the company and other preconditions, up to 100% of training and wage costs		

# CONSULTANCY AND IN-HOUSE TRAINING

P.	PROGRAMME	EU	WHO				FOR WHAT			WHAT			HOW MUCH	MISC.		
			Financed / co-financed	All, without restriction	Founders	Existing Companies	SMEs only	Investment	Operating equipment	Wage costs	Loans	Grant		Participations	Guarantee	Combination possible
104	Beratungsförderung	EU		G		•							•			•
106	BMWi-Innovationsgutscheine (go-inno)					•							•			•
107	Coaching BONUS			G		•							•			•
108	Energieberatung Mittelstand					•							•			•
109	Fachstelle für Qualifizierungsberatung in kleinen und mittleren Unternehmen					•										
110	go-digital					•							•			•
111	Innovative Qualifizierung	EU				•							•			•
112	Potenzialberatung					•							•			•
113	Projektförderung zur Beratung von Existenzgründerinnen und Unternehmerinnen	EU				•										•
114	unternehmensWert:Mensch (uWM/uWM plus)	EU				•	•						•			•

Eligible costs for young companies: EUR 4,000, for existing companies and companies in difficulty: EUR 3,000, of which a grant of 50, 60 or 80% depending on location (companies in difficulty depending on location: 90%)

Up to 50% of the consultancy services

Eligible daily rate for a coach: EUR 1,000 max.; grant amounting to 80% or 50% for companies that have been operating for more than five years; a grant of 100% for the first two days in the case of first-time application for support

Companies with energy costs of more than EUR 10,000; max. grant of EUR 6,000; companies with energy costs of up to EUR 10,000: 80%, max. grant of EUR 1,200

Free on-site consultancy at companies, independent of specific providers

Up to 50%, EUR 16,500 max.

50 - 70% of total costs

EUR 16,000 (basic consultancy: EUR 8,000, advanced consultancy: EUR 8,000)

Project-dependent

Grant to cover 50 - 80% of the process consultancy costs

# *Business Start-ups*

THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
BUSINESS START-UPS



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# Berlin Start



## Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Important additional information at  
[www.ibb.de/berlinstart](http://www.ibb.de/berlinstart)



Video on this programme at [youtube.com/c/InvestitionsbankBerlinIBB](https://www.youtube.com/c/InvestitionsbankBerlinIBB)



Terms and conditions, application  
form and checklist at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



This programme is subject  
to de-minimis rules  
(refer to page 138).



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

## AIM

Founders and young companies in need of financing up to EUR 1.5m are supported when setting up their business activities.

## WHO

Founders in the commercial sector (production industry, crafts, trade and other services) as well as freelance professionals who have the required technical and commercial qualifications for the entrepreneurial activity;

commercial businesses as well as free-lance professionals who have been in business for no more than five years prior to submitting the application. Applicants must be small and medium-sized enterprises (SMEs, see page 138) 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 BürgschaftsBank Berlin when:

- a new company is established,
- an existing company is taken over,
- projects carried out up to seven years after establishment (consolidation)

Loans granted via the borrower's bank.

Financing is available for the following:

- investment costs,
- costs of initial inventories,
- acquisition price unless the transaction is made between first-degree relatives,
- operating equipment.

The maximum financing share totals 100%.

The minimum loan sum totals EUR 5,000, the maximum sum EUR 1.5m.

The term totals between six and ten years with initially up to two redemption-free years and 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](http://www.ibb.de/berlinstart).

At the time of application, BürgschaftsBank Berlin will charge a handling fee (currently 1.5% for the loan sum applied for, at least EUR 250). Guarantee commission currently totals 1.5% p.a. of the loan sum.

Non-scheduled redemption is possible.

## HOW

Applications - including applications for a guarantee from BürgschaftsBank Berlin - must be submitted via the applicant's bank.

Consulting is also possible at IBB.



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

### AIM

- Constant, sustainable and innovative - for 25 years now, BPW has been offering free seminars, workshops, events, consulting services and feedback in order to support founders in Berlin and Brandenburg when it comes to preparing and developing business concepts. The best business plans and business model canvas concepts can win prize money of more than EUR 50,000.

### WHO

- The BPW competition is open to all industries and is designed for anybody with a good idea planning to implement this in Berlin or Brandenburg.

### WHAT

- All offers and services are free of charge.
- Participants can join at any time.
  - Start: October of each year
  - End: June of the following year
- Open to all sectors
- Prize money totals more than EUR 50,000
- Develop a business model with the Business Plan or Business Model Canvas
- More than 130 seminars, workshops, webinars and forums
- More than 300 consultants and advisors provide support for specific questions.
- Numerous networking events for developing and expanding existing networks between founders.
- As a participant, you are under no obligation whatsoever.

### HOW

- Founders can submit their business concept as a business plan or business model canvas in three competition phases for assessment and in order to receive feedback from the experts as well as useful tips.
- In each competition phase, prize money is awarded to three business concepts in the BPW Plan and one concept in the BPW Canvas.
- Online registration and online appointments
- You decide if you want to sign up for all of the offers available or you can select the specific offers that are relevant for your start-up project.



### Businessplan-Wettbewerb Berlin-Brandenburg (BPW)

Office at Investitionsbank Berlin  
Bundesallee 210 (Entrance on  
Regensburger Straße), 10719 Berlin  
Tel. +49 (0) 30 / 2125-2121  
[info@b-p-w.de](mailto:info@b-p-w.de)  
[www.b-p-w.de](http://www.b-p-w.de)



Participation information and requirements concerning contributions by participants at [www.b-p-w.de](http://www.b-p-w.de)

Manual:

[www.b-p-w.de/downloads/handbuch](http://www.b-p-w.de/downloads/handbuch)

Events:

[www.b-p-w.de/de/gruendung/kalender](http://www.b-p-w.de/de/gruendung/kalender)



Video on this programme at [www.b-p-w.de/de/service/mediathek/filme](http://www.b-p-w.de/de/service/mediathek/filme)



Online applications and/or document upload at [www.b-p-w.de/de/registrieren](http://www.b-p-w.de/de/registrieren)



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



# Coachingleistungen in der Vorgründungsphase / Coaching services during the pre-establishment phase



## **zgs consult GmbH**

Rungestraße 19, 10179 Berlin

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Ms Silke Schmöcker-Karges

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[www.zgs-consult.de](http://www.zgs-consult.de)



Important additional information at  
[www.zgs-consult.de/arbeit/coaching](http://www.zgs-consult.de/arbeit/coaching)



This programme is suitable  
exclusively for start-up projects  
in the pre-establishment phase.

## **AIM**

– The aim is to achieve lasting integration of people who are already unemployed or threatened by unemployment in the first labour market by helping them to become self-employed. Support will be given during the development of a market entry strategy in order to minimise the risks of starting out in business.

## **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.

## **WHAT**

- Support for the establishment of a business as full-time self-employment.
- Support for the establishment of self-employment in addition to employment.

## **HOW**

- Before submitting an application, people intent on starting out in business should make an appointment with zgs consult GmbH. They can then present their start-up project with a view to its business purpose, target customer group and financing aspects.
- Applicants then attend a four-day assessment.
- Once they receive a coaching recommendation, coaching of up to 30 hours can be commissioned.
- Coaching services can only be performed by coaches who are listed with zgs consult GmbH.
- Coaching services include, above all, the development and implementation of start-up concepts prior to going into business. The topics addressed include:
  - Product development
  - Identification of the customer group
  - Business plan
  - Development of marketing and price strategies
  - Additional skills development for the entrepreneurial personality
- The same business as the intended start-up may not already be registered with the respective authorities; in the case of freelance activities, tax registration should not already have taken place.



**AIM**

- To finance all forms of start-ups, i.e. establishment or acquisition of a business as well as acquisition of an investment in Germany
- Secondary occupation designed to become a full-time occupation in the medium term
- Consolidation measures within five years after commencing business
- Support for repeated business set-up projects can be granted if no past liabilities exist from earlier self-employed activities.

**WHO**

- Individuals setting up a business or freelance activities or performing consolidation measures in this respect if the project commences within five years after the date of starting up in business
- Individuals acquiring a business as part of a succession scheme
- Small enterprises in the commercial sector (SMEs within the meaning of the EU's definition, see page 138) that have been on the market for less than five years. As a precondition, at least one partner/shareholder must fulfil the application conditions for individuals.

**WHAT**

- Up to 100% of the total debt financing demand, maximum of EUR 100,000 including operating equipment up to a maximum of EUR 30,000
- KfW does not impose any specific guarantee/collateral requirements
- 80% liability exemption for the applicant's bank
- Fixed market rate for the entire term
- Cannot be combined with other KfW and ERP programmes

**HOW**

- Applications must be submitted prior to commencing the project.
- Premature repayment of the loan as a whole or in part is possible against payment of a prepayment penalty.
- A second application can be submitted as long as the loan sum of EUR 100,000 is not exhausted.

**KfW Bankengruppe**

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01 (free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Please submit your application to KfW via your bank or via another bank.



Guidelines, application forms and further information at [www.kfw.de/o67](http://www.kfw.de/o67)



This programme is subject to de-minimis rules (refer to page 138).



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



This financing is made possible by the counter-guarantee provided by COSME and the European Fund for Strategic Investments (EFSI) which was set up in conjunction with the Investment Plan for Europe. The purpose of the EFSI is to provide support for financing and implementing productive investments in the European Union and to secure better access to financing.

# ERP-Gründerkredit - Universell / ERP start-up loan - Universal



## KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01 (free  
of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Please submit your application  
to KfW via your bank or via  
another bank.



Guidelines, application forms  
and further information at  
[www.kfw.de/073](http://www.kfw.de/073)



This programme is subject  
to de-minimis rules  
(refer to page 138).



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

## AIM

↳ Low-interest financing of projects in Germany and abroad for founders, freelance professionals as well as small and medium-sized enterprises who have been in business for less than five years

## WHO

- ↳ Individuals setting up a business or freelance activities or performing consolidation measures in this respect if the project commences within five years after the date of starting up in business
- ↳ Individuals who take over a company in the commercial sector or who, as part of company succession schemes, actively invest in or increase the capital of a company, even if they have been self-employed for more than five years.
- ↳ Small enterprises in the commercial sector (SMEs within the meaning of the EU's definition, see page 138) which have been on the market for less than five years.

## WHAT

- ↳ Up to 100% of the eligible investment costs and/or working capital
- ↳ Maximum sum: EUR 25m per project
- ↳ Customary collateral
- ↳ The interest rate is determined by the applicant's bank with a view to the borrower's economic situation and the collateral provided.
- ↳ 50% liability redemption possible

## HOW

- ↳ Applications must be submitted prior to commencing the project.
- ↳ Premature repayment of the loan as a whole or in part is possible against payment of a prepayment penalty.





**AIM**

- Low-interest financing of start-ups and projects in Germany for founders, freelance professionals as well as medium-sized enterprises which have been in business for less than three years.
- The banks transmitting the loans are protected by a guarantee by the German government. Furthermore, the interest rate during the first ten years of the term is subsidised from ERP special funds (see page 138).

**WHO**

- The programme is designed for individuals with a share of at least 10% in the company, who have the necessary professional and commercial qualification and who are establishing a business or starting up as freelance professionals as their main professional activity in Germany or performing consolidation measures in this respect with the relevant project commencing within three years after starting up in business. The company must fulfil the SME criterion within the meaning of the definition by the EU (see page 138).

**WHAT**

- All forms of start-ups, i.e. establishment or acquisition of a business as well as acquisition of an investment
- Consolidation measures within three years after commencing business
- ERP capital for start-ups is available for co-financing investments in fixed assets and business capital as well as market development expenditure customary in the respective industry
- Support for repeated business set-up projects can be granted if no past liabilities exist from earlier self-employed activities
- 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**

- Up to 30% (old Federal States) or 40% (new Federal States and Berlin), respectively, of the investment sum eligible for support (precondition: mandatory contribution by the founder: 10% (new Federal States and Berlin) or 15% (old Federal States), respectively, of the investment sum eligible for support)
- The term totals 15 years. The loan is to be paid back after seven redemption-free years. 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.
- 100% liability release for the transmitting bank
- This programme can be combined with other subsidy programmes within the scope of the EU's limits for grants.

**KfW Bankengruppe**

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01 (free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Please submit your application to KfW via your bank.



Guidelines, application forms and further information at [www.kfw.de/058](http://www.kfw.de/058)



Investment in business capital is subject to de-minimis rules (refer to page 138).



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



# Förderung innovativer Gründungen / Support for innovative start-ups

## ESF Instrument 5



### Europäisches Fördermanagement GmbH (EFG)

Bernburger Straße 27, 10963 Berlin  
Tel. +49 (0) 30 / 31 86 50 65  
[efg@efg-berlin.eu](mailto:efg@efg-berlin.eu)

### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)  
Mr Mirko Jäkel  
Tel. +49 (0) 30 / 90 13-83 28  
[mirko.jaekel@senweb.berlin.de](mailto:mirko.jaekel@senweb.berlin.de)



Important additional information at [www.berlin.de/sen/wirtschaft/stipend](http://www.berlin.de/sen/wirtschaft/stipend)



Information can be found at [www.berlin.de/sen/wirtschaft/stipend](http://www.berlin.de/sen/wirtschaft/stipend)



Online applications at [www.efg-berlin.eu/?p=1559](http://www.efg-berlin.eu/?p=1559)



This programme is subject to de-minimis rules (refer to page 138).



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

### AIM

↳ To support innovative, technology-based start-ups with coaching, qualification and scholarships, especially within the context of information and communication technology, digitalisation and internationalisation.

### WHO

↳ Project sponsors include start-up centres or incubators, for instance, at universities, in research facilities and at companies that focus on R&D.

### WHAT

↳ Within the scope of the Operational Programme for the European Social Fund (ESF, see page 136) in the 2014-2020 funding period, Instrument 5 “Support for innovative start-ups” offers specific support for innovative start-ups within the scope of “founder workshops” and similar formats. Instrument 5 will expire at the end of the ESF funding period in 2023.

↳ This support addresses new skills requirements in conjunction with innovation processes in business, the technological transformation (above all, regarding state-of-the-art information and communication technology or the spread of digitalisation) as well as ecological goals (e.g. climate protection, energy efficiency and the use of renewable energy).

### HOW

↳ Participation requirements for founders: at least initially developed business plans, place of residence in Berlin

↳ Participants are selected within the scope of the sponsors’ competition procedure and are supported over a period of six to twelve months.

↳ A scholarship of up to EUR 2,000 per month is paid for each founder.

↳ The start-up teams (usually two to four persons) are provided with the necessary infrastructure in the form of workplaces, workshops, laboratories and technical equipment.

↳ The founders receive the necessary coaching and qualifications.

↳ The aim is to develop the relevant products and services to market maturity.

↳ The founders’ skills and expertise are strengthened.

↳ Place of performance: typically Berlin, in certain cases also outside the city as long as this does not lead to unreasonably high expenditure.



## GründungsBONUS / Start-upBONUS

Support during the early start-up phase

### AIM

- Initial start-up financing is provided to support start-ups during the development, implementation and market establishment of innovative products and services.

### WHO

- Support is available to founders and micro-enterprises registered in Berlin who, at the time of application, were not in business for more than one year (beginning with the signing of the partnership agreement).
- In the case of partnerships and corporations, the founders must hold the majority of the shares in the applicant company and exercise the main management functions at the company.
- This programme focuses on start-ups based on technological, digital, creative or particularly sustainable business models even if they do not have a very high degree of technological innovation.
- The programme is generally not open to the construction industry, the catering, hotel and retail sectors, with the exception of mail order businesses, as well as areas that are already ruled out under de-minimis rules.

### WHAT

- An earmarked grant in the form of partial financing for 50% of the total costs eligible for support, however, limited to a maximum of EUR 50,000. The costs eligible for support must be incurred within two years.
- Support is provided to establish companies that are planning to develop, manufacture and introduce applications, products, services, methods or processes that are innovative or not yet established on the market.
- Funding is available to cover expenditure, such as material and investment costs, operating expenses, personnel costs (max. of 50% of the total grant), third-party services, measures to secure and protect rights and patent applications.
- Funding can only be granted for measures that have not yet commenced at the time the application is submitted.
- The main office and the company facilities supported must remain in operation in Berlin for at least three years after the final payment to the funding recipient. In the case of funding for a freelance activity, the activity must also be pursued for at least three more years after the measure has been completed.

### HOW

- Applications must be submitted by the company using the online application procedure at [www.gruendungsbonus.de/foerderung/antrag-stellen](http://www.gruendungsbonus.de/foerderung/antrag-stellen). Funding is paid out in a maximum of five tranches.



### IBB Business Team GmbH GründungsBONUS

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[gruendungsbonus@ibb-business-team.de](mailto:gruendungsbonus@ibb-business-team.de)  
[www.gruendungsbonus.de](http://www.gruendungsbonus.de)



Directives, guidelines and other downloads at:

[www.gruendungsbonus.de/service/download](http://www.gruendungsbonus.de/service/download)



Online applications and/or document upload at [www.gruendungsbonus.de/foerderung/antrag-stellen](http://www.gruendungsbonus.de/foerderung/antrag-stellen)



This programme is subject to de-minimis rules (refer to page 138).



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



# Gründungszuschuss / Founder allowance

Founder allowance to promote self-employment pursuant to section 93 of Volume III of the German Social Security Code



The addresses of the [jobs centres](#) can be found on page 140.  
Toll-free hotline:  
Tel. +49 (0) 800 4 / 55 55 00  
Monday to Friday: 8am to 6pm  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)



Other important information available at  
[www.arbeitsagentur.de/existenzgruendung-gruendungszuschuss](http://www.arbeitsagentur.de/existenzgruendung-gruendungszuschuss)



Information and help for founders available at [www.arbeitsagentur.de/datei/dok\\_bao15225.pdf](http://www.arbeitsagentur.de/datei/dok_bao15225.pdf)



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

## AIM

Applicants commencing self-employment in order to terminate unemployment can receive 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 and
  - who at the time of commencing self-employment are still entitled to unemployment benefits I for at least 150 days
- The feasibility of the venture must be demonstrated. Proof of the knowledge and skills required to perform the professional activity must be furnished.
- Proof of the knowledge and skills required to perform the professional activity must be furnished. In order to prove the feasibility of self-employment, a statement by a suitable body must be presented to the job centre (Agentur für Arbeit); such bodies are chambers of industry and commerce, chambers of skilled crafts, professional chambers, professional associations and banks.
- Repeated support is not available if less than 24 months have expired since the termination of a previous support programme for self-employed activities.
- Further support is also excluded if the applicant has reached statutory retirement age.

## WHAT

- An allowance for six months (discretionary benefit) equal to the unemployment benefits last received plus EUR 300 per month
- A sum of EUR 300 per month can be paid for another nine months (discretionary benefit) if the applicant submits suitable documents as proof of his or her business activity.

## HOW

- This may be subject to a prior advisory meeting at the job centre (Agentur für Arbeit). Appointments can be made online or by calling the hotline.
- The application must be submitted in person to the job centre prior to commencing self-employment or before the seminar or programme begins.
- 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.
- There is no legal obligation to grant investment founder allowance hereunder.
- 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.



## 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 in Berlin starting up in business within four years after passing the German master craftsmen's examination in their trade or, having received exceptional approval pursuant to sections 7b and 8 of the German Vocational Training Act, submit proof of their successful master craftsmen's examination by the date set by the Chamber of Skilled Crafts and Small Businesses.

### WHAT

Two-stage subsidy:

1<sup>st</sup> stage: basic support

- Conditionally repayable financing.
- Once-off financing amounting to EUR 8,000.
- Three years after starting up, the recipient is obliged to prove that he or she is still self-employed.
- Furthermore, proof must be furnished that no significant income was generated from employed or other self-employed activity.

2<sup>nd</sup> stage: job creation support

- An additional bonus of EUR 5,000 is paid if the founder proves that he or she has hired at least one employee registered under the statutory social insurance scheme (full time or an equivalent number of part-time employees, each with at least 50% of a full-time position) for a period of at least twelve months. In the event that training position is created for or occupied by a woman in an occupation with few female trainees, financing in the 2<sup>nd</sup> stage totals EUR 7,000.

### HOW

- Applications for basic support must be submitted to the Berlin Chamber of Skilled Crafts which then forwards them to Senatsverwaltung für Wirtschaft, Technologie und Forschung (Senate Department for Economics, Energy and Public Enterprises).
- The application for the job creation bonus can be submitted to the Chamber of Skilled Crafts within three years after starting up in business.
- Combination with other programmes, such as Berlin Start, is possible.



### Handwerkskammer Berlin

Abteilung Betriebsberatung  
(Business advice service)  
Blücherstraße 68, 10961 Berlin  
Tel. +49 (0) 30 / 2 59 03-4 58  
[betriebsberatung@hwk-berlin.de](mailto:betriebsberatung@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)



### Further information at Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics,  
Energy and Public Enterprises)  
Referat (Division) IV D  
Martin-Luther-Straße 105, 10825 Berlin  
Tel. +49 (0) 30 / 90 13-83 51 / -82 89  
[alexander.masurtschik@senweb.berlin.de](mailto:alexander.masurtschik@senweb.berlin.de)  
[www.berlin.de/sen/wirtschaft](http://www.berlin.de/sen/wirtschaft)



Directive and application forms at  
[www.hwk-berlin.de/existenzgruendung/foerderung-finanzierung/meistergruendungspraemie](http://www.hwk-berlin.de/existenzgruendung/foerderung-finanzierung/meistergruendungspraemie)



This programme is subject to de-minimis rules (refer to page 138).



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





**BUSINESS START-UPS**  
BUSINESS SUPPORT PROGRAMMES

# *Investment and working capital*

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THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
INVESTMENT AND WORKING CAPITAL



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# Agrar-Bürgschaft / Agricultural guarantee



## BürgschaftsBank Berlin

Franklinstraße 6, 10587 Berlin

Mr Dirk Borgmann

Tel. +49 (0) 30 / 31 10 04-15

[info@buergschaftsbank.berlin](mailto:info@buergschaftsbank.berlin)

[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)



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

## AIM

- To promote businesses working in farming, aquaculture and fisheries, agriculture and the food industry, renewable energy, rural development and non-commercial horticulture.
- BürgschaftsBank Berlin issues guarantees to banks for their customers working in the above fields and uses counter-guarantees issued by the European Investment Fund (EIF/COSME).

## WHO

- Start-ups and companies in Berlin working in the above areas with a workforce of less than 250 and maximum annual sales of EUR 50m or a maximum balance sheet total of EUR 43m.

## WHAT

- Default guarantees for a maximum of 50% or 70% for investment loans and working capital refinanced by Landwirtschaftliche Rentenbank (Germany's development agency for agribusiness)
- Maximum guarantee of EUR 750,000 as well as a loan term of up to ten years
- The costs of the guarantee are calculated on the basis of the loan percentage and the applicant company's creditworthiness.
- No fee charged for examining the application
- No debt rescheduling
- No rescue financing

## HOW

- Applications are submitted online by the customer's bank.
- The agricultural guarantee can be combined with other programmes.



This financing is made possible by the counter-guarantee provided by COSME and the European Fund for Strategic Investments (EFSI) which was set up in conjunction with the Investment Plan for Europe. The purpose of the EFSI is to provide support for financing and implementing productive investments in the European Union and to secure better access to financing.



## BBB-Express!

### AIM

- Entrepreneurs may have good ideas, but not always the necessary collateral. BürgschaftsBank Berlin provides guarantees for Berlin's commercial sector in order to secure loans. BBB-Express! features an online application procedure and thereby enables guarantees for secure bank loans to be issued within five working days.

### WHO

- Small and medium-sized enterprises as well as freelance professionals who have been in business for at least three years and whose balance sheet or income statement (not older than 15 months) shows a positive operating result and positive equity.

### WHAT

- Guarantees of up to 70% of investment, working-capital and guaranteed loans, public loans (such as KfW and IBB loans) as well as leasing loans up to a maximum guarantee sum of EUR 175,000. This means that - depending on the collateral needed - loans of between EUR 250,000 (70%) and EUR 350,000 (50%) can be backed.

### HOW

- The application is filed via the bank.
- By submitting an online application directly to BürgschaftsBank Berlin, the bank can receive a guarantee to back its loan to the company.



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Mr Michael Wowra

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[info@buergschaftsbank.berlin](mailto:info@buergschaftsbank.berlin)

[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)



This programme is subject to de-minimis rules (refer to page 138).



# BENE – Berliner Programm für Nachhaltige Entwicklung / BENE - Berlin's programme for sustainable development



## **B.&S.U. Beratungs- und Service- Gesellschaft Umwelt mbH**

Alexanderstraße 7, 10178 Berlin  
Tel. +49 (0) 30 / 3 90 42-46  
[info@bene-berlin.de](mailto:info@bene-berlin.de)  
[www.berlin.de/bene](http://www.berlin.de/bene)



Checklist, guidelines and  
further documents at  
[www.berlin.de/bene](http://www.berlin.de/bene)



This programme is subject  
to de-minimis rules  
(refer to page 138).

## **AIM**

- Berlin's programme for sustainable development provides funding for innovative measures, projects and initiatives that help to achieve a climate-neutral, environmentally friendly Berlin.
- In order to boost competitive strength, companies are supported in their efforts to reduce carbon emissions on a lasting basis and to invest in the introduction of climate protection measures as well as environmental and energy management systems.
- The BENE programme is managed by the Senate Department for the Environment, Transport and Climate Protection and is co-financed by the European Regional Development Fund ([ERDF](#), see page 136).

## **WHO**

- Legally independent companies of any size with a site or operating facility in Berlin

## **WHAT**

- Funding for climate relevant investments, e.g. for:
  - Building refurbishment
  - Energy-related optimisation of production processes
  - Replacement/optimisation of lighting, cooling/air-conditioning systems, pumps, drives, motors
  - Introduction of cogeneration
  - Use of renewable energy to generate heat using geothermal energy, biomass and solar energy
- Funding for the first-time introduction of an environmental and energy management system, such as DIN EN ISO 50001, DIN EN ISO 14001 or EMAS

## **HOW**

- Applications are submitted in a two-phase procedure: Please first submit a project outline to the project sponsor B.&S.U. mbH.
- Following successful examination, you will be requested to submit your application.
- The contents and economic efficiency of the project determine the level of funding which is examined in each individual case.
- The BENE share in investment projects can total between 30% and 80% max. and in the case of management systems 80% max. or EUR 75,000, respectively.
- There is no obligation to provide funding.



## Berlin Kapital / Berlin capital

### AIM

- Mezzanine capital is granted in order to improve the capital structure of small and medium-sized enterprises (SMEs, see page 138).
- The mezzanine character (see page 139) is designed to improve the company's credit rating and to make it easier to borrow money in order to finance growth and innovation.

### WHO

- Eligible applicants are small and medium-sized enterprises who have the legal form of a corporation (e.g. UG [German limited liability company], GmbH [private limited company], GmbH & Co. KG [private limited company with a limited partner], KGaA [partnership limited by shares], AG [public limited company], including mixed forms) with their place of business or a facility in Berlin.
- The companies should have sufficient debt service capabilities or value increase potential and should be profitable in the long-term. Projects must be located in Berlin in order to be eligible.
- Rescue projects and financing of companies in difficulty within the meaning of the European Commission's definition are not eligible.

### WHAT

- Mezzanine and outside capital-type funds are made available in the form of silent participations and junior loans of up to EUR 5m. Financing is available for defined projects within the scope of a business start-up or company expansion project or to strengthen a company's general operations. The cost of transferring ownership rights to companies can be financed as long as such transfer takes place between two independent contract partners.
- Silent participations and junior loans are subject to subordination and thereby develop equity character. A 50% co-financing share by further partners (applicant's bank, equity fund, etc.) is usually required for your project. In the case of financing of up to EUR 1m, co-financing by an investment company is required.

### HOW

- Applications under this programme for funds from SME fund for start-ups and growth (see page 58) are submitted as information applications to IBB either in writing or online. A plausible business plan along with the documents shown in the checklist on the programme page must also be enclosed.



#### Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
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[www.ibb.de](http://www.ibb.de)



Detailed information as well as up-to-date terms and conditions at [www.ibb.de/berlinkapital](http://www.ibb.de/berlinkapital)



Checklist, guidelines and further documents at [www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or document upload at [www.ibb.de/eantrag](http://www.ibb.de/eantrag)



# Berlin Mittelstand 4.0 / SMEs in Industry 4.0



## Investitionsbank Berlin

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Tel. +49 (0) 30 / 2125-4747  
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[www.ibb.de](http://www.ibb.de)



Detailed information as well as up-to-date terms and conditions at [www.ibb.de/berlinmittelstand](http://www.ibb.de/berlinmittelstand)



Checklist, guidelines, application form and other documents at [www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or document upload at [www.ibb.de/eantrag](http://www.ibb.de/eantrag)



This programme is subject to de-minimis rules (refer to page 138).



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

## AIM

- Financing for investments by medium-sized enterprises that generate growth and create or secure jobs, open up new business fields beyond Berlin and Germany and promote the application and development of innovative technologies.
- Support under this programme focuses particularly on the application of Industry 4.0 solutions and investments in digitalisation.
- Loans are granted at low, risk-adjusted rates via the borrower's bank with 60% liability redemption for the borrower's banks.

## WHO

- Applications for support under this programme can be submitted by:
  - Founders and business start-ups
  - SMEs, (see page 138)
  - Larger medium-sized businesses (midcaps with fewer than 3,000 employees) in the manufacturing, IT and services sectors.
- The companies must have their registered office or at least one organisationally independent operating facility within the meaning of section 12 of the German fiscal code (AO) in Berlin and must invest in Berlin.
- Financing is not available for the following sectors: agriculture and forestry, aquaculture, fisheries, the iron and steel-making industry, the construction, hospitality, hotel sectors, as well as retail (except mail order). Rescue projects and companies in difficulty are not eligible for support.

## WHAT

- Support is available for all forms of investment and the related working capital for projects that are innovative or of economic importance for the region. This includes, in addition to investments in establishment and expansion, also pro-rata wage costs, especially in projects to use IT solutions and digital connectivity in production and services (Industry 4.0).
- Support is subject to the following conditions:
  - Loan amount: EUR 2m to EUR 5m
  - Payout: 100%
  - IBB grants the borrower's bank 60% liability redemption
  - Flexible terms ranging from three to ten years
  - Favourable, risk-differentiated interest rates
  - Payments are effected each quarter and in arrears.

## HOW

- The application documents are available online (see column in the margin).
- Following a positive credit assessment and collateral check, the applicant's bank approves the loan application and passes the documents on to IBB. Due to redemption from liability for the applicant's bank, IBB also performs a credit assessment.



## Beteiligungen der MBG / Investment by MBG

Investment by Mittelständischen Beteiligungsgesellschaft Berlin-Brandenburg GmbH (MBG)

### AIM

- ↳ The purpose of the investment is to create or to secure a lasting and competitive existence by way of expanding the equity basis and can be used in the following areas:
  - co-operation
  - 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 as well as small and medium-sized enterprises in Berlin and Brandenburg

### WHAT

- ↳ Open and silent investment
- ↳ The investment sum typically totals up to EUR 1.25m.
- ↳ The investment fee depends on the applicant's rating and comprises 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 payout.

### 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.



### Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH

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[www.mbg-bb.de](http://www.mbg-bb.de)



Detailed information at  
[www.mbg-bb.de/beteiligungskapital](http://www.mbg-bb.de/beteiligungskapital)



The checklist for the query to MBG at  
[www.mbg-bb.de/anfrage](http://www.mbg-bb.de/anfrage)



This programme is subject to de-minimis rules (refer to page 138).



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



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



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## **Investitionsbank Berlin**

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## **PricewaterhouseCoopers AG**

Kapelle-Ufer 4, 10117 Berlin  
Mr Bernd Papenstein, Mr Peter Koch  
Tel. +49 (0) 30 / 26 36-12 04  
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[koch.peter@de.pwc.com](mailto:koch.peter@de.pwc.com)  
[www.pwc.de](http://www.pwc.de)



Questions regarding guarantees  
**Senatsverwaltung für Wirtschaft,  
Energie und Betriebe**  
(Senate Department for Economics,  
Energy and Public Enterprises)  
Martin-Luther-Straße 105, 10825 Berlin  
Mr Dr Michael Knieß  
Tel. +49 (0) 30 / 90 13-83 67



Documents can be downloaded at  
[www.buergschaftsbank.berlin/  
dokumente.html](http://www.buergschaftsbank.berlin/dokumente.html) and  
[www.ibb.de/de/foerderprogramme/  
landesbuergschaften.html](http://www.ibb.de/de/foerderprogramme/landesbuergschaften.html)



Online applications at  
[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)



This programme is subject  
to de-minimis rules  
(refer to page 138).



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

## **AIM**

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

## **WHO**

- ↳ Commercial enterprises or freelancers with an operating facility in Berlin as well as founders in Berlin planning to establish a business or to work as freelance 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).

## **WHAT**

- ↳ Guarantees to secure sureties and loans are provided in order to protect the applicant's bank (lender) against the risk of default:
  - to finance initial investments,
  - to finance investments in line with operational requirements,
  - to provide temporary funds to finance current business activities,
  - to buy shares in the company.

## **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.
- ↳ An application fee is due when the application is submitted. Processing and examination of applications begin after payment of the application fee.
- ↳ Depending on the loan required, applicants must choose between the following options or procedures and contact partners:
  - Up to EUR 1.25m from Bürgschaftsbank Berlin for a maximum of 80% of a loan.
  - From EUR 1.25m to EUR 10m from the Federal State of Berlin via Investitionsbank Berlin, typically for 70% of a surety or loan.
  - In the case of guarantees involving both federal government and the federal states and exceeding EUR 10m, the contact partner for these guarantees is the auditing firm of PricewaterhouseCoopers AG (PwC) (special restrictions).



## Bundesförderung für Energieeffizienz in der Wirtschaft / Government assistance for energy efficiency in the business sector

### AIM

- ↳ Financing of projects to increase energy efficiency and the use of renewable heat technologies in the business sector.
- ↳ Financing will be provided for measures that significantly increase electricity or heat efficiency and thus help to reduce energy consumption - from highly efficient standard components to complex system solutions.
  - Module 1 - Cross-sectional technologies
  - Module 2 - Provision of process heat from renewable energies
  - Module 3 - Measurement and control technology, sensor technology and energy management software
  - Module 4 - Energy-related optimisation of plants and processes
- ↳ The investment must already be up and running for at least three years.

### WHO

- ↳ Domestic and foreign commercial companies and contractors
- ↳ Municipal companies
- ↳ Freelance professionals
- ↳ Farmers (eligible for support in module 2 only and always subject to Art. 41 of the General Block Exemption Regulation (GBER) with a business in Germany.

### WHAT

- ↳ Under what conditions is funding provided?
  - Promotional loan with a term of up to 20 years and an initial redemption-free period of three years
  - Fixed-interest period of up to ten years
  - Payout of 100%
  - Redemption grant for up to 40% in modules 1, 3 and 4 and for up to 55% in module 2
 Alternatively, the Federal Ministry for Economic Affairs and Energy provides a pure investment allowance.
- ↳ To what extent is funding provided?
  - Up to 100% of the investment costs eligible for support
  - Typically up to EUR 25m per project

### HOW

- ↳ Please submit your application to KfW via your bank before commencing the project.



#### KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Please submit your application via your bank to KfW.



The required documents are available at: [www.kfw.de/295](http://www.kfw.de/295)



This programme is subject to de-minimis rules (refer to page 138).



# EnergiespeicherPLUS / EnergyStoragePLUS



**IBB Business Team GmbH**

**EnergiespeicherPLUS**

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Tel. +49 (0) 30 / 2125-4480

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[ibb-business-team.de](mailto:ibb-business-team.de)

[www.energiespeicherplus.de](http://www.energiespeicherplus.de)



Guidelines, leaflets and other downloads available at

[www.energiespeicherplus.de/  
service/download](http://www.energiespeicherplus.de/service/download)



Apply online and/or upload documents at

[www.energiespeicher plus.de/  
antrag-stellen](http://www.energiespeicherplus.de/antrag-stellen)



This programme is subject to de-minimis rules (refer to page 138).

## AIM

- The aim of promoting electricity storage is to promote the expansion of photovoltaics (PV) in Berlin and to increase the share of renewable energies in electricity consumption even at times of low sunshine.
- This will relieve the strain on electricity distribution networks and help achieve the climate protection goals set out in the Berlin Energy Transition Act (Energiewendegesetz).

## WHO

- Legal entities under private and public law as well as partnerships with legal capacity, natural persons (private individuals and freelancers) and the Berlin districts can apply.

## WHAT

- Project funding is provided in the form of a non-repayable grant towards the costs of acquiring a stationary, secondary, grid-supporting electricity storage system. This must be installed in conjunction with a new PV system to be installed and connected to the distribution grid.
- The extension of an existing plant is also eligible. In this case, the amount of support is only calculated according to the capacity of the PV system to be newly installed.
- Funding totals EUR 300 per kWh of usable capacity of the electricity storage system up to a maximum of EUR 15,000 per electricity storage system.
- An additional bonus of EUR 300 per storage unit is granted if the storage unit or energy management system has a forecast-based operation strategy.
- The number of eligible electricity storage units is limited to one per PV system.
- The acquisition of a PV system is not subsidised.
- Funding is not available for user-built systems and prototypes, nor for leased and used systems.

## HOW

- Applications must be submitted via the electronic application portal at [www.energiespeicherplus.de/antrag-stellen](http://www.energiespeicherplus.de/antrag-stellen).
- As a rule, the project may not have been started before the support decision is issued.
- This programme can be combined with other business development programmes.





**AIM**

- ↳ To expand the equity basis of small and medium-sized enterprises by providing capital through venture capital companies who receive refinancing loans for this purpose under the [ERP](#) investment programme (see page 138).

**WHO**

- ↳ Investors: private equity investment firms in Germany
- ↳ Investees: Small and medium-sized enterprises in the commercial sector in Germany with group sales of up to EUR 50m or up to EUR 75m in exceptional cases

**WHAT**

- ↳ Re-financing loans for the capital invested
- ↳ A guarantee issued by a guarantee bank is required.
- ↳ Maximum sum: EUR 1.25m
- ↳ 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 of the refinancing loan: Ten years in the new Federal States and 13 years in Berlin
- ↳ Any form of participation is acceptable (exception: exclusion from losses in the case of composition or insolvency proceedings).
- ↳ The fee can be freely agreed upon.

**HOW**

- ↳ Applications must be submitted prior to commencing the project.
- ↳ This programme can be combined with other support programmes.
- ↳ Up to 100% of the sum invested.

**KfW Bankengruppe**

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Investors: The equity fund submits the application to KfW via the applicant's bank.

Investees: Applications are submitted directly to a private equity fund.



Guidelines, application forms and other information for the old federal states at [www.kfw.de/100](http://www.kfw.de/100)

Guidelines, application forms and other information for the new federal states and Berlin at [www.kfw.de/104](http://www.kfw.de/104)



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



## ERP-Regionalförderprogramm / ERP regional development programme



### KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Please submit your application  
via your bank to KfW.



Guidelines, application forms and  
other information for SMEs at  
[www.kfw.de/o62](http://www.kfw.de/o62)

Guidelines, application forms and  
other information for small  
enterprises at [www.kfw.de/o72](http://www.kfw.de/o72)

### AIM

- To finance investments by small and medium-sized companies in the commercial sector in Germany's regional support areas.

### WHO

- German and foreign SMEs (see page 138) which have been active on the market for at least five years
- Freelancers who have been active on the market for at least five years
- For renting and leasing commercial real estate: Private individuals, freelancers and SMEs, regardless of the duration of the business activity

### WHAT

- Standard bank loan with collateral
- Maximum amount: EUR 3m max. per project
- Risk-based interest rate
- Support window for small enterprises with additionally more favourable interest rates
- Up to 100% of eligible costs

### HOW

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



## Film- und New-Media-Förderung / Film and new media promotion

### Film and new media promotion in the Berlin-Brandenburg region

#### AIM

- ↳ To strengthen the media region from an artistic, economic and technical perspective
- ↳ To promote films and high-end series in the categories of material and project development, production, distribution and sales
- ↳ To support the development and production of innovative audiovisual content such as games, multiplatform content, virtual and augmented reality projects
- ↳ Other measures to strengthen the media industry
- ↳ To present and represent the media region in Germany and abroad

#### WHO

- ↳ Producers and developers with their place of business, a branch or at least a production facility in Berlin-Brandenburg

#### WHAT

- ↳ Within the framework of the film promotion and support guidelines, support is available for the development, production as well as distribution and sale of cinema features, TV films and series in the fields of fiction, entertainment and factual, as well as for cinemas themselves. Support is also available for innovative audio-visual content for non-linear distribution channels as well as innovative and interactive audio-visual content.
- ↳ Support categories: Script, idea and project development, support for productions and young talent, distribution and/or sale and other projects (such as presentations, events, professionalisation measures, etc.)
- ↳ Success-based redeemable loan; allowance in the case of "other projects"
- ↳ 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 its activities in the fields of monetary support, location marketing and structural promotion, the services of the Medienboard initiatives, such as the Berlin Brandenburg Film Commission (BBFC) and Creative Europe Desk Berlin-Brandenburg, are helping to modernise the media region.

#### HOW

- ↳ Applications must be submitted to Medienboard Berlin-Brandenburg GmbH before the project and/or measure begins.
- ↳ Applicants for production subsidies must usually furnish a distribution agreement.
- ↳ This programme can be combined with other support.
- ↳ There is no obligation to provide support.
- ↳ Applicants should usually bear 50% of the German share of financing. In the case of cross-border or difficult audio-visual productions, the applicant's share can be reduced.
- ↳ Medienboard Berlin-Brandenburg GmbH decides on the amount of support to be granted.
- ↳ At least the funds granted by Medienboard must be used in Berlin-Brandenburg (regional effect).



#### Medienboard Berlin- Brandenburg GmbH

August-Bebel-Straße 26-53  
14482 Potsdam-Babelsberg  
[info@medienboard.de](mailto:info@medienboard.de)  
[www.medienboard.de](http://www.medienboard.de)

#### Head of film promotion Film Commissioner

Mr Christian Berg  
Tel. +49 (0) 3 31 / 7 43 87-23  
[c.berg@medienboard.de](mailto:c.berg@medienboard.de)

#### Head of new media promotion

Ms Anna-Sarah Vielhaber  
Tel. +49 (0) 3 31 / 7 43 87-83  
[a.vielhaber@medienboard.de](mailto:a.vielhaber@medienboard.de)

#### Head of the Berlin Berlin Brandenburg Film Commission (BBFC)

Ms Christiane Krone-Raab  
Tel. +49 (0) 3 31 / 7 43 87-31  
[c.raab@medienboard.de](mailto:c.raab@medienboard.de)

#### Head of Creative Europe Desk Berlin-Brandenburg

Ms Susanne Schmitt  
Tel. +49 (0) 3 31 / 7 43 87-51  
[s.schmitt@ced-bb.eu](mailto:s.schmitt@ced-bb.eu)



Detailed information at  
[www.medienboard.de/nc/foerderung-film](http://www.medienboard.de/nc/foerderung-film)  
and  
[www.medienboard.de/nc/foerderung-games](http://www.medienboard.de/nc/foerderung-games)  
and  
[www.medienboard.de/nc/foerderung-filmtheater](http://www.medienboard.de/nc/foerderung-filmtheater)  
and  
[www.creative-europe-desk.de/media.php](http://www.creative-europe-desk.de/media.php)



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



# Filmproduktion: Zwischenfinanzierung / Film production: Bridge financing

Promoting Berlin-Brandenburg as a media location



## **Investitionsbank des Landes Brandenburg**

Babelsberger Straße 21, 14473 Potsdam  
Tel. +49 (0) 3 31 / 6 60-16 02  
[medien@ilb.de](mailto:medien@ilb.de)  
[www.ilb.de](http://www.ilb.de)

## **Investitionsbank Berlin**

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[zwififilm@ibb.de](mailto:zwififilm@ibb.de)  
[www.ibb.de](http://www.ibb.de)

## **Medienboard Berlin- Brandenburg GmbH**

August-Bebel-Straße 26-53  
14482 Potsdam-Babelsberg  
Mr Christian Berg (Förderbereich)  
Tel. +49 (0) 3 31 / 7 43 87-23  
[info@medienboard.de](mailto:info@medienboard.de)  
[www.medienboard.de](http://www.medienboard.de)



Detailed information at  
[www.ibb.de/filmproduktion](http://www.ibb.de/filmproduktion)



Guideline and checklist at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)

### **AIM**

- ↳ To strengthen the Berlin-Brandenburg media location

### **WHO**

- ↳ Production companies based in Brandenburg and Berlin or German production companies (also as part of an international co-production venture) performing a large part of their service production in the Berlin-Brandenburg media region.

### **WHAT**

- ↳ Project-related loans and guarantees are made available for bridge financing of film and television productions.
- ↳ The prerequisite is closed end financing.
- ↳ The minimum amount for guarantees and loans should total at least EUR 100,000.
- ↳ The terms and conditions are determined on the basis of the assessment of the specific risk.

### **HOW**

- ↳ Informal applications can be submitted to Investitionsbank Berlin (IBB) or Investitionsbank des Landes Brandenburg (ILB).
- ↳ Medienboard Berlin-Brandenburg GmbH forwards the applications to the investment banks. Applications are checked and processed by ILB.
- ↳ Documentation concerning the company and the project must be additionally submitted with information typically requested by banks.



## GründachPLUS / Green Roof PLUS

1.000-Grüne-Dächer-Programm / The 1,000-Green Roofs Programme

### AIM

- ↳ This programme provides funding for the expansion of green roof projects in Berlin.
- ↳ This should open up new potential for the creation of recreational areas and habitats for animals and plants and limit negative climate impacts throughout the city.

### WHO

- ↳ Applications can be submitted by owners and other parties entitled to dispose of existing buildings in densely populated urban areas in Berlin (such as hereditary building owners, initiative groups, interest groups, associations, meeting places, retirement homes, etc.).
- ↳ A postcode query for the support area can be found online at: [www.gruendachplus.de/regulaere-foerderung/wer-ist-antragsberechtigt](http://www.gruendachplus.de/regulaere-foerderung/wer-ist-antragsberechtigt).

### WHAT

- ↳ Support is available for the first-time installation of green roofs on residential, office and commercial buildings as well as on roofs of garages if at least 100 sqm of vegetation area is created.
- ↳ Non-redeemable partial financing is granted once per building in the form of project funding.

The support programme is divided into two support tiers:

- ↳ **Regular support** consists of grants for green roof projects of up to 75% of the eligible costs for material and labour - however, not exceeding EUR 60,000 - per building. In addition, 50% - however, not exceeding EUR 10,000 - of proven consulting and planning costs are covered.
- ↳ In the case of a combination of green roofs and solar energy systems, additional costs, if any, are eligible.
- ↳ **Green Roof Lab support** is available for particularly innovative, experimental, participatory or common-good-focused green roof concepts.
- ↳ Support is available for green roofs as well as green façades, etc. Greening of new buildings can also be supported in individual cases.
- ↳ Support amounts to up to 100% of the cost of production and up to EUR 10,000 of planning and consulting costs. A funding committee decides on the amount of funding.

### HOW

- ↳ Applications are submitted in two stages and in paper form.
- ↳ Information regarding the application procedure can be found at: [www.gruendachplus.de/antrag-stellen](http://www.gruendachplus.de/antrag-stellen).
- ↳ Applicants are at liberty to start the project at their own risk after IBB Business Team GmbH has confirmed receipt of the preliminary application.
- ↳ This programme can be combined with other business development programmes.



#### IBB Business Team GmbH GründachPLUS

Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4697  
[gruendachplus@ibb-business-team.de](mailto:gruendachplus@ibb-business-team.de)  
[www.gruendachplus.de](http://www.gruendachplus.de)



Berliner Regenwasseragentur  
(Berlin Rainwater Agency)  
provides free advice on all  
aspects of green roofs and  
rainwater management:  
[www.regenwasseragentur.berlin](http://www.regenwasseragentur.berlin)



Guidelines, leaflets and other  
downloads available at  
[www.gruendachplus.de/  
service/download](http://www.gruendachplus.de/service/download)



Information regarding the  
application process in paper  
form and/or for uploading  
the documents at  
[www.gruendachplus.de/  
antrag-stellen](http://www.gruendachplus.de/antrag-stellen)



This programme is subject  
to de-minimis rules  
(refer to page 138).



# GRW Gemeinschaftsaufgabe / GRW common task

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



## Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Detailed information at  
[www.ibb.de/grw](http://www.ibb.de/grw)



Video on this programme at  
[youtube.com/c/  
InvestitionsbankBerlinIBB](https://youtube.com/c/InvestitionsbankBerlinIBB)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or  
document upload at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)



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

## AIM

- To create and secure permanent jobs in all districts of Berlin by supporting investment in the commercial sector.
- Support by the Federal State of Berlin focuses on investment projects at small and medium-sized enterprises (SMEs, see page 138) as well as investment in the health sector, energy technology, transport/mobility and logistics, optical technologies, ICT/media and the creative industry.
- Projects from other sectors can also be supported on condition that the corresponding structural effects exist.

## WHO

- Start-ups and companies in the commercial industries with predominantly supra-regional sales unless otherwise non-eligible for support for particular industries/branches.
- Support is generally not provided for investments in relocations from Brandenburg to Berlin.

## WHAT

- A pro-rata allowance is granted for investments.
- Support and funds 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 support. Support and funds are available for projects of the following types:
  - In the case of small and medium-sized enterprises:
    - Establishment of a new operating facility (investment in new assets)
    - Expansion of the capacities of an existing plant (investment in expansion)
    - Diversification of the production portfolio of a facility into products not yet manufactured there
    - Fundamental change in the overall production process at an existing facility
    - Acquisition of assets of a facility under certain conditions
  - In the case of large enterprises:
    - Establishment of a new operating facility (investment in new assets)
    - Diversification of the activity at a facility under certain conditions (new activity)
    - Acquisition of assets of a facility under certain conditions and further on condition that another activity is being pursued at the facility
    - Diversification at an existing facility by including new products or process innovations (in class-C support regions and under certain conditions)
    - Investment projects that enable the company to go beyond national and EU standards for environmental protection or to improve environmental protection in areas where standards are lacking (environmental protection assistance)



- ↳ One of the preconditions for support is that investment projects must have a volume of at least EUR 10,000.
- ↳ The investment sum, related to one year, must exceed the average depreciation accrued over the past three years - disregarding special depreciation and amortisation - by at least 50%, or if, at the time the application is submitted, the number of permanent jobs at the respective facility is increased by at least 10% (= special effort). Each newly created training position is counted as a permanent job. The preconditions are considered to be fulfilled in the case of investments by a company not previously established in the municipality or if an established company invests in a new business activity or in acquiring a facility that has been shut-down or is threatened by closure.
- ↳ The following maximum support and funding rates are permitted in Berlin's class-C support regions (refer to [www.businesslocationcenter.de/foerdergebiete-karte](http://www.businesslocationcenter.de/foerdergebiete-karte)): small enterprises: 30%, medium-sized enterprises: 20%, other operating facilities: 10%. Some areas of Berlin are classified as class-D support regions. Small enterprises can be supported at a rate of 20% and medium-sized enterprises 10%. In class-C and D support regions, investment projects by large enterprises can also be supported with a maximum of EUR 200,000 within three fiscal years.
- ↳ If newly created, highly qualified permanent jobs are given to women, special support amounting to EUR 5,000 can be granted. The maximum support rate may not be exceeded as a result of this.
- ↳ The basis is part II - commercial sector - of the co-ordination framework of the common task "improvement of regional economic structure" as of 17 September 2018 (published on 5 October 2018) as well as Berlin's currently valid rules for support and funding measures.

#### HOW

- ↳ Applications must be submitted to Investitionsbank Berlin using the official application form.
- ↳ Applications must be submitted to IBB before the investment project is underway. Only then should the project be commenced.
- ↳ It is urgently recommended that applicants contact Investitionsbank Berlin in advance.
- ↳ Retroactive support is not permitted.
- ↳ There is no legal obligation to grant an investment allowance under this programme. The same is applicable to the rates granted.



# IBB-Wachstumsprogramm / IBB growth programme

## Co-operation loan for medium-sized companies



### Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Detailed information at  
[www.ibb.de/wachstumsprogramm](http://www.ibb.de/wachstumsprogramm)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)

### AIM

- To finance investment in the growth of commercial and industrial enterprises with a commercial bank (consortium leader) in order to strengthen Berlin as a business location

### WHO

- Applications can be submitted by companies from the commercial and industrial sector with a private majority shareholding and a facility or registered office in Berlin. The company should usually have been established three years prior to the date of submitting the application.

### WHAT

- Financing of investment in fixed assets requiring the medium and long-term provision of funds as well as financing of investment in operating equipment in this context
- Re-financing and follow-up financing of existing loans
- Base financing for operating equipment with a fixed term
- Pre-financing of receivables, inventories or orders
- Rescue financing is not eligible
- Redemption loans, guaranteed loans and, in the case of loans for operating equipment, fixed loans with an IBB share of EUR 500,000 up to typically EUR 15m, or up to EUR 5m in the case of loans for operating equipment
- IBB finances a maximum of 50% of the total volume.
- The loan is paid out in full (100%) and subject to market rates as agreed to with the applicant's bank.
- Term: generally ten years maximum. The loan is redeemed in equal instalments. Premature repayment in part or in full is generally not foreseen. Final details are subject to agreement with the applicant's bank.
- The loan must be secured with the customary collateral to be agreed to with the applicant's bank.
- Market rates/fees as agreed to with the applicant's bank

### HOW

- Following examination of the specific case, the loan is granted jointly by the applicant's bank and IBB.





## INVEST - Zuschuss für Wagniskapital / INVEST - Venture capital grant

### AIM

- To improve financing conditions for young, innovative companies by reducing the risk for private investors (Business Angels) who provide venture capital

### WHO

- Private investors who acquire shares in young, innovative companies
- Support conditions for companies:
  - Small companies, less than seven years in business, fewer than 50 full-time employees, annual sales or annual balance sheet sum of EUR 10m max.
  - Corporation with its registered office in the EEA and at least one branch or facility in Germany
  - The company must operate in an innovative industry or hold a patent (not older than 15 years) directly related to the business purpose, or have received in the past two years public funding for a research/innovation project, or a brief report issued by an appointed, independent expert and ordered by BAFA confirms innovativeness.
- Support conditions for investors:
  - An individual who is not be affiliated to the company and whose main place of residence is in the EEA.
  - Shares can be acquired through an investment company (GmbH or UG haftungsbeschränkt [German limited liability companies] with a maximum of six shareholders (natural persons) and by subscribing to and holding shares as well as asset management and consultancy services as the object of business.
  - The investment must be a first-time investment in the company.
  - In the case of shares supported under INVEST, follow-up investment is also possible.
  - Support is available for the acquisition of shares via a convertible loan.
- The shares must participate fully in risks and opportunities.

### WHAT

- Private investors are refunded 20% of the price of the shares acquired (acquisition allowance) which does not have to be paid back when the shares are held for a minimum period of three years.
- Minimum investment of EUR 10,000
- If the acquisition of shares is linked to milestones, each individual payment must total at least EUR 10,000.
- The annual allowance that can be approved per investor for the acquisition of shares totals up to EUR 500,000.
- Shares of up to EUR 3m p.a. per company can qualify for support.
- If shares supported by INVEST are sold at a profit after the end of the three-year minimum holding period, the investor can apply for an exit grant and receive 25% of the capital gain as lump sum tax compensation (applies only to natural persons).
- Minimum amount of the capital gain: EUR 2,000
- The exit grant is limited to 80% of the original investment amount.



### Bundesamt für Wirtschaft und Ausfuhrkontrolle (BAFA)

Referat 411  
Frankfurter Straße 29-35  
65760 Eschborn  
Tel. +49 (0) 61 96 / 9 08-19 64  
[invest@bafa.bund.de](mailto:invest@bafa.bund.de)  
[www.bafa.de](http://www.bafa.de)



Detailed information at  
[www.bafa.de/invest](http://www.bafa.de/invest)  
and  
[www.invest-wagniskapital.de](http://www.invest-wagniskapital.de)



Video on this programme at  
[www.invest-wagniskapital.de](http://www.invest-wagniskapital.de)



Guidelines, legal information  
and forms at [www.bafa.de/invest](http://www.bafa.de/invest)



Online applications and/or  
document upload at  
[www.bafa.de/invest](http://www.bafa.de/invest)



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





#### HOW

- Companies must submit their applications online to BAFA.
- BAFA then issues the company with a certificate of eligibility which boosts the company's chances of obtaining capital.
- The investor also submits its application for acquisition allowance to BAFA (after the company has submitted its application). BAFA performs a check and issues a notice to the investor. After the shares have been paid and the investor furnishes the required proof of investment, the allowance is then paid out.
- In the case of a start-up project, the investor submits its application first. The company can only apply for eligibility after it has been established and entered in the commercial register.
- The application for an exit grant must be submitted online to BAFA at the latest three months after the sale.

## AIM

- To finance projects in the form of a variable combination of guaranteed 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, credit-worthiness and rating, as well as an improved position in negotiations with the company's bank.

## WHO

- The company must be an SME (see page 138) 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 BürgschaftsBank Berlin in favour of a bank, Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH provides investment designed to strengthen a company's equity.
- Any financing demand for projects of SMEs in Berlin; precondition: a future-orientated project and a sound concept.

## HOW

- Applications should be submitted either to BürgschaftsBank Berlin or Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH.



### BürgschaftsBank Berlin

Franklinstraße 6, 10587 Berlin  
[info@buergschaftsbank.berlin](mailto:info@buergschaftsbank.berlin)  
[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)

### Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH

Berlin Office  
 Franklinstraße 6, 10587 Berlin  
 Mr Michael Wowra  
 Tel. +49 (0) 30 / 31 10 04-21  
[berlin@mbg-bb.de](mailto:berlin@mbg-bb.de)  
[www.mbg-bb.de](http://www.mbg-bb.de)



Information available at  
[www.mbg-bb.de/beteiligungskapital](http://www.mbg-bb.de/beteiligungskapital)



Required documents at  
[www.mbg-bb.de/anfrage](http://www.mbg-bb.de/anfrage)



This programme is subject to de-minimis rules (refer to page 138).



# KfW-Energieeffizienzprogramm - Energieeffizient Bauen und Sanieren / KfW energy efficiency programme - energy-efficient building and refurbishment



## KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Programme variant for new buildings at [www.kfw.de/276](http://www.kfw.de/276)

Programme variant for refurbishment at [www.kfw.de/277](http://www.kfw.de/277)

Programme variant for single measures at [www.kfw.de/278](http://www.kfw.de/278)



This programme is subject to de-minimis rules (refer to page 138).

## AIM

↳ Financing for new buildings, first-time acquisition and refurbishment of commercially used non-residential buildings in order to save energy and reduce carbon emissions.

## WHO

- ↳ German and foreign companies in the commercial industries with a private majority shareholding
- ↳ Freelance professionals, such as physicians, tax advisors and architects
- ↳ Companies performing (energy-related) services for commercial non-residential buildings for third parties within the scope of a contracting agreement

## WHAT

- ↳ Energy-saving refurbishment of commercial used non-residential buildings to one of the following standards: KfW efficiency house 70, 100 or listed building
- ↳ Individual measures to improve energy efficiency, for instance:
  - Thermal insulation
  - Renewal and renovation of windows, curtain walls, exterior doors and gates
  - Improvement of summer thermal insulation
  - First-time connection to local or district heating
  - Renewal or optimisation of heat/cold distribution and storage
  - Renewal or optimisation of heat and cold generation by radiant heaters, hot-air generators and temperature-controlled, combined heat and power and/or combined heat, power and cold generation plants
  - Replacement and/or optimisation of lighting installations
  - Installation or optimisation of control and instrumentation systems, building automation
- ↳ Construction of new energy-efficient commercially used buildings according to the KfW efficiency house 55 or 70 standard
- ↳ Measures for preparation, implementation and commissioning, e.g. ancillary work, planning costs, system adjustment and energy management systems
- ↳ Typical maximum sum of EUR 25m per project for energy efficiency measures.
- ↳ Redemption grant. The better the energy efficiency level, the higher the grant.
- ↳ Up to 100% of the investment costs eligible for support can be financed.
- ↳ 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.
- ↳ Support is subject to subsidy regulations which must be adhered to by KfW and the applicant.

## HOW

- ↳ Please submit your application to KfW via your bank before commencing the project.
- ↳ This programme can be combined with other public funding within the scope of the EU's limits for grants. For single measures, it is not possible to combine a KfW loan and a grant by the Federal Office of Economics and Export Control (BAFA) for the same measure.



## KfW-Energieeffizienzprogramm - Produktionsanlagen/-prozesse / KfW energy efficiency programme - production systems/processes

### AIM

- Financing of energy efficiency measures in conjunction with production systems and processes at commercial companies in Germany and abroad.

### WHO

- German and foreign, privately owned companies in the commercial industries
- Freelance professionals, such as physicians, tax advisors, architects
- Companies performing (energy-related) services for third parties within the scope of a contracting agreement
- For projects abroad: also subsidiaries of German companies and joint ventures with a significant German participation abroad

### WHAT

- Investment measures that achieve energy savings of at least 10%. Some examples of measures:
  - Machines, systems and process equipment
  - Compressed air, vacuum and suction equipment
  - Electric drives and pumps
  - Process cold and heat
  - Heat recovery and utilisation of waste heat for production processes
  - Control and instrumentation systems
  - Information and communication technology
  - CHP systems
- Investment in modernisation that leads to specific energy savings of at least 10% measured on the basis of average consumption over the past three years.
- For new investments, specific final energy savings of at least 10% against the industry average must be achieved.
- Typical maximum sum of EUR 25m per project for energy efficiency measures.
- Up to 100% of the investment costs eligible for support can be financed.
- 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.
- Support is subject to subsidy regulations which must be adhered to by KfW and the applicant.

### HOW

- Please submit your application to KfW via your bank before commencing the project.
- This programme can be combined with other public funding within the scope of the EU's limits for grants.
- In the case of electricity generation plants (such as photovoltaic, wind turbines, CHP plants), it is not possible to claim KfW support and support under the Renewable Energy Sources Act (EEG) or the Combined Heat and Power Act (KWKG) at the same time for the same eligible costs.



### KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Programme at  
[www.kfw.de/292](http://www.kfw.de/292)



This programme is subject to de-minimis rules (refer to page 138).



# KfW-Programm Erneuerbare Energien / KfW “renewable energies” programme

“Standard” and “Premium”



## KfW Bankengruppe

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60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01  
(free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



Programme variant for  
renewable energies - standard at  
[www.kfw.de/270](http://www.kfw.de/270)

Programme variant for  
renewable energies - premium at  
[www.kfw.de/271](http://www.kfw.de/271)

Programme variant for  
renewable energies - premium  
for small enterprises at  
[www.kfw.de/281](http://www.kfw.de/281)

Programme variant for  
renewable energies - premium -  
deep geothermal energy at  
[www.kfw.de/272](http://www.kfw.de/272)

Programme variant for  
renewable energies - premium -  
deep geothermal energy for  
small enterprises at  
[www.kfw.de/282](http://www.kfw.de/282)



The premium variants of  
this programme are subject  
to de-minimis rules  
(refer to page 138).

## AIM

- To promote the use of renewable energy for electricity generation, power and heat cogeneration in cogeneration plants, as well as measures to integrate renewable energy into the energy system (standard)
- To support larger renewables plants in the heat market (premium) deserving special support.
- Promotional funds are available for:
  - Solar collector systems
  - Biomass plants for the combustion of solid biomass for thermal use
  - CHP biomass plants
  - Heating grids fed from renewable energies
  - Large thermal storages
  - Biogas pipes for untreated biogas
  - Large efficient heat pumps
  - Plants for the development and use of deep geothermal energy

## WHO

### – Eligible applicants with the standard variants:

- Projects in Germany:
  - Commercial enterprises that are majority-owned by private individuals and public enterprises as independent legal entities
  - Public corporations, municipal special-purpose associations, public corporations as independent legal entities
  - Sole proprietors
  - Freelancers
  - Farmers
  - Individuals, associations, co-operatives, private-law foundations which feed in part of the electricity generated and/or sell the heat generated
- Projects outside Germany:
  - Commercial enterprises, sole proprietors or freelancers based in Germany
  - Subsidiaries of the aforementioned German companies with their place of business abroad
  - Joint ventures with a significant German share outside Germany

### – Eligible applicants with the premium variants:

- Freelance professionals
- Farmers
- Natural persons using the electricity and/or the heat generated solely for their own purposes (no rental and no agriculture)
- Non-profit applicants and co-operatives
- Companies
- Municipalities, municipal regional authorities and municipalities associations



**WHAT**

- Standard bank loan with collateral of up to 100% of the net investment costs eligible for support.
- Redemption grants are additionally made available from government funds in the “premium” programme part.
- EUR 50m max. per project in the standard variant
- EUR 25m max. per project in the premium variant

**HOW**

- Please submit your application to KfW via your bank before commencing the project.
- Standard variant: Combination with other support programmes is possible, as long as these do not include a subsidy component.
- Premium variant:
  - Combination with the “Energy-efficient building” programme (153) is possible.
  - Combination of a loan from the Renewable Energies “Standard” programme with the “Premium” variant for the same investment measure is not possible (exception: deep geothermal energy for combined heat and power generation).
  - This programme can be combined with other public funding within the scope of the EU’s limits for grants.



# KfW-Umweltprogramm / KfW environmental programme



## KfW Bankengruppe

Palmengartenstraße 5-9  
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Programme variants for large and medium-sized enterprises at [www.kfw.de/240](http://www.kfw.de/240)

Programme variants for small companies at [www.kfw.de/241](http://www.kfw.de/241)



This programme is subject to de-minimis rules (refer to page 138).



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

## AIM

↳ To support environmental protection measures by enterprises in the commercial sector in Germany with a private majority shareholding

## WHO

- ↳ German and foreign companies in the commercial industries.
- ↳ Freelance professionals, such as physicians, tax advisors, architects
- ↳ Companies performing services for third parties within the scope of a contracting agreement
- ↳ For projects outside Germany:
  - German companies in the commercial sector and freelance professionals in Germany, as well as
  - subsidiaries of German companies based outside Germany
  - Joint ventures with a significant German share outside Germany

## WHAT

- ↳ All investments that help to significantly improve the environmental situation, including:
  - Measures to boost resource efficiency/save materials
  - Air purification/noise protection/climate protection
  - Waste avoidance, treatment and recycling
  - Sewage avoidance, sewage treatment and fresh water savings
  - Environmentally friendly transport
  - Other environmental protection measures (e.g. soil and groundwater protection as well as rehabilitation of historical pollution and contaminated sites, landfill remediation)

In conjunction with the measures described above, the costs for planning and implementation support can also be funded.

- ↳ Maximum sum typically of EUR 10m per project (or higher subject to approval by the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety)
- ↳ Up to 100% of the investment costs eligible for support can be financed.
- ↳ 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.
- ↳ Support is subject to subsidy regulations which must be adhered to by KfW and the applicant.
- ↳ Particularly low interest rates are available for small enterprises.

## HOW

- ↳ Please submit your application to KfW via your bank before commencing the project.
- ↳ A loan under the KfW environmental 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.





## KfW-Unternehmerkredit / KfW corporate loan

### Subordinate and external capital

#### AIM

- To finance investment and working capital for medium-sized enterprises and freelance professionals

#### WHO

- German and foreign companies in the commercial sector (production industry, crafts, trade, leasing companies and other services) as well as freelance professionals who have been active on the market for at least five years.
- Projects in Germany:
  - Small and medium-sized enterprises (SMEs, see page 138) with annual sales of no more than EUR 50m (including affiliated companies)
  - Larger medium-sized enterprises with a private majority shareholding and with consolidated sales of no more than EUR 500m
  - Freelance professionals, such as physicians, tax advisors, architects
  - Individuals renting or leasing commercial property on condition that the tenant also fulfils the application criteria
- Projects outside Germany:
  - German companies in the commercial industries and their subsidiaries
  - Subsidiaries of the aforementioned German companies with their place of business abroad
  - Joint ventures with a significant German share outside Germany

#### WHAT

- Investment and working capital up to 100%
- Standard bank loan with collateral up to a maximum sum of EUR 25m per project
- In the case of investment costs, company takeovers or investments, 50% liability redemption is granted.
- In the case of financing for working capital and inventories, 50% liability redemption is granted for SMEs only. The maximum loan amount in this case totals EUR 5m. Customer-specific interest rate due to risk-compliant interest rate system and creditworthiness classes
- SME window with favourable interest terms

#### HOW

- Please submit your application to KfW via your bank before commencing the project.
- This programme can be combined with other support programmes. However, the KfW corporate loan with liability redemption cannot be combined with other KfW support loans with liability redemption.



#### KfW Bankengruppe

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Programme variants for larger and medium-sized enterprises at

[www.kfw.de/037](http://www.kfw.de/037)

Programme variants for small

and medium-sized enterprises at

[www.kfw.de/047](http://www.kfw.de/047)



This programme is subject

to de-minimis rules

(refer to page 138).



# KMU-Fonds Gründung & Wachstum / SME fund for start-ups and growth

Financing for small and medium-sized enterprises (SMEs)



## Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Detailed information at  
[www.ibb.de/kmu-fonds](http://www.ibb.de/kmu-fonds)

[SME fund micro-loans](#),  
(see page 59)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or  
document upload at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)



This programme is subject  
to [de-minimis rules](#)  
(refer to page 138).



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

## AIM

- The SME fund provides long-term financing for investments and related plant and equipment from start-up and growth loans of up to EUR 10m.

## WHO

- Small and medium-sized commercial enterprises and freelance professionals as well as founders with a facility in Berlin are eligible. The project to be financed must be carried out in Berlin.

## WHAT

- Co-financing of up to EUR 10m for investments in fixed assets within the scope of company acquisitions, new establishments, relocation, expansion, rationalisation and reinvestment measures as well as in operating equipment in conjunction with such investments
- Financing of operating equipment for the expansion and/or growth of [SMEs](#) (see page 138), for example, to pre-finance orders and to develop and launch new products
- Also founder and early-phase financing during the first three years up to EUR 250,000
- Debt rescheduling and/or follow-up financing of projects already underway or completed, as well as financing for business rescue projects are ruled out.

## HOW

- Loans from the SME fund are generally granted jointly with the applicant's bank or another private financing party. In this case, applications are sent to and loans granted by the house bank (as syndicate financing or as part of a Berlin loan).
- In the case of loans of up to EUR 250,000, applications can be sent to Investitionsbank Berlin and loans for financing granted under the SME fund will be directly granted by Investitionsbank Berlin.
- Funds to finance start-ups are limited to EUR 250,000 (above this, financing is also possible via "Berlin Start").
- The granting of the loan is contingent upon a sound business concept that aims to achieve sustainable consolidation or improvement of the company's competitiveness and the promise of scheduled interest payments and redemption of the loan.
- An important criterion for granting the loan is sufficient commercial expertise (that can be supplemented through coaching).
- There is no obligation to provide financing.
- The loan must be secured with the customary collateral, if necessary, subject to agreement with the applicant's bank. In the case of partnerships and corporations, the managing shareholders or main investors are expected to furnish absolute guarantees; in the case of limited partnerships, this is required of the limited partners.
- Redemption periods of up to 20 years. Redemption-free periods can be agreed upon.
- Customary interest rate.
- In the event of premature repayment, the final borrower can be charged a prepayment penalty.
- It is possible to combine this funding with funding from the federal government, the federal state and the European Union.



## KMU-Fonds Mikrokredite / SME fund - micro-loans

Quick granting of micro loans of between EUR 25,000 and EUR 50,000

### 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 (up to EUR 50,000 for knowledge-intensive and innovative companies).

### WHO

- Founders as well as small and medium-sized commercial enterprises (SMEs, see page 138) 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 concrete 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 submission of complete application documents prior to commencing the project and, under certain conditions, 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 supplemented by coaching.
- There is no obligation to provide financing.
- In the case of partnerships/corporations, the shareholders and/or managing directors of the borrower company who, due to their position have a major influence on the company, must issue an absolute guarantee. This may also be demanded of limited partners in the case of limited partnerships. Other forms of collateral are not required.
- Typical term of six years. Redemption-free periods can be agreed upon (typically one year).
- Interest rate is payable at market rates.
- The loan is usually redeemed in quarterly 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.
- It is possible to combine a loan from the SME fund with business development measures by the federal government, the federal state and the European Union.



### Investitionsbank Berlin

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[www.ibb.de](http://www.ibb.de)



Detailed information at  
[www.ibb.de/mikrokredit](http://www.ibb.de/mikrokredit)



Video on this programme at  
[youtube.com/c/InvestitionsbankBerlinIBB](https://youtube.com/c/InvestitionsbankBerlinIBB)



Guidelines, forms and other documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or document upload at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)



This programme is subject to de-minimis rules (refer to page 138).



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



# Liquiditätshilfen BERLIN / BERLIN liquidity assistance



## Investitionsbank Berlin

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Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)

Further information:  
**Senatsverwaltung für Wirtschaft,  
Energie und Betriebe**  
(Senate Department for Economics,  
Energy and Public Enterprises)  
Mr Mario Pflücke  
Tel. +49 (0) 30 / 90 13-84 69



Detailed information at  
[www.ibb.de/liquiditaetshilfen](http://www.ibb.de/liquiditaetshilfen)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or  
document upload at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)

## AIM

- Support for commercial companies in difficulty (even within the scope of insolvency proceedings) who need liquidity and are planning to restructure. Jobs are to be secured, especially through restructuring.

## WHO

- Small and medium-sized enterprises according to the EU's definition of SMEs (see page 138) with a facility in Berlin and who have completed the start-up phase (three years).
- The following sectors are not eligible for support:
  - Companies in the coal mining and steel industries
  - Companies subject to specific rules for banks
  - Companies in agriculture, forestry and fisheries
  - Companies working in hospitality
  - Retail companies
  - Businesses in the construction and related industries
  - Residential building companies and developers
  - Consumption-orientated service companies (excluding trades) and similar companies.

## WHAT

- Co-financing of non-cash expenditure in conjunction with the restructuring and adaptation of the company to the market.

## HOW

- Rescue and restructuring loans are granted.
- Short to medium-term loans (typically five years) of up to EUR 1m, with up to two years redemption-free
- The interest rate is based on the capital market interest rate.
- Investitionsbank Berlin charges refinancing interest plus a margin.
- Co-financing required

Funding under “BERLIN liquidity assistance” is only granted if

- a tenable rescue concept is submitted showing that the company has the ability to achieve lasting returns,
- aspects of labour-market and development policy justify a positive decision,
- other financing parties (e.g. the shareholders or a commercial bank) bear a much higher share in the financing required, and
- non-scheduled repayments of loans with the applicant's bank are not made using funds under this programme.



## Mein Mikrokredit / My micro-loan

### German micro-loan fund

#### AIM

- My micro-loan is offered under the German micro-loan fund. This fund was set up by the Federal Government to provide a nation-wide system for granting micro-loans of up to EUR 250,000 in order to cover the financing needs of small companies who have no access to loan-based financing from banks. Accredited micro-financing institutes establish contacts with and assist borrowers.

#### WHO

- Nation-wide: founders as well as small companies
- With this offer by the Berlin-based micro-financing institute Goldrausch e.V.: female founders and entrepreneurs in freelance professions and trades, as well as creative self-employed people who live and have their place of business in Berlin
- As a rule, applicants should not be able to cover their borrowing requirements from their own funds. Applicants should present a convincing business idea and should have a tenable business concept.

#### WHAT

- Financing of investments and working capital, stabilisation of the company, order pre-financing, training, apprenticeships, liquidity bottlenecks

#### HOW

- Loans can be taken out in small steps. Depending on the situation, the first loan can total between EUR 1,000 and EUR 10,000 max. If the first loan is redeemed over six months without any disruptions, another loan can be applied for. The loan sum may not exceed EUR 25,000.
- Applications are submitted in person together with a description of the project and financial budgeting.
- Term of six months to four years
- Interest rate of 7.9% plus an upfront fee of EUR 100
- No redemption-free period
- Special and premature repayment possible
- Can be combined with other funds from the federal state and the federal government
- Personal support by the micro-financing institute, from application to repayment
- References or small guarantees from private individuals or from business partners



#### Mikrofinanzinstitut Goldrausch e. V.

Anklamer Straße 38, 10115 Berlin  
Ms Ines Hecker  
Tel. +49 (0) 30 / 28 47 88-80  
[hecker@goldrausch-ev.de](mailto:hecker@goldrausch-ev.de)  
[www.goldrausch-ev.de](http://www.goldrausch-ev.de)

Other micro-financing institutes at  
[www.mein-mikrokredit.de](http://www.mein-mikrokredit.de)



My micro-loan is a nationwide offer for all start-ups and small companies. The terms and conditions are always the same. Detailed information at  
[www.mein-mikrokredit.de](http://www.mein-mikrokredit.de)

Please note that the offer by Goldrausch e. V. is available to female founders and entrepreneurs.



Video on this programme at  
[www.mein-mikrokredit.de](http://www.mein-mikrokredit.de)



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



# Mikromezzaninfonds Deutschland / Micro-mezzanine funds Germany

Investment by Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH (MBG) for small and micro-enterprises from the ERP special funds of the European Social Fund (ESF)



## Mittelständische Beteiligungsgesellschaft Berlin-Brandenburg GmbH

Berlin Office  
Franklinstraße 6, 10587 Berlin  
Mr Michael Wowra  
Tel. +49 (0) 30 / 31 10 04-21  
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Detailed information at  
[www.mbg-bb.de/beteiligungskapital](http://www.mbg-bb.de/beteiligungskapital)



Application form at  
[www.mbg-bb.de/anfrage](http://www.mbg-bb.de/anfrage)



This programme is subject to de-minimis rules (refer to page 138).



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

## AIM

- To strengthen the equity basis
- To boost the risk-bearing capacity of the company
- To improve the rating and hence borrowing options and lower interest rates
- To finance capital investment and working capital (no debt rescheduling, no rescue financing)

## WHO

- Small and young companies as well as start-ups (SMEs)
- Special target groups:
  - Companies who provide vocational training
  - Start-ups by previously unemployed people
  - Companies managed by women or people with a migration background
  - Commercially orientated social and environmental companies

## WHAT

- Silent partnership by MBG (no voting rights and no control)
- Investments of EUR 10,000 to EUR 50,000 or up to EUR 150,000 in the case of special eligibility
- Term: up to ten years
- Fixed handling fee of 8.0% p.a.
- Variable share in profits of 1.5% p.a.
- Once-off handling fee of 3.5% of the investment amount
- No physical collateral

## HOW

- Investment applications must be supported by a description of the investment concept.
- Investment can be combined with other programmes.



## Programm für Internationalisierung / Internationalisation programme

Programme parts: SME projects, joint projects, networking

### AIM

- To strengthen the international competitiveness of Berlin's business sector and to support, in particular, small and medium-sized enterprises (SMEs, see page 138) in developing new markets abroad. The programme is specifically designed to drive internationalisation and the initiation of supra-regional and cross-border co-operation projects in order to boost the companies' growth potential and generate strong employment effects.
- The individual programme elements, i. e. SME projects, joint projects and networking projects, add up to modular and co-ordinated support, for instance, for trade show and conference participation abroad, participation in shared trade show booths, delegation visits and development of international networks.
- Each support programme must be applied for separately.

### SME projects (Pfl-KMU)

#### WHO

- SMEs in the manufacturing sector, production-related service companies and commercial firms as well as SMEs from the clusters having their registered office and/or a facility in Berlin.

#### WHAT

- Support is provided for the following modules:
  - Participation in trade shows, exhibitions, conferences, exchanges, fashion shows and showrooms abroad of a mostly international and professional/technical nature unless such events primarily serve as direct sales events.
  - Grant of up to 50% of the eligible total expenditure, maximum of EUR 12,000 per individual measure and a minimum total expenditure level of EUR 6,000.
  - Support is provided for a maximum of three measures per calendar year.

#### HOW

- Applications must be submitted to Investitionsbank Berlin.
- The application form must be submitted to IBB no later than six weeks before the measure begins.
- Measures may not be started, at the applicant's own risk, until IBB has received the application.
- Retroactive support is not permitted.



#### Investitionsbank Berlin

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This programme is subject  
to de-minimis rules  
(refer to page 138).





#### Investitionsbank Berlin

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Important additional information at  
[www.ibb.de/internationalisierung](http://www.ibb.de/internationalisierung)



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## Gemeinschaftsprojekte (Pfi-GEM) / Joint projects

### WHO

– Business-near institutions based in Berlin. These include, first and foremost, chambers, associations and industry networks.

### WHAT

- Support is available for the following modules with a grant for up to 100% of total eligible expenditure and/or up to a maximum of EUR 150,000:
  - Joint 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 Berlin-Brandenburg trade fair schedule. The Berlin-Brandenburg trade fair schedule is adopted by the senate department in charge of economic affairs following consultation with the “internationalisation programme” advisory board.
  - Location presentations as well as contact and co-operation exchanges, conferences, workshops and information events in Germany and abroad that particularly serve the economic interests of the Federal State of Berlin.
  - Trips by company delegations that particularly serve the economic interests of the Federal State of Berlin.

### HOW

- Applications must be submitted to Investitionsbank Berlin.
- Applications must be submitted to IBB before the measure begins.
- In this context,
  - applications for support for joint projects and industry information booths at trade fairs and exhibitions should be submitted no later than twelve weeks after the federal land trade fair schedule has been issued and
  - applications for the other modules must be submitted to IBB at least six weeks before the measure begins.
- Measures may not be started at the applicant’s own risk until IBB has received the application.
- Retroactive support is not permitted.





## Netzwerkbildung (Pfi-NETZ) / Networking

### WHO

- Business-near institutions and industry networks with an international orientation and their own legal personality, with economic aims and a registered office and/or facility in Berlin

### WHAT

- The following modules are supported with a grant for up to 80% of the expenditure eligible for support over a period of one to three years:
  - Networking projects of business players and science institutions in the region and beyond which specifically support small and medium-sized enterprises (SMEs, see page 138) in Berlin in overcoming internationalisation barriers and which thereby support the establishment and development of sustainable international co-operation projects.
  - The network projects must particularly serve the economic interests of the Federal State of Berlin.

### HOW

- Two-stage application process (support request, support application) before Investitionsbank Berlin
- Applications must be submitted to IBB no later than six weeks before the measure begins.
- IBB checks the application and forwards it to the senate department in charge of economic affairs for its comments, for identifying the economic interest and for assessing the application from a subsidy law perspective.
- Measures may not be started at the applicant's own risk until IBB has received the application.
- Retroactive support is not permitted.



#### Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Important additional information at  
[www.ibb.de/internationalisierung](http://www.ibb.de/internationalisierung)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or document upload at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)



# VC Fonds Kreativwirtschaft Berlin II / VC Fund Creative Industries Berlin II

Investment capital for Berlin-based businesses in the creative sector



## IBB Beteiligungsgesellschaft mbH

Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-3201  
[venture@ibb-bet.de](mailto:venture@ibb-bet.de)  
[www.ibb-bet.de](http://www.ibb-bet.de)



Video on this programme at [youtube.com/c/InvestitionsbankBerlinIBB](https://www.youtube.com/c/InvestitionsbankBerlinIBB)



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

## AIM

– With the VC Fund Creative Industries Berlin II, IBB Beteiligungsgesellschaft invests venture capital in growth companies in different sectors of the creative industry, thereby strengthening their equity basis. The funds are primarily provided in order to finance the development and launch of innovative, scalable products or services in order to achieve quick company growth.

## WHO

– VC Fund Creative Industries Berlin II invests in companies that fulfil the following investment criteria:

- Innovative business models
- High scaling and value increase potential
- Part of the focal areas of the creative industry
- Companies with innovative unique selling propositions
- Founder and management teams with high levels of personal and professional competence
- Companies that are still in the early phase; financing for growth is only possible in subsequent financing rounds.
- Good medium-term exit prospects

– 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 (SMEs, see page 138), and it must be a corporation. Furthermore, pursuant to the Community guidelines for state aid for rescuing and restructuring firms, the company in question may not be in difficulty.

## WHAT

– Minority shares in equity

– Initial investments: typically between EUR 200,000 and EUR 1m

– In subsequent rounds with existing and/or new investors, the commitment can be increased to a total investment of up to EUR 4m, depending on the equity demand.

## HOW

– Applicants should contact IBB Beteiligungsgesellschaft mbH directly.

– A brief description and/or a presentation form the basis for a first meeting. Strictly confidential handling is warranted.

– Participation by VC Fund Creative Industries Berlin II 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 Fund Creative Industries Berlin II.



## AIM

- The aim here is to make it easier for self-employed people and SMEs (see page 138) pursuing a commercial, non-profit or freelance activity to change over to low-emission drive systems for motor vehicles in Berlin.

## WHO

- Self-employed people and SMEs with their registered office, facility or branch in Berlin and requiring a motorised vehicle to carry out their activities are eligible to apply.
- The focus is on companies with a larger vehicle fleet, such as delivery services, taxi companies or skilled crafts businesses.
- The funded vehicles must be mainly used in Berlin.
- In principle, applicants against whose assets insolvency proceedings have been filed or opened, or owners of a legal entity who have issued or are obliged to issue a statutory declaration in accordance with sec. 802 of the Code of Civil Procedure or sec. 284 of the German Tax Code, are not eligible for funding.

## WHAT

- Funding is provided for expenditure on consulting services, to purchase or lease electrically powered vehicles as new or managers' cars and to install a charging infrastructure.
- Grants at a glance:
  - Consulting services: Potential consulting amounting to 100% of consulting costs for a net consulting fee of EUR 800 max.; implementation consulting amounting to 80% of consulting costs for a net consulting fee of EUR 1,000 max.
  - Electrically powered vehicles - EUR 4,000 max. per car; EUR 8,000 max. per commercial vehicle above 2.25t; EUR 500 per motorised two-wheeled vehicles
  - Charging infrastructure: Grant of 50% of total costs, EUR 2,500 max. per AC charging point and EUR 30,000 max. per DC charging point; grant for voltage network for each site amounting to 50% of total costs, EUR 5,500 EUR max. per low-voltage network and EUR 55,000 max. per medium-voltage network
  - Scrapping bonus: EUR 1,000 per car and EUR 1,500 per commercial vehicle
- Grants can only be awarded if no contracts have been concluded at the time of application. Premature ordering of the vehicle/charging infrastructure or commissioning of the consulting service/construction of the charging infrastructure before receipt of the complete application is not permitted.
- The minimum holding period for vehicles and charging infrastructures is twelve months. In addition, the charging stations must be powered by 100% renewable energy.

## HOW

- Applications must be submitted by the applicant or the company using the online application procedure at [www.welmo.de/foerderung/eantrag](http://www.welmo.de/foerderung/eantrag).



### IBB Business Team GmbH

Wirtschaftsnahe Elektromobilität  
(Business-friendly electromobility)  
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[welmo@ibb-business-team.de](mailto:welmo@ibb-business-team.de)  
[www.welmo.de](http://www.welmo.de)



Guidelines and forms at  
[www.welmo.de/service/download](http://www.welmo.de/service/download)



Online applications and/or  
document upload at  
[www.welmo.de/foerderung/eantrag](http://www.welmo.de/foerderung/eantrag)



This programme is subject  
to de-minimis rules  
(refer to page 138).



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





# *Technology, research and development*

THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
TECHNOLOGY, RESEARCH  
AND DEVELOPMENT



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# Berlin Innovativ / Berlin Innovation



## Investitionsbank Berlin

Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



The latest terms and conditions at  
[www.ibb.de/berlininnovativ](http://www.ibb.de/berlininnovativ)



Required documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



This programme is subject  
to de-minimis rules  
(refer to page 138).



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

## AIM

- To achieve better access to financing for productive investments, Berlin Innovation offers low-interest financing for innovative medium-sized enterprises with 70% risk relief for the banks transmitting the loans.
- Financing is made possible via the InnovFin SME guarantee, a facility backed under the Horizon 2020 Programme of the European Union (Framework Programme for Research and Innovation, refer to page 76), with funds from the European Fund for Strategic Investments (“EFSI”).

## WHO

- Small and medium-sized enterprises (SMEs, see page 138) as well as medium-sized companies with fewer than 500 employees fulfilling at least one of the following criteria at the time of application:
  - Production, development or the introduction of innovative products, processes or services where a technology or marketed-related risk of failure exists.
  - The company has been on the market for less than 12 years and over the past three years has grown by more than 20% p.a. (turnover or workforce; at least ten full-time employees at the beginning of the period under observation).
  - Expenditure on research, development and innovation is at least as high as one of the threshold values specified (see [www.ibb.de/berlininnovativ](http://www.ibb.de/berlininnovativ)).
  - At least 80% of the loan sum will be used to finance expenditure on research, development and innovation.
  - In the past three years, funding was received at least once under a public innovation programme.
  - Over the past two years, a VC investor/business angel invested in the company or holds a stake in the company at the time the application is submitted.
  - Over the past two years, the company received an innovation award from an EU institution.
  - Over the past two years, an intellectual property right was registered and the loan is intended to enable the exploitation of this right.
  - Financing the new market entry totals more than 50% of the average turnover over the past five years.

## WHAT

- Financing is to be provided for all forms of start-ups, investments, increase in stocks, as well as general working capital requirements.
- Support is subject to the following conditions: Loan amount: typically EUR 100,000 to EUR 2m; Paid out in full; IBB grants the applicant's bank 70% liability redemption; Flexible terms ranging from three to ten years; Favourable, risk-differentiated interest rate; Payments are effected each quarter and in arrears.

## HOW

- Applications must be submitted via the applicant's bank.
- Application documents available for downloading (see link)
- Following a positive credit assessment and collateral check, the applicant's bank approves the loan application and passes the documents on to IBB.
- Due to redemption from liability for the applicant's bank, IBB also performs a credit assessment.



## Design Transfer Bonus

### AIM

- Small and medium-sized enterprises are to be given better access to design services in order to strengthen the competitiveness of their products and services.
- The aim is to involve the design competence of the design industry and/or universities in the innovation process of SMEs (see page 138). at an early point in time and in an application-orientated manner.
- Co-operation is designed to strengthen regional competence and to initiate and support access to international markets.

### WHO

- Small and medium-sized commercial enterprises with a registered office or facility in Berlin, which pursue eligible activities according to the current rules of the common task "improvement of regional economic structure" (GRW, see page 46) (fulfilment of the conditions of the primary effect) and whose project or service is of a clearly innovative nature.
- Technology-orientated, legally independent and profit-orientated SMEs who (wish to or) develop and introduce their own products, processes or services on the market.

### WHAT

- Transfer of design know-how of companies in the design industry and universities to SMEs
- Design projects and measures with a reference to the applied research and development within the scope of developing new products and services and/or improving the quality of existing products and services.
- Services by design companies who are legally independent from the company submitting the application or services by universities.
- The service provider must have proven design competence and his registered office in Berlin or Brandenburg. The companies commissioned, including individual companies, must be experienced and competent. This must be proven by at least one credential from a comparable field.
- Expenditure on external measures and 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. This includes interface and interaction design for new software-based products and processes as well as service design.

### HOW

- Earmarked project funding as a non-repayable grant
- Pro-rata financing amounting to 70% of the expenditure eligible for support, EUR 15,000 max.
- The allowance cannot be combined with other federal or federal-state programmes is not possible.
- The term of a project should not exceed six months.
- Support can be approved several times, however, generally for a maximum of three, clearly distinct projects (which can be based on each other). Exceptions are subject to approval by the senate department in charge of business.



### B.&S.U. Beratungs- und Service-Gesellschaft Umwelt mbH

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Ms Jenny Dittner  
Tel. +49 (0) 30 / 3 90 42-72  
[info@designtransferbonus.de](mailto:info@designtransferbonus.de)  
[www.bsu-berlin.de](http://www.bsu-berlin.de)



Detailed information at  
[www.designtransferbonus.de](http://www.designtransferbonus.de)  
and  
[www.designtransferbonus.de/faq](http://www.designtransferbonus.de/faq)



Checklist, guideline, forms  
and other documents at  
[www.designtransferbonus.de/downloads](http://www.designtransferbonus.de/downloads)



This programme is subject  
to de-minimis rules  
(refer to page 138).



# ERP-Digitalisierungs- und Innovationskredit / ERP digitalisation and innovation loan

for innovative projects and companies



## KfW Bankengruppe

Palmengartenstraße 5-9  
60325 Frankfurt  
Tel. +49 (0) 8 00 / 5 39-90 01 (free of charge for calls from Germany)  
[info@kfw.de](mailto:info@kfw.de)  
[www.kfw.de](http://www.kfw.de)



There are three loan variants under this programme: 380, 390 and 391



Information about the different types of loans, application forms and leaflets available at [www.kfw.de/380](http://www.kfw.de/380)

## AIM

Low-interest financing for digitalisation and innovation projects in Germany as well as for projects by innovative companies

## WHO

- Established small and medium-sized enterprises (SMEs, see page 138), in the commercial industries,
  - who have been active on the market for at least two years,
  - who have less than 250 employees and record annual sales of EUR 50m max. or a balance sheet sum of no more than EUR 43m
- Larger medium-sized enterprises with a private majority shareholding and with consolidated sales of no more than EUR 500m
- Freelance professionals

## WHAT

- Digitalisation projects (max. of 24 months after the project started)
- Innovation projects (max. of 24 months after the project started)
- Projects by innovative companies
- Financing is provided for up to 100% of the investment and working capital eligible for funding.
- Minimum loan of EUR 25,000, maximum loan of EUR 25m (per project)

## HOW

- Please submit your application to KfW via your bank before commencing the project.
- This support can be combined with other support programmes within the scope of the relevant EU aid ceilings as long as this does not lead to over-financing. The aid cumulation provisions must be observed.





## ERP-Mezzanine für Innovation / ERP mezzanine for innovation

for developing new products and processes

### AIM

- Long-term, low-interest financing for market-near research and development of new products, processes or services, as well as their large-scale further development in Germany
- The research and development phase can be accompanied up until commercial use begins.

### WHO

- Established medium-sized enterprises in the commercial sector
  - who have been active on the market for at least two years,
  - who are mostly privately owned and
  - whose group sales do not exceed EUR 500m.
- Freelance professionals

### WHAT

- Projects are supported that go beyond the state of the art in Europe as well as projects that are new for applicant companies. In both variants, the applicant companies must perform the innovative projects themselves or participate to a large extent in the project with their own innovative contribution (i.e. the core of the innovation comes from the company).
- Projects eligible for support
  - include experimental development activities,
  - aim to perform a clearly defined, inseparable task with clearly defined goals,
  - can comprise several work packages, activities or services.
- If two or more research and development projects cannot be clearly separated from each other, and if each of them has no prospect of technological success on their own, they will be regarded as a single project.
- A financing package made up of a loan (borrowed capital tranche) and subordinate loans (subordinate tranche, depending on group sales)
- Financing is provided for up to 100% of the costs eligible for support (e.g. personnel costs, overheads, investments for R&D projects, measures to secure quality).
- Minimum loan of EUR 25,000, maximum loan of EUR 5m (per project)

### HOW

- Please submit your application to KfW via your bank before commencing the project.
- Cannot be combined with other KfW support projects with liability redemption.
- This support can be combined with other support programmes within the scope of the relevant EU aid ceilings as long as this does not lead to over-financing. The aid cumulation provisions must be observed.
- Customary collateral is required for the outside capital share, no collateral is required for the junior component.



### KfW Bankengruppe

Palmengartenstraße 5-9

60325 Frankfurt

Tel. +49 (0) 8 00 / 5 39-90 01 (free of charge for calls from Germany)

[info@kfw.de](mailto:info@kfw.de)

[www.kfw.de](http://www.kfw.de)



There are three loan variants under this programme: 360, 361 and 364.



Information about the different types of loans, application forms and leaflets available at

[www.kfw.de/360](http://www.kfw.de/360)



This programme is subject to de-minimis rules (refer to page 138).



# EXIST-Forschungstransfer / EXIST research transfer

as part of the “start-ups from academia” programme



## Forschungszentrum Jülich GmbH

Projektträger Jülich (PtJ)  
Berlin Office  
Zimmerstraße 26-27, 10969 Berlin  
Tel. +49 (0) 30 / 2 01 99-4 11  
[ptj-exist-forschungstransfer@fz-juelich.de](mailto:ptj-exist-forschungstransfer@fz-juelich.de)  
[www.exist.de](http://www.exist.de)



Detailed information at  
[www.exist.de/DE/Programm/Exist-Forschungstransfer/inhalt.html](http://www.exist.de/DE/Programm/Exist-Forschungstransfer/inhalt.html)



The programme for the second phase of support (seed) is subject to [de-minimis rules](#) (refer to page 138).



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

## AIM

With the EXIST research transfer programme, the Federal Ministry for Economic Affairs and Energy provides support in two phases for outstanding research-based start-up projects which require complex and high-risk development work.

## WHO

- In the first phase of support (“pre-seed”), support is available to research teams at universities and research institutes.
- In the second phase of support (“seed”), support is available to the technology-orientated companies that were established as a result of the pre-seed.

## WHAT

- During the first phase of support, research results which have the potential to become the basis for establishing a company are to be developed further. The aim is to perform development work in order to demonstrate technical feasibility, develop prototypes and prepare a business plan and finally to establish the company. Support includes advisory services provided by a start-up supporting network.
- The second phase of support involves development work to achieve market maturity. The aim is to start business activities and to secure external follow-up financing.

## HOW

- During the first phase of support, support amounting to EUR 250,000 max. is available to cover expenses for a maximum of four employees (three scientific or technical in addition to one with business administration skills) as well as material expenditure on investment goods, working capital, market research, intellectual property rights or coaching.
- Up to 100% of eligible project-related expenditure can be financed. Start-up projects by the research institutes basically financed by the federal government and the federal states (FhG, HGF, Max-Planck-Gesellschaft, Leibniz-Gemeinschaft) are financed up to 90%. The pre-seed phase lasts up to 18 months and in certain cases can be extended to up to 36 months for highly innovative projects that can be proven to require more time.
- In the second phase of support (18 months), a non-redeemable grant of up to EUR 180,000 can be made available.
- As a precondition for support, the company must contribute its own funds and, if applicable, venture capital at a ratio of 1:3.
- Personnel costs, depreciation on project-specific assets, contracts with third parties, material costs and the costs of filing intellectual property rights are eligible for support.
- Two-stage support process: During the first stage, project briefs for the first stage of support from 1 to 31 January and from 1 to 31 July of a calendar year must be submitted. Six months before the end of the pre-seed phase, the application for support in support phase II can be submitted if establishment of the company is to be pursued further.



## EXIST-Gründerstipendium / EXIST founder grant

as part of the “start-ups from academia” programme

### AIM

- With the EXIST founder grant, the Federal Ministry for Economic Affairs and Energy (BMWi) supports preparations for start-up projects from universities and research institutes. The project should be an innovative, technology-orientated or science-based (service) project with good economic prospects.

### WHO

- Scientists at public, not profit-orientated universities and research institutes
- University graduates
- Former scientific staff (up to five years after graduation or leaving)
- University students who have completed at least half of the term of their studies at the time the application is submitted
- Founder teams with up to three members where the majority of members are university students are supported in exceptional cases only. One of the up to three team members can be supported on condition that this member has completed qualified vocational training as a technical employee. The final examination of one team member may be more than five years ago.

### WHAT

- Support is provided for innovative, technology-orientated projects and services that are based on scientific results and aim to:
  - secure the applicant's subsistence in the form of a grant:
    - Founders with a doctoral degree: EUR 3,000 per month
    - University graduates: EUR 2,500 per month
    - Technical assistant: EUR 2,000 per month
    - University students: EUR 1,000 per month
    - Children's allowance: EUR 150 per month and child
  - Material expenditure: up to EUR 30,000 (teams of up to three people), up to EUR 10,000 (for a one person start-up)
  - Coaching: EUR 5,000
- Support is granted for a maximum term of one year.

### HOW

- The university or research institute in Germany
  - submits the application. Applications can be submitted at any time,
  - appoints and provides a mentor,
  - is a member of a founder network,
  - provides the workplace and guarantees free use of the infrastructure,
  - manages the support funds.
- The founder
  - receives coaching services from the founder network,
  - draws up with the consultant and/or mentor a coaching/assistance timetable,
  - visits a one-day “founder personality” seminar,
  - presents first results for the business plan after five months,
  - submits the business plan after ten months,
  - is responsible for paying taxes and social insurance contributions.
- Start-up only after support has commenced.



#### Forschungszentrum Jülich GmbH

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Detailed information at  
[www.exist.de/DE/Programm/Exist-Gruenderstipendium/inhalt.html](http://www.exist.de/DE/Programm/Exist-Gruenderstipendium/inhalt.html)



Video on this programme at  
[www.exist.de/DE/Programm/Exist-Gruenderstipendium/inhalt.html](http://www.exist.de/DE/Programm/Exist-Gruenderstipendium/inhalt.html)



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



# Horizont 2020 / Horizon 2020

## EU framework programme for research and innovation



### Berlin Partner für Wirtschaft und Technologie GmbH

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[www.een-bb.de](http://www.een-bb.de)



Detailed and up-to-date  
information at  
[www.een-bb.de](http://www.een-bb.de)



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

### AIM

- Horizon 2020 is the central instrument implementing the Innovation Union and is geared to achieving the goals of the Europe 2020 strategy. The programme promotes research and innovation activities along the entire value chain: from the idea right through to the development of prototypes.
- The aim is to close the gap that exists between research and market launch. Fast market establishment of new technologies and non-technological developments, services and processes is aimed at securing Europe's competitiveness.

### 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 participate in a project.
- The EIC Accelerator Pilot (formerly an SME instrument) explicitly addresses small and medium-sized enterprises SMEs, see page 138). Only individual grants can be applied for. Funding is provided to highly innovative companies with considerable potential for internationalisation in the implementation of market-orientated and highly scalable innovation projects.
- The involvement of additional participants from third countries is possible.

### WHAT

- Horizon 2020 is based on three key pillars: "Societal challenges", "Industrial leadership" and "Excellent science". Each of these priorities will have funding of EUR 27bn, EUR 16bn and EUR 26bn, respectively, up to 2020.
  - The three pillars are broken down into theme areas (challenges) according to the structure of the work programme.
  - The work programmes will be published on a two-year basis and contain the specific project calls, arranged according to focus areas.
  - The individual calls are listed according to the focus areas.
  - The EU's official "Funding & Tender Opportunities Portal" ([ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](http://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home)) can be used to search for the respective call using topic-relevant search words.
- Societal challenges
    - Health, demographic change and wellbeing
    - Food security, sustainable agriculture, marine and maritime research and the bioeconomy
    - Secure, clean and efficient energy
    - Smart, green and integrated transport
    - Climate protection, environment, resource efficiency and raw materials
    - Europe in a changing world
    - Secure societies



- ↳ Industrial leadership
  - Leadership in industry and key technologies
  - Information and communication technologies
  - Nanotechnologies
  - Materials
  - Biotechnology
  - Manufacturing and processing
  - Space
  - Access to risk finance
  - Innovation in SMEs
- ↳ Excellent science
  - Future and emerging technologies (FETs)
  - Marie Skłodowska Curie measures
  - European research infrastructures
- ↳ EU eligibility criteria
  - Horizon 2020 awards project-specific grants from 70% to 100% of direct refundable costs as well as a flat share of up to 25% of overhead costs.
  - The quality and excellence required for applications can be found in the respective calls.
  - Apart from a few exceptions, all applications must be submitted in co-operation with European partners.

## HOW

- ↳ Formal application as part of regular calls for proposals which are published in the EU's Official Journal C as well as at: [ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home)
- ↳ All details and the specific terms of tender can be found in the calls.
- ↳ Applications within the scope of Horizon 2020 are accepted online only via the "Online Submission Service". The system can be accessed via the respective tender page. Applicants require an EU login with a validated e-mail address which is easy to set up.
- ↳ Berlin Partner für Wirtschaft und Technologie supports companies and research institutes during the application process within the framework of Horizon 2020 via the Enterprise Europe Network Berlin-Brandenburg (EEN BB).
- ↳ EEN BB informs companies and research institutes about innovation-orientated developments, initiatives and programmes of the European Union and supports them in their search for business and technology partners. It serves as a local guide by providing comprehensive information from Brussels. Berlin Partner für Wirtschaft und Technologie is the co-ordinator of EEN Berlin-Brandenburg in the capital city region.
- ↳ Via the EEN BB, Berlin Partner für Wirtschaft und Technologie offers the "FörderNews-BB" e-mail service that provides companies and research institutes focused, industry-specific information about current tenders, including those for Horizon 2020. Users can sign up free of charge to receive FörderNews-BB by visiting the EEN Berlin-Brandenburg website at [een-bb.de](https://een-bb.de).



# INNO-KOM/Innovationskompetenz / INNO-KOM/Innovation competence

R&D support for external non-profit industrial research institutes - INNO-KOM/Innovation competence



## EuroNorm GmbH

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Detailed information at  
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Forms for submitting applications,  
certificates and invoices as well as  
other information at  
[www.innovation-beratung-foerderung.de/INNO-KOM-Dokumente](http://www.innovation-beratung-foerderung.de/INNO-KOM-Dokumente)

## AIM

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

## WHO

↳ Support is available to legally independent non-profit industrial research institutes as part of their non-economic work. The institutes must be based in an economically disadvantaged region in Germany within the meaning of the assisted areas of the common task "improvement of the regional economic structure" (GRW, see page 46). Furthermore, the institutes may not be part of a university nor belong to a (co-funded) knowledge community or receive any other institutional support of more than 20%.

## WHAT

- ↳ VF module: Preparatory research projects  
Projects of a scientific nature with diverse options for application
- ↳ MF module: Market-orientated R&D projects  
Projects with prospects for technological and economic success of transfer, especially in SMEs (see page 138)
- ↳ IZ module: Investment grant  
Investment projects to improve the academic and technical infrastructure

## HOW

- ↳ VF module: Preparatory research projects
  - Financing rate of 90% max.
  - Funding amount: EUR 550,000 max.
  - Max. share of 10% of R&D personnel eligible for financing
- ↳ MF module: Market-orientated R&D projects
  - Financing rate of 70% max.
  - Funding amount: EUR 400,000 max.
  - Max. share of 50% of R&D personnel eligible for financing
- ↳ The following items are eligible for financing:
  - Direct personnel costs
  - General costs
  - Other direct project costs
  - Depreciation on project-specific equipment and devices
  - Costs for other purposes (for instance, project-related research orders to third parties, expenditure on intellectual property rights, licenses)
- ↳ IZ module: Investment grant
  - Financing rate of 90% max.
  - Maximum financing sum: per facility and budget year
    - Fewer than 50 employees: EUR 250,000 max.
    - More than 50 employees: EUR 500,000 max.
- ↳ The following individual items are eligible for funding:
  - Expenditure on machines, devices, instruments, equipment, intangible assets
  - Expenditure on construction measures to put the above into operation



## KMU-innovativ / Innovative SME

Paving the way for cutting-edge research by medium-sized companies

### AIM

- ↳ With the Innovative SME initiative, the Federal Ministry of Education and Research is supporting cutting-edge research by medium-sized companies in Germany. It also specifically addresses young enterprises with no experience in the field of research support so that they can implement demanding research projects faster.
- ↳ The criteria for financing are excellence and innovation level of the project as well as good exploitation prospects.
- ↳ Financing is available for industrial research and pre-competition development projects to strengthen the innovative capabilities of SMEs (see page 138) in the following technology fields:
  - Electronics and autonomous driving
  - Civil security research
  - Information and communication technologies (data science, information technologies, Industry 4.0 (DII); communication systems, IT security (CIS)
  - Material research
  - Medical technology
  - Human-machine interaction
  - Photonics and quantum technologies
  - Production research
  - Resource efficiency and climate protection

### WHO

- ↳ Research-intensive enterprises and enterprise-near service providers fulfilling the criteria of SMEs defined by the European Commission
- ↳ Research facilities and large enterprises co-operating with the companies

### WHAT

- ↳ Financing is available for high-risk, technology-spanning and application-orientated industrial research and pre-competition development projects. The details can be found in the respective public support notification.

### HOW

- ↳ Two-phase support process (one-phase introductory module)
  - During the first phase, project outlines can be submitted at any time.
  - Project proposals submitted compete with each other.
  - Uniform deadlines for evaluating the project outlines submitted: 15 April and 15 October.
  - On the basis of the assessment, applications are then submitted in the second phase for the project ideas selected for support.



### Förderberatung „Forschung und Innovation“ des Bundes

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Detailed information at  
[www.kmu-innovativ.de](http://www.kmu-innovativ.de)



Online applications and/or  
document upload at  
[foerderportal.bund.de/easyonline](http://foerderportal.bund.de/easyonline)



# Pro FIT-Frühphasenfinanzierung / Pro FIT early phase financing

Programme to promote research, innovation and technologies



## Investitionsbank Berlin

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Detailed information at  
[www.ibb.de/profit-fruehphase](http://www.ibb.de/profit-fruehphase)



Checklist, guideline, forms  
and other documents at  
[www.ibb.de/downloads](http://www.ibb.de/downloads)



Online applications and/or  
document upload at  
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This offer is particularly suitable  
for business start-ups and  
young companies.

## AIM

- The aim of *Pro FIT* early phase financing is to improve financing possibilities for technology companies in the early phase of their establishment.
- *Pro FIT* early phase financing will make it easier for technology-oriented founders to set up their business infrastructure and personnel capacities and to make use of the necessary services.

## WHO

- Applications will be accepted from newly established technology-oriented small firms with their place of business in Berlin who are attempting to perform an innovation project (anchor project).
- The companies should be no older than twelve months in order to receive financing from early phase 1, and no older than 24 months if applying for financing from early phase 2.
- In order to receive *Pro FIT* early phase financing, a mentor (motivator, networker, sparring partner) is also required who is committed to the newly established company, has the necessary entrepreneurial experience and has at least a small stake in the company's financing (equal to at least 5% of the funding provided).

## WHAT

- During both early phases, financing is available for all of the newly established company's necessary personnel, investment and operating expenses that are needed to establish and operate the company's initial infrastructure and used to prepare the anchor project in early phase 1. Support is available for personnel expenses (above all, for the CEO), investment expenditure and current operating costs. The expenses may not be directly linked to the "anchor project" nor incurred in conjunction with sales-related customer orders.
- Financing is provided, depending on the respective early phase, in the form of non-repayable grants and/or low-interest loans. In both early phases, financing is available to cover 100% of expenses eligible for support.
- Early phase 1:
  - Up to 50% of expenses in early phase 1 are financed with a non-repayable grant and a loan.
  - Early phase 1 can last for a maximum of one year.
  - The innovation project (anchor project) must begin during this time and no later than at the end of early phase 1.
- Early phase 2:
  - Expenses in early phase 2 are financed with a loan.
  - Early phase 2 ends at the latest when then anchor project ends.
- Total financing for both phases can amount to a maximum sum of EUR 500,000 with financing in early phase 1 limited to EUR 200,000.
- Loans in early phase 1 are usually granted as interest-free loans.
- Loans in early phase 2 are low-interest loans.
- The loans have a term of up to ten years.
- It is possible to agree to final-maturity payment and a declaration of subordination.
- The loans are granted without the need to provide collateral.





## HOW

- In addition to the application form, a detailed business plan (with text and figures) must be submitted online to IBB along with a description of the planned anchor project and details of the mentor for the early phase.
- What's more, the required "early-phase finance planner" must also contain the expenditure expected for the "anchor project", for other planned financed projects as well as for business included in the profit and loss account.
- The key budget items must be explained.
- Based on the documents submitted and a personal presentation by the founders, an external expert will assess the matter on the basis of the following aspects: technology, market environment, market launch strategy, budget consistency and team, in order to determine whether the planned business concept is generally suitable for and worth financing. The company's legal situation will also be examined on the basis of the partnership agreement as well as the SME declaration to be submitted.
- If the outcome of this examination is positive, IBB will request additional documents from the applicant company in order to perform its commercial examination. The prospective early phase financing that results from the technical examination may differ from the application in terms of type and amount.
- In the next step, the company's commercial documents as well as the economic standing of the applicant company will be assessed.
- The major shareholders must submit suitable information (individuals, for instance, must submit a voluntary disclosure statement).
- Based on this, IBB will perform an overall economic assessment, checking whether or not the shareholders have made a reasonable contribution towards the company's financing.
- Only when the application has been received by IBB and after its approval can the early phase project begin at the applicant's own financial risk (premature commencement). IBB's approval for premature commencement of the project is typically granted when the outcome of the technical assessment of the business concept was positive.



# Pro FIT-Projektfinanzierung / Pro FIT project financing

Programme to promote research, innovation and technologies



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Detailed information at  
[www.ibb.de/profit](http://www.ibb.de/profit)



Video on this programme at [youtube.com/c/InvestitionsbankBerlinIBB](https://www.youtube.com/c/InvestitionsbankBerlinIBB)



Required documents at  
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This programme is subject  
to [de-minimis rules](#)  
(refer to page 138).



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

## 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:

- Companies
  - SMEs (see page 138): alone or together with companies or research institutes
  - Non-SMEs: only in conjunction with SMEs and research institutes
- Research facilities:
  - only in conjunction with at least one company

## WHAT

- Support is available for single and combined projects in the phases of industrial research, experimental development as well as production development, market preparation and market launch.
- Support is available for project-related personnel expenditure, external costs, material expenditure, filing of intellectual property rights, expenditure related to market launch and market preparation, as well as indirect project costs.
- Subsidies are granted, depending on the innovation phase, in the form of non-redeemable grants and/or low-interest loans.
- Non-repayable 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. Maximum support percentages for project expenditure eligible for support 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 parties
    - 25% only in the case of large enterprises collaborating with other parties
- In the case of allowance-free financing and support programmes for research and development projects by research institutes, the support rate totals up to 75% or up to 100%, respectively, of the project-related expenditure in as far as financing from basic public financing resources can be obtained. The recipient's own share must total at least 25% of the total project expenditure eligible for support.





- In order to finance projects during the phase of experimental development as well as production development, market preparation and market launch undertaken by small and medium-sized enterprises, support is granted in the form of low-interest loans of up to EUR 1m or a maximum of 80% of the costs eligible for support 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%.
  - The loan is normally secured by pro-rata absolute guarantees by the relevant shareholders. Guarantees can be waived if the shareholders contribute a reasonable share towards project and/or company financing.
  - Loans for establishing production, market preparation and market launch are granted as de-minimis assistance. This may result in a limit to the loan amount.

#### HOW

- The proposed project must be clearly described and together with the interactive “Project application” form, the *Pro FIT* finance planner as well as documents related to the applicant’s legal situation must be submitted to IBB using the secure eAntrag (online) procedure.
- In the case of group projects, application documents must be completed by each project partner. The project description must be drawn up jointly by all of the project partners.
- As soon as the application has been received by IBB, the project can commence at the applicant’s own financial risk. The main risk in this case is that the project may not qualify for support or may not be seen to be worthy of support.
- Based on the documents submitted, two external experts analyse the proposed project in technical terms and assess its market relevance shortly after submission.
- Given a positive outcome of the examination, the possible project financing (type and amount) is determined, and the applicant is requested to submit further documents for the commercial assessment. The prospective *Pro FIT* financing that results from the technical examination may differ from the application in terms of type and amount.
- In the next step, the company’s commercial documents as well as the applicant’s economic standing will be assessed.
- The major shareholders must submit suitable information (individuals, for instance, must submit a voluntary disclosure statement).
- Based on this, IBB will perform an overall economic assessment, checking whether or not the shareholders have made a reasonable contribution towards the company’s financing.
- In the event of approval, only the project-related expenditure incurred after the application was received will qualify for support.
- The approval committee decides at monthly meetings whether to grant funding, as well as on the terms and conditions to which such funding is subject from case to case.

# Programm Innovationsassistent/-in / Innovation assistant programme



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This programme is subject  
to de-minimis rules  
(refer to page 138).

## AIM

- To protect and strengthen the competitiveness of small and medium-sized enterprises (SMEs, see page 138), especially in the clusters defined within the scope of the joint Berlin-Brandenburg innovation strategy which are of paramount importance for structural change in the region.
- Supporting innovation assistants at SMEs will facilitate access to scientific results for newly established and existing businesses and hence enable and accelerate the commercial exploitation of these results in project-related innovation processes.

## WHO

- Technology-orientated SMEs who develop and introduce their own products, processes or services on the market
- SMEs that are not technology-orientated are eligible if the project and the activity to be performed by the innovation assistant have major technology links and also involve in-house development work to a significant extent.
- The company must have at least one facility in Berlin.

## 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 the employment contract is signed, the prospective employee may not have graduated more than 24 months ago.
- The employee to be financed should not replace any other employee in the company. The job created must be for a newly created position or in a new sphere of responsibility.
- The jobs to be financed for graduates with project/task-specific qualifications must:
  - 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.
- Support will be granted as a project-related grant to cover up to 50% of the innovation assistant's gross taxable salary (EUR 40,000 max.) for a period of twelve months.
- No more than two innovation assistants can be supported at the same time.

## HOW

- Formal applications to IBB
- Formal applications must be submitted to IBB before employment contract is signed.
- Combination with personnel-cost grants under other job-centre programmes and measures is not permitted.



## Service für Technologietransfer und Cross-Innovation / Service for technology transfer and cross innovation

### AIM

- ▬ To increase the innovative strength and competitiveness of companies, in particular, of (SMEs, see page 138), of the cluster and industry sectors in Berlin through sector-spanning support for the initiation of technology transfer and group projects in co-operation with universities and science institutes in the capital city region.

### WHO

- ▬ The services supported are available to SMEs, universities and science institutes. One of the project partners must be based in Berlin.

### WHAT

- ▬ The free services include:
  - Information regarding formats and instruments for knowledge and technology transfer as well as innovation management
  - Establishment of contact with experts from science and business
  - Examination of co-operation possibilities for product and process developments
  - Information related to protection strategies and licensing
  - Pilotage for initiating co-operation and transfer projects
  - Information related to financing and support offerings
  - Organisation and implementation of technology-orientated co-operation forums

### HOW

- ▬ Informal application



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Detailed and up-to-date information at

[www.transfer-allianz.de](http://www.transfer-allianz.de)



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



# Transfer BONUS



## IBB Business Team GmbH Transfer BONUS

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[www.transferbonus.de](http://www.transferbonus.de)



The required guidelines  
can be found at  
[www.transferbonus.de/service/  
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This programme is subject  
to de-minimis rules  
(refer to page 138).



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

## AIM

- Support for the transfer of technology and knowledge from scientific and research institutions to small and medium-sized enterprises (SMEs, see page 138) in order to boost their innovative strength and strengthen their ability to master the challenges of digital transformation.
- Support of the development of new products or services, from the idea to market maturity, and for the improvement of the quality of existing products and processes through collaboration between academia and business - in particular, the implementation of digitisation solutions in business models and work organisation.

## WHO

- Technology-orientated SMEs or SMEs with a project that has a strong technological orientation. The company must have its registered office or one facility in Berlin.
- The company, which operates in the commercial sector, must pursue an activity that qualifies for support under the rules of the common task “improvement of regional economic structure” (GRW, see page 46).

## WHAT

- Support is available to cover part of the costs of services by scientific and/or research institutes in Berlin and Brandenburg to implement projects in applied research and development.
- The following are eligible for support:
  - First-time variant: Support is available to cover expenditure which is spent on external scientific activities prior to the development of a new or modified product, service or process innovation and which is incurred during concrete, first-time collaboration between the company and a scientific institute.
  - Standard variant: Expenditure on external R&D activities related to planning, development and implementation is funded when such activities are geared towards designing new or modified products, services and production processes to reach market or production maturity or towards developing products (suppliers) in the field of digitisation and/or to implement such products internally (users).

## HOW

- Aid is granted in the form of project support as a non-repayable subsidy.
- Two variants are offered:
  - First-time variant: Financing rate of up 100% of the order volume, however, a maximum of EUR 3,000
  - Standard variant: Financing rate of 70% of the order volume, however, a maximum of EUR 15,000 or a once-off sum of EUR 45,000 in the field of digitalisation.
- Support is generally only available for services that are related to the specific expertise of scientific and research institutes in Berlin and Brandenburg and which cannot be generally performed by commercial service providers and consultancy firms.
- 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.



## VC Fonds Technologie Berlin II / VC Fund Technology Berlin II

### Investment capital for Berlin-based technology companies

#### AIM

- With the VC Fund Technology Berlin II, IBB Beteiligungsgesellschaft invests venture capital in growth companies in different technology sectors, thereby strengthening their equity basis. The funds are primarily provided in order to finance the development and launch of innovative, scalable products or services in order to achieve quick company growth.

#### WHO

- VC fund Technology Berlin II invests in companies which fulfil the following investment criteria:
  - Technological innovation or innovative business models
  - High scaling and value increase potential
  - In one of the following industries: life science, industrial technologies or ICT
  - Companies with a technological unique selling proposition of a development lead of several years
  - Founder and management teams with high levels of personal and professional competence
  - Companies that are still in the early phase; financing for growth is only possible in subsequent financing rounds.
  - Good medium-term exit possibility
- 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, (SMEs, see page 138), and it must be a corporation. Furthermore, the company may not be in difficulty within the meaning of the guideline of the European Community for state aid for company rescue and restructuring measures.

#### WHAT

- Minority shares in equity
- Initial investments: typically between EUR 200,000 and EUR 1m, or higher in the case of a significantly higher capital demand
- In subsequent rounds with existing and/or new investors, the commitment can be increased to a total investment of up to EUR 4m, depending on the equity demand.

#### HOW

- Applicants should contact IBB Beteiligungsgesellschaft mbH directly.
- A brief description and/or a presentation form the basis for a first meeting. Strictly confidential handling is warranted.
- Participation by VC Fund Technology Berlin II 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 Fund Technology Berlin II.



#### IBB Beteiligungsgesellschaft mbH

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[www.ibb-bet.de](http://www.ibb-bet.de)



Video on this programme at  
[youtube.com/c/  
InvestitionsbankBerlinIBB](https://youtube.com/c/InvestitionsbankBerlinIBB)



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



# WIPANO - Förderung von Patentierung und Verwertung / WIPANO - Patenting and exploitation promotion



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Part of the WIPANO programme -  
Knowledge and technology transfer  
via patents and standards with a  
focus on companies - is supported  
by the Federal Ministry for Economic  
Affairs and Energy.



Required documents at  
[www.wipano.de](http://www.wipano.de)



Online applications and/or  
document upload at  
[foerderportal.bund.de/easyonline](http://foerderportal.bund.de/easyonline)

## AIM

- The “patenting and exploitation promotion” functionality under the WIPANO programme is a continuation of the previous “SME sponsor campaign” of the SIGNO programme sponsored by the Federal Ministry for Economic Affairs and Energy (BMWi).
- Small and medium-sized enterprises (SMEs, see page 138), skilled crafts businesses and engineering firms are supported in obtaining initial protection for their research and development results through intellectual property rights and their exploitation and guided when it comes to striving for additional options in the field of development and application of norms and standards.

## WHO

- “Patenting and exploitation promotion” is specifically 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 skilled crafts and engineering firms which have their place of business and a 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

- “Patenting and exploitation promotion” is split up into five packages (P) with grants of up to 50%:
  - P 1 First general examination of the invention: EUR 375 max.
  - P 2 Detailed examination of the invention: EUR 1,200 max.
  - P 3 (Strategy) advice and co-ordination of the patent application: EUR 2,000 max.
  - P 4 Patent application (official and patent attorney’s fees): EUR 10,000 max.
  - P 5 Patent exploitation activities: EUR 3,000 max.
- The maximum grant per company totals EUR 16,575.
- The support term totals 24 months.

## HOW

- Applications for participation in the “patenting and exploitation promotion” programme as part of WIPANO are submitted using the “easy-online” portal at Forschungszentrum Jülich (project sponsor).





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

### AIM

- ↳ ZIM is a nation-wide technology support programme for small and medium-sized enterprises from all industries as well as for industry-near research institutes working with such SMEs.
- ↳ The innovative strength and competitiveness of small and medium-sized enterprises, of skilled crafts companies and professional freelancers are to be improved on a lasting basis. This is designed to contribute towards economic growth, in particular by tapping value-added potential and raising the level of application-orientated knowledge.
- ↳ This support by the Federal Ministry for Economic Affairs and Energy (BMWi) aims to:
  - motivate small and medium-sized enterprises to step up their market-orientated research, development and innovation,
  - reduce the technical and commercial risks of R&D projects,
  - quickly transpose R&D results into marketable innovation,
  - promote collaboration between companies and research institutes, expand the transfer of knowledge and technology, foster commitment to R&D and synergies as well as other positive effects through collaboration in innovation networks,
  - improve innovation, co-operation and network management at small and medium-sized enterprises.

### WHO

- ↳ Small and medium-sized enterprises (SMEs, see page 138) with an operating facility in Germany who together with their affiliated or partner companies employ at the time of application a workforce of less than 250 and which record annual turnover of no more than EUR 50m or a balance-sheet sum of no more than EUR 43m.
- ↳ Medium-sized enterprises with an operating facility in Germany who together with their affiliated or partner companies employ at the time of application a workforce of less than 1,000. Companies with a workforce of more than 500 are entitled to apply as long as they co-operate with an SME.
- ↳ Public and private, non-commercial German research facilities co-operating with a company receiving support

### WHAT

- ↳ Promotional funds are available for:
  - Individual projects: R&D activities by a single company to develop innovative products, processes or technical services without any restriction to certain technologies or industries. In addition, market launch services can be supported.



Contact details for ZIM single projects, ZIM collaboration projects and ZIM co-operation networks at [www.zim.de/kontakt](http://www.zim.de/kontakt)



A new ZIM guideline was published in March 2020. It replaces the previous guideline, which expired on 31 December 2019.

Please go to: [www.zim.de](http://www.zim.de) and find out about the terms and conditions for support as well as the ZIM project sponsors.



Flyers, guidelines and ancillary provisions, application and billing forms as well as other documents at [www.zim.de](http://www.zim.de), in the form centre and in the media library



The grant for the network management of the “innovation networks” funding variant is subject to [de-minimis rules](#) (refer to page 138).





- Co-operation projects: R&D co-operation projects by companies or companies and research institutes to develop innovative products, processes or technical services without any restriction to certain technologies or industries. They should be carried out in a balanced partnership in which all of the partners contribute innovative services. In addition, market launch services can be promoted.
- Innovation networks: Management and organisation services for innovative networks as well as research and development projects initiated by the network. Networks must be made of at least six companies that meet the criteria listed under "Who?" (in the case of international innovation networks at least four, in addition to which there must be other international partners). Research facilities, universities, other companies and institutes, such as associations and basic municipal government units, may also be involved.
- Feasibility studies with regard to an R&D project planned under the ZIM programme (eligible applicants: young enterprises, micro-enterprises, first-time grant recipient)
- Funding is granted as a non-repayable grant in the form of partial financing based on the costs eligible for funding.
- Maximum amount of eligible costs:
  - Individual projects: up to EUR 550,000
  - Cooperation projects: up to EUR 450,000 per company and up to EUR 220,000 for cooperating research institutions
  - National innovation networks: up to EUR 420,000
  - International innovation networks: up to EUR 520,000
  - Feasibility studies: up to EUR 100,000 per company

#### HOW

- ↳ Applications must be submitted before the project starts and before contracts are signed by the project partners involved.
- ↳ Formal applications should be submitted to the local project sponsor.
- ↳ Applications can be submitted at any time.

# *Subsidies within the scope of labour-market policy*

THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
SUBSIDIES WITHIN THE SCOPE  
OF LABOUR-MARKET POLICY



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# AFBG/Aufstiegs-BAföG / AFBG/Career development grant

Career Development Act (AFBG) as amended and pro-mulgated on 15 June 2016  
(Federal Gazette I p. 1450)



## Bezirksamt Charlottenburg- Wilmersdorf von Berlin

Abteilung Soziales und Gesundheit  
Amt für Ausbildungsförderung  
(Dept. of Social Affairs and Health,  
Office for vocational training)  
Otto-Suhr-Allee 100, 10585 Berlin  
Tel. +49 (0) 30 / 90 29-10  
Responsible for the following  
districts: Mitte, Friedrichshain-  
Kreuzberg, Charlottenburg-  
Wilmersdorf, Spandau, Steglitz-  
Zehlendorf, Schöneberg-Tempelhof,  
Reinickendorf

## Bezirksamt Lichtenberg von Berlin

Abteilung Bildung, Kultur, Soziales  
und Sport  
Amt für Ausbildungsförderung  
(Office for vocational training)  
Alt-Friedrichsfelde 60  
Haus 2, 10315 Berlin  
Tel. +49 (0) 30 / 9 02 96-0  
Responsible for the following  
districts: Pankow, Treptow-  
Köpenick, Marzahn-Hellersdorf,  
Lichtenberg, Neukölln



Detailed information at  
[www.aufstiegs-bafoeg.de](http://www.aufstiegs-bafoeg.de)



Video on this programme at  
[www.aufstiegs-bafoeg.de/de/  
aufstiegs geschichten-1705.html](http://www.aufstiegs-bafoeg.de/de/aufstiegs geschichten-1705.html)



Application forms at  
[www.aufstiegs-bafoeg.de/de/  
antragsformulare-1702.html](http://www.aufstiegs-bafoeg.de/de/antragsformulare-1702.html)



Online applications and/or  
document upload at  
[www.aufstiegs-bafoeg.de/de/  
antrag-online-stellen-1709.html](http://www.aufstiegs-bafoeg.de/de/antrag-online-stellen-1709.html)

## AIM

Government funding 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

- Support is available to participants in vocational training programmes who:
  - are preparing to train as a master craftsman/woman or industrial foreman/forewoman, educator, technician, commercial clerk, economist or to obtain one of more than 700 comparable qualifications and
  - meet with the requirements of the respective training regulations for exam admission or who qualify for the vocational training pursued (pre-qualification).
- Student drop-outs or school leavers without any other vocational training qualification but who have the work experience required under the training regulations for further training are eligible for support under this programme. As a precondition, this must be foreseen in the related training regulations.
- This also applies to Bachelor graduates who are striving for advanced qualification and who meet the applicable requirements.
- There is no age limit.

## WHAT

- Grants that do not have to be paid back; the grant shares vary depending on what is being supported (the costs of measures, maintenance requirements, etc.).
- A low-interest loan with Kreditanstalt für Wiederaufbau (KfW) to cover the difference between the grant share and the maximum support amount.
- In order to finance teaching and examination fees, a sum amounting to the fees actually incurred of up to EUR 15,000 max. can be granted independent of income or assets. 40% of the support is paid as a grant and KfW issues an offer for a low-interest bank loan to cover the remaining amount.
- The material costs of a master craftsman's examination project can be supported up to half the amount of the necessary costs with up to EUR 2,000. 40% of this support is paid as a grant. KfW issues an offer for a low-interest bank loan to cover the remaining amount.
- Single parents with children under the age of ten or children with a disability living in their household are eligible for an additional flat-rate childcare allowance of EUR 130 as a grant during the programme, irrespective of income and assets.
- When participating in full-time measures, a contribution to living costs can also be approved. This contribution to living costs is irrespective of the income and assets of the participant and of his/her spouse or life partner, as applicable. Support under this programme comprises a grant and the offer of a low-interest loan from KfW.



- ↳ The maximum monthly contribution to living costs for a single person currently totals EUR 768. This is made up of basic and housing need as well as an increase amount and allowances for health and nursing care insurance, if applicable.
- ↳ If applicants are married or live in a registered life partnership and are not permanently separated, this amount increases by a maximum monthly sum of EUR 235.
- ↳ If there are children entitled to children's allowance, the maximum monthly amount increases by EUR 235 per child.
- ↳ After deduction of a flat-rate amount of EUR 103, the contribution to living costs, including the increase amount for married or partnered couples, 50% of the support is paid as a grant. A grant of 55% is paid for the increase amount per child. KfW issues an offer for a low-interest bank loan to cover the remaining amount.
- ↳ If children under the age of ten or children with a disability are being reared by a single parent, a flat-rate monthly childcare allowance of EUR 130 per child is also granted for full-time measures. This allowance is independent of income or assets.

Loan release for successful examination and start-up:

- ↳ If the examination is successfully passed, an application can be submitted for release from 40% of the loan to cover teaching and examination fees still payable at this point in time.
- ↳ If a company is founded or taken over, or if freelance activities are commenced within three years after passing the exam, KfW can release the borrower (subject to application and proof) from the loan not yet due for repayment at this time to cover training and examination fees subject to the following terms:
  - a) 33% if an additional trainee/apprentice was hired with a trainee/apprenticeship term of twelve months or longer,
  - b) 33% for an additional employee whose term of regular and permanent employment totalled at least six months 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 a) and b) 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.

#### HOW

- ↳ Formal application.
- ↳ Education institutes other than public organisations or institutes supervised by the government are obliged to prove that they are applying a quality assurance system.



# Arbeits- und Ausbildungsplätze für Schwerbehinderte / Jobs and training positions for the severely handicapped

Investment support for creating new jobs and training positions for the severely handicapped



## Landesamt für Gesundheit und Soziales

(Regional Office for Health  
and Social Affairs)

LAGeSo - Integrationsamt

(Integration office)

Darwinstraße 15, 10589 Berlin

Tel. +49 (0) 30 / 9 02 29-33 04

[integrationsamt@lageso.berlin.de](mailto:integrationsamt@lageso.berlin.de)

[www.integrationsaemter.de](http://www.integrationsaemter.de)

and

[www.berlin.de/lageso](http://www.berlin.de/lageso)



Detailed information and  
application forms at

[www.berlin.de/lageso](http://www.berlin.de/lageso)



Application forms at

[www.berlin.de/lageso/](http://www.berlin.de/lageso/)

[behinderung/arbeit-und-](http://www.berlin.de/lageso/behinderung/arbeit-und-behinderung-integrationsamt/)

[behinderung-integrationsamt/](http://www.berlin.de/lageso/behinderung-integrationsamt/)

[antragsformulare](http://www.berlin.de/lageso/behinderung-integrationsamt/antragsformulare)

## AIM

- ↳ To create new jobs on the general labour market, in particular, for the long-term unemployed and particularly affected, severely handicapped persons

## WHO

- ↳ Employers creating a new job or training position for a severely handicapped person in the Federal Land of Berlin.

## WHAT

- ↳ Maximum grant of EUR 25,000 for each newly created job or training position with an employer contribution of at least 20% related to the disability-independent capital investment for this particular job or training position
- ↳ The costs for any additional measures which may be necessary due to the employee's disability are also usually paid in full by the relevant rehab sponsor.
- ↳ The jobs or training positions to be supported must be reserved for severely handicapped persons over a maximum period of three years depending on the conditions of the specific case.

## HOW

- ↳ Informal written applications prior to hiring the severely handicapped employee or trainee.



## Ausbildungszuschuss / Training allowance

### AIM

- More training positions and higher training quality

### WHO

- Support is designed for companies that create training jobs:
  - within the scope of integrated training
  - in a profession where vocational training is located outside Berlin (marginal occupations)
  - for young people with disadvantages on the training market
  - for female trainees
  - for single parents
  - by taking over trainees from companies that have gone bankrupt or have shut down
  - for refugees
- Under this programme, allowances are within the scope of first-time vocational training with the exception of integrated training and support for refugees.

### WHAT

- Allowances
- Support for integrated training for each demonstrated day of training at the integration partner totals EUR 40 for each training contract, up to EUR 6,500 max. for a three-year training period or EUR 7,500 for a 3.5-year training period, up to EUR 2,500 max. for a two-year training period (exception). Integrated training in preparation of examination can be supported for up to 10 days.
- Support for vocational training in marginal occupations totals EUR 12 for every demonstrated day of vocational school training.
- Support 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 EUR 10,000 max.
- Support for women in a profession not typical for women totals 75% of the trainee's pay, however, no more than EUR 7,500.
- Support 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.
- Support for trainees from bankrupt companies/closed-down companies totals 75% of the trainee's pay, however, no more than EUR 5,000.
- The support for refugees amounts to EUR 2,000 for the first and third year of training and EUR 1,000 for the second year. Support for language courses in the first year of training totals EUR 500.

### HOW

- Formal applications to be submitted to Handwerkskammer Berlin (Chamber of Skilled Crafts and Small Businesses in Berlin).



### Handwerkskammer Berlin

(Chamber of Skilled Crafts and Small Businesses in Berlin)  
 Förderung der Berufsausbildung  
 im Land Berlin (FBB)  
 Blücherstraße 68, 10961 Berlin  
 Mr Norman Popp  
 Tel. +49 (0) 30 / 2 59 03-3 81  
 Mr Olav Maszull  
 Tel. +49 (0) 30 / 2 59 03-3 82  
 Ms Corinna Lehmann  
 Tel. +49 (0) 30 / 2 59 03-3 83  
 Ms Manuela Kuhne-Liebenow  
 Tel. +49 (0) 30 / 2 59 03-3 84  
[ffb@hwk-berlin.de](mailto:ffb@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

Programme by **Senatsverwaltung für Integration, Arbeit und Soziales** (Senate Department for Integration, Labour and Social Affairs)  
 Oranienstraße 106, 10969 Berlin



Please note the administrative regulations at  
[www.berlin.de/sen/arbeitsausbildung/berufsausbildung](http://www.berlin.de/sen/arbeitsausbildung/berufsausbildung)



Application forms and important information at  
[www.hwk-berlin.de/ffb](http://www.hwk-berlin.de/ffb)



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

## Financial support for new recruitments



The addresses of the jobs centres in Berlin can be found on page 140.  
Employer service:  
Tel. +49 (0) 800 4 / 55 55 20  
(free of charge for calls from Germany)  
Monday to Friday: 8am to 6pm  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)



Detailed information at  
[www.arbeitsagentur.de/unternehmen/foerderung-arbeitsaufnahme](http://www.arbeitsagentur.de/unternehmen/foerderung-arbeitsaufnahme)



Online applications and/or document upload at  
<https://anmeldung.arbeitsagentur.de/portal>

### AIM

Financial compensation for employers if an employee does not (yet) meet the respective requirements of the job when employment commences.

### WHO

Companies offering regular jobs to workers in need of help. Workers in need of help are all persons who:

- due to their person are more difficult to place in jobs and who underperform in the position to be filled
- are recognised as severely handicapped, or who have an equivalent status, and who are particularly affected within the scope of section 104 (1), Nos. 3a-d of Volume IX of the Social Security Code (§ 104 Abs. 1 Nr. 3 a-d SGB IX).

### WHAT

Allowance in addition to the regularly paid wage

The allowance scope and sum is decided by the job centre (Agentur für Arbeit) in each case and is orientated towards the scope of the employee's reduced performance and the respective integration requirements.

The share of total social insurance contribution payments is considered on a flat-rate basis.

Support period: 12 months max.

Additional options:

- up to 36 months for people over the age of 50,
- 70% max. up to 24 months for disabled or severely disabled people,
- 70% max. up to 60 months for particularly affected severely disabled people, and up to 96 months for people over the age of 55,

After 12 months, the allowance is reduced by 10%; in the case of older, particularly affected severely disabled people, after 24 months.

The integration allowance must be paid back if employment is terminated during a subsidy term or during the subsequent term of employment (this does not apply to particularly seriously affected people with a severe handicap).

The subsequent term of employment corresponds to the relevant support term, 12 months max.

### 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 at the latest before 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.





## Einstiegsqualifizierung nach § 54 a SGB III / Entrance qualification pursuant to section 54 a of Volume III of the German Social Security Code (§ 54 a 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 already been developed by German Vocational Training Act [BBiG])

### WHO

- ↳ Employers who provide entrance qualification
- ↳ The following people qualify for support:
  - applicants for training jobs registered with the job centre (Agentur für Arbeit) whose recruitment prospects are impaired due to personal reasons and who also failed to find vocational training despite additional nation-wide job-finding efforts;
  - people looking for training who are not yet fully qualified for training, and
  - trainees with learning difficulties and socially disadvantaged people in search of training.

### WHAT

- ↳ A monthly allowance of up to EUR 243 (maximum of EUR 247 from 1 August 2020) plus a flat-rate share of the trainee's average total contribution to social insurance which is recalculated each year but which remains constant for the duration of the individual support period.
- ↳ The support period corresponds to the duration of the long-term internship (at least six months, and no more than 12 months).
- ↳ Assistance during training can also be granted to socially disadvantaged youths and youths with impaired learning capabilities.
- ↳ This support usually ends at the time the training year starts.

### 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 should be submitted before the entrance qualification measure begins
- ↳ Conclusion of a qualification contract with a remuneration obligation pursuant to section 26 of the Federal Vocational Training Act (BBiG)
- ↳ The company issues a certificate after completion of the entrance qualification measure.
- ↳ The company must be able to qualify the participant, but it must not necessarily be qualified as a training facility.
- ↳ The entrance qualification participant is required to attend a vocational school unless the school board has issued a waiver. This support is also paid during the vocational school teaching period.



The addresses of the jobs centres in Berlin can be found on page 140.  
Employer service:  
Tel. +49 (0) 800 4 / 55 55 20  
(free of charge for calls from Germany)  
Monday to Friday: 8am to 6pm  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)



Detailed information at  
[www.arbeitsagentur.de/unternehmen/ausbildungsbetrieb/einstiegsqualifizierung-arbeitgeber](http://www.arbeitsagentur.de/unternehmen/ausbildungsbetrieb/einstiegsqualifizierung-arbeitgeber)



Online applications and/or document upload at  
<https://anmeldung.arbeitsagentur.de/portal>



# Förderung von Langzeitarbeitslosen nach § 16i/e SGB II / Support for the long-term unemployed according to section 16i/e of Volume II of the Social Security Code



The addresses of the jobs centres in Berlin can be found on page 140.  
Employer service:  
Tel. +49 (0) 800 4 / 55 55 20  
(free of charge for calls from Germany)  
Monday to Friday: 8am to 6pm  
[www.arbeitsagentur.de/unternehmen/arbeitgeber-service](http://www.arbeitsagentur.de/unternehmen/arbeitgeber-service)



Detailed information and downloads at  
[www.arbeitsagentur.de/unternehmen/finanziell/foerderung-von-langzeit-arbeitslosen](http://www.arbeitsagentur.de/unternehmen/finanziell/foerderung-von-langzeit-arbeitslosen)

## AIM

- ↳ Sustainable integration of long-term unemployed people in the first labour market with two support instruments in accordance with the Equal Opportunities Act (THCG, Teilhabechancengesetz)

## WHO

- ↳ Companies that employ long-term unemployed people in regular jobs (full-time and part-time)

## WHAT

- ↳ Integration of long-term unemployed persons according to section 16i of Volume II of the Social Security Code (§ 16i SGB II) (minimum unemployment period of seven years in the last eight years, receipt of unemployment pay II and over 25 years of age):
  - Wage subsidy for five years: 100% in the first and second year, 90% in the third, 80% in the fourth, 70% in the fifth
  - Coaching parallel to employment for up to five years for the supported employee (release of the employee is mandatory for the entire first year)
  - Maximum grant of EUR 3,000 towards the costs of further professional development if such support is provided to the employee during employment
- ↳ Integration of long-term unemployed persons within the meaning of section 16e of Volume II of the Social Security Code (§16e SGB II) (at least two years unemployed):
  - Wage subsidy for two years: 75% in the first year, 50% in the second
  - Coaching parallel to employment for two years for the supported employee (release of the employee is mandatory for the first six months)
  - Maximum grant of 100% towards the costs of further professional development if such support is provided to the employee during employment

## HOW

- ↳ Applications should be submitted to the job centre ([Agentur für Arbeit](#) see page 140) responsible for the district where the employer has its registered place of business.



## Landesprogramm Mentoring / Mentoring programme by the Federal State

### Securing training success - avoiding dropouts

#### AIM

- Support for projects that offer mentoring to trainees as an early and preventive measure to stabilise training and to strengthen young people's skills, so that they can successfully complete training. Volunteer mentors support trainees in mastering the challenges on the job and at vocational schools by developing their own skills and pursuing the goals they have set themselves.

#### WHO

- Training companies who are looking for mentoring for a trainee
- Young people who have signed a training contract in an occupation recognised under the German Vocational Training Act or the Skilled Crafts Code and who are training in an occupation in one of the following industries/vocational sectors:
  - Hotel/catering/tourism
  - Services
  - Construction industry
  - Health
  - Technology, law and security
  - Transport and logistics

#### WHAT

- A voluntary mentor is assigned to the trainee who will work with the trainee and address the situation in a personal and trust-based manner.
- In a 1:1 situation, trainees will learn to meet the requirements of the company in the same way as those of the vocational school. They also learn to develop their own skills and pursue the goals set.
- Even in difficult personal situations in the trainee's private life, the mentor can provide stability and help the trainee to successfully complete training.

#### HOW

- The projects offered by various sponsors are presented for selection on the website of the programme.
- Selecting a project that focuses on the sector where training positions are offered
- Send an e-mail or call.



#### zgs consult GmbH

Bernburger Straße 27, 10963 Berlin  
Ms Rieke Häfner-Wernet  
Tel. +49 (0) 30 / 69 00 85-45  
[r.haefner-wernet@zgs-consult.de](mailto:r.haefner-wernet@zgs-consult.de)  
[www.zgs-consult.de](http://www.zgs-consult.de)



Important additional information at  
[www.landesprogramm-mentoring.de](http://www.landesprogramm-mentoring.de)



Required documents at  
[www.landesprogramm-mentoring.de](http://www.landesprogramm-mentoring.de)  
and  
[www.zgs-consult.de](http://www.zgs-consult.de)



# Landeszuspruch für kleine und mittlere Unternehmen / Federal-state allowance for small and medium-sized enterprises

supported by Berlin's Senate Department for Integration, Labour and Social Affairs



## zgs consult GmbH

Bernburger Straße 27, 10963 Berlin

Mr Volker Hiller

Tel. +49 (0) 30 / 2 84 09-5 28

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Ms Helene Rechner

Tel. +49 (0) 30 / 2 84 09-2 59

[h.rechner@zgs-consult.de](mailto:h.rechner@zgs-consult.de)

[www.zgs-consult.de](http://www.zgs-consult.de)



Detailed information at

[www.landeszuschuss-kmu.de](http://www.landeszuschuss-kmu.de)



Application, guidelines and  
other documents at

[www.landeszuschuss-kmu.de](http://www.landeszuschuss-kmu.de)



This programme is subject  
to de-minimis rules  
(refer to page 138).

## AIM

- Financial support to strengthen small and medium-sized enterprises (SMEs, see page 138) in Berlin and to create more good, i.e. regular, jobs for people with a minimum wage and full-time employment.

## WHO

- Allowances are available to non-affiliated small and medium-sized enterprises based in Berlin with up to 250 employees if they hire people who live in Berlin and fulfil the following requirements:
  - Unemployed people who have been out of work for at least six months
  - Employees in job promotion measures according to section 16e of the German Social Security Code (§ 16e SGB II) as well as participants in other measures according to section 16d of the above code.
  - Participants taking part in a supported vocational training measure.
  - Salaried employees, people in mini jobs and self-employed people if they receive supplemental unemployment pay II.

## WHAT

- A maximum allowance of up to EUR 12,000 for the gross monthly wage costs of EUR 1,901 per full-time (at least 35 hours per week) employee on condition that the applicable statutory minimum wage is paid.
- The support period totals 30 months for permanent work contracts.

## HOW

- Formal application
- The work contract can commence before approval at the company's own risk.
- The minimum support term totals at least twelve months.



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

### AIM

- ↳ To promote vocational training in order to improve the professional skills of unemployed Berliners who are recipients of unemployment pay II in order to improve their employment prospects and opportunities for integration into the first labour market.
- ↳ Young people up to the age of 27: Promotion of qualification measures for young people who do not qualify for training, especially those with a migrant background. These measures support young people transitioning from general education to vocational training.

### WHO

- ↳ Suitable training centres

### WHAT

- ↳ Support amount: 100% of the costs of the measure
- ↳ Eligible for support: qualification costs as standard unit costs
- ↳ Not eligible for support: investment costs
- ↳ Term: up to eight months
- ↳ Mandatory qualification internship at companies in the private sector for at least eight weeks and up to 50% of the project term
- ↳ 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 (ESF, see page 136).

### HOW

- ↳ Following participation in an expression of interest procedure in the autumn of each budget year, qualified training centres can submit formal applications to the service companies in charge at the Senate Department for Integration, Labour and Social Affairs.



Adults:

**zgs consult GmbH**

Bernburger Straße 27, 10963 Berlin

Ms Iris Kramp

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Young people up to the age of 27:

**zgs consult GmbH**

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[www.zgs-consult.de](http://www.zgs-consult.de)



Application, guidelines and other documents at

[www.zgs-consult.de/weiterbildung/qualifizierung-vor-beschaeftigung](http://www.zgs-consult.de/weiterbildung/qualifizierung-vor-beschaeftigung)

and

[www.zgs-consult.de/berufliche-bildung/ausbildung-in-sicht-ais](http://www.zgs-consult.de/berufliche-bildung/ausbildung-in-sicht-ais)



Electronic applications and/or document upload at

<https://eurekaplus.berlin.de/EurekaPlus20/login.xhtml>



# WEITER.BILDUNG! / FURTHER.TRAINING!

## Qualification Offensive of the Federal Employment Agency



The addresses of the jobs centres in Berlin can be found on page 140.  
Employer service:  
Tel. +49 (0) 800 4 / 55 55 20  
(free of charge for calls from Germany)  
Monday to Friday: 8am to 6pm  
[www.arbeitsagentur.de/unternehmen/arbeitgeber-service](http://www.arbeitsagentur.de/unternehmen/arbeitgeber-service)



Detailed information at  
[www.arbeitsagentur.de/weiterbildung-qualifizierungsoffensive](http://www.arbeitsagentur.de/weiterbildung-qualifizierungsoffensive)



Flyer at  
[www.arbeitsagentur.de/datei/bag00116.pdf](http://www.arbeitsagentur.de/datei/bag00116.pdf)

### AIM

- ↳ To secure and improve the competitiveness of companies by supporting the further professional development of employees with limited skills or of older employees

### WHO

- ↳ Companies investing in the further professional development of their low-skilled or older employees

### WHAT

- ↳ The Qualification Offensive offers
  - comprehensive advice from job centres
  - extended access to professional development support
  - grant towards training costs (up to 100% depending on the size of the company and other conditions)
  - subsidy on wages during further professional development (up to 100% depending on the size of the company and other conditions)
- ↳ Support is provided for the further professional development of employees while wages continue to be paid.
- ↳ As a precondition, employees are required to complete more than 160 hours of further professional development.
- ↳ The implementation of the qualification measure can be arranged in a flexible way in terms of training times, such as full-time, part-time or in-service.
- ↳ Please contact the job centres (Agentur für Arbeit) about the support that is possible for your company.

### HOW

- ↳ Applications should be submitted to the job centre ([Agentur für Arbeit](#), see page 140) responsible for the district where the employer has its registered place of business.



# *Consultancy and in-house training*

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THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
CONSULTANCY AND IN-HOUSE TRAINING



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# Beratungsförderung / Consultancy allowance

Framework directive of the Federal Ministry for Economic Affairs and Energy  
for the promotion of entrepreneurial expertise



## Bundesamt für Wirtschaft und Ausfuhrkontrolle

Referat 413  
Frankfurter Straße 29-35  
65760 Eschborn  
Tel. +49 (0) 61 96 / 9 08-15 70  
[foerderung@bafa.bund.de](mailto:foerderung@bafa.bund.de)  
[www.bafa.de](http://www.bafa.de)



Support according to the Framework Directive of the Federal Ministry for Economic Affairs and Energy (BMW); approval and payment of grants by the Federal Office of Economics and Export Control (BAFA)



Publications, legal information, forms, events calendar and other documents at [www.bafa.de/unb](http://www.bafa.de/unb)



Online applications and/or document upload at [fms.bafa.de/BafaFrame/unternehmensberatung](http://fms.bafa.de/BafaFrame/unternehmensberatung)



This programme is subject to de-minimis rules (refer to page 138).



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

## AIM

– A cost allowance for consultancy fees is to entice small and medium-sized enterprises (SMEs, see page 138) and freelance professionals to avail themselves of external expertise in order to increase their performance and competitiveness and to assist them in adapting to changed economic conditions.

## WHO

- The support programme for entrepreneurial expertise is designed for
  - young companies which have not been on the market for more than two years
  - existing companies from the third year of existence
  - companies in economic difficulty - irrespective of company age (companies in difficulty, see page 139)
- The companies must have their registered office and place of operation or a branch office in the Federal Republic of Germany and, during the last financial year before consultancy services were used, may not have employed more than 250 people or recorded annual turnover of more than EUR 50m or an annual balance sheet sum of more than EUR 43m (according to the EU's definition of medium-sized enterprises).
- The company or the company together with a partner or affiliated company may not exceed the limits for staff and annual turnover or balance sheet sum.

## WHAT

- Consultancy and advisory services for young and existing companies can be supported within the scope of the following focal areas:
  - General consultancy services: regarding all commercial, financial, personnel-related and organisational issues concerning company management
  - Special consultancy services: In order to counter structural imbalances, further consultancy services can be supported in addition to general issues.
  - Enterprise rescue: Consultancy services are supported for companies in difficulty regarding all questions regarding the restoration of their performance and competitiveness. Additional follow-up consultancy services can be supported in order to reinforce the measures.
- Existing companies are not entitled to more than five days per focal area. The consultancy days do not have to be consecutive. The time for preparing the report as well as travel times can be outside this time window. This limitation does not apply to young companies or companies in difficulty; here, the measure can be extended and billed over the entire support period (maximum of six months).
- Until the maximum relevant consultancy costs are exhausted in each case (eligible costs), all companies can submit several applications for support per focal area.





- Each support measure must be carried out as an individual consultancy services, seminars or workshops alone are not considered. The consultancy service must be documented by the consultant in a written report.
- The support amount is orientated towards the maximum relevant consultancy costs (eligible costs) and the company's location.

	Eligible costs	Support rate <sup>1)</sup>	Max. support
<b>Young companies</b> up to 2 years on the market	4,000 EUR	80%	3,200 EUR
		60%	2,400 EUR
		50%	2,000 EUR
<b>Existing companies</b> up to 2 years on the market	3,000 EUR	80%	2,400 EUR
		60%	1,800 EUR
		50%	1,500 EUR
<b>Companies in difficulty</b>	3,000 EUR	90%	2,700 EUR

1) Support rate: 80% new federal states (without Berlin and without the Leipzig region); 60% Lüneburg region, otherwise 50%; 90% companies in difficulty independent of age and location

## HOW

- Applications are submitted online using BAFA's application platform
- Applications are pre-examined by a liaison office and the result is communicated to the applicant(s)
- After this, a consultancy agreement can be signed and/or consultancy services commenced. Retroactive support is not possible.
- Prior to submitting their application, young companies and companies in difficulty are obliged to attend a free information meeting with a regional contact partner of their choice. No more than three months may expire between the meeting and submission of the application. Existing companies can hold such a meeting.
- After consultancy services have been provided, evidence of use must be submitted online within six months via BAFA's application platform.
- The liaison office checks the documents and passes these on to BAFA.
- The grant is approved and paid following final examination by BAFA.



# BMW*i*-Innovationsgutscheine (go-Inno) / BMW*i* Innovation vouchers (go-Inno)



## Deutsches Zentrum für Luft- und Raumfahrt e. V.

DLR-Projektträger  
Heinrich-Konen-Straße 1, 53227 Bonn  
Tel. +49 (0) 2 28 / 38 21-15 18  
[go-inno@dlr.de](mailto:go-inno@dlr.de)  
[www.bmwi-innovationsgutscheine.de](http://www.bmwi-innovationsgutscheine.de)



Detailed information as  
well as a list of authorised  
consultancy firms at  
[www.bmwi-innovationsgutscheine.de](http://www.bmwi-innovationsgutscheine.de)



Online applications and/or  
document upload at  
[www.proton-bund.de/proton](http://www.proton-bund.de/proton)

### AIM

- To increase the innovative strength and competitiveness of the companies advised by professionalising innovation management

### WHO

- Companies from the commercial and industrial sector including skilled crafts with fewer than 100 employees, annual turnover or an annual balance sheet sum of EUR 20m max. and a facility or branch office in Germany

### WHAT

- Support is available for external consultancy services by authorised consultancy firms in order to prepare and implement product and technical process innovation projects at companies with technological potential in order to minimise technical and commercial risks, create or improve the internal preconditions necessary for the successful implementation of innovation projects and reduce transaction costs in technology cooperation ventures.
- Consultancy services are offered in two phases: potential analysis (including profile of strengths and weaknesses, marketability, time needed, financing plan) and in-depth consultancy in the form of an implementation concept and/or external project management.

### HOW

- Only consultancy firms authorised by the Federal Ministry for Economic Affairs and Energy are authorised to provide services under the BMW*i* innovation voucher (go-Inno) programme. If you are interested, enter into a consultancy agreement with an authorised consultancy firm. You can then redeem the BMW*i* innovation voucher and receive consultancy and management services. You can then redeem the BMW*i* innovation voucher and receive consultancy and management services. The consultancy firm completes the invoicing for the innovation project for you.
- Support is provided in the form of vouchers to cover up to 50% of the (net) expenditure on consultancy services. The vouchers are hence equivalent to money. The company advised only pays its own share.



## Coaching BONUS

### AIM

- The Coaching BONUS offers targeted coaching projects for companies or start-ups in order to enable them to master entrepreneurial challenges, ranging from the business idea to the corporate strategy and growth, from aspects of internationalisation and succession.
- The selected coaches' concrete knowledge, experience and networks provide the necessary "self-aid" in an interactive work approach.
- Support through the Coaching BONUS is designed to provide a sustainable boost to the company's competitiveness.

### WHO

- The Coaching BONUS supports founders, as well as established small and medium-sized enterprises (SMEs, see page 138) with a distinct technology orientation or companies in the creative sector. Internationalisation and succession are accompanied in all sectors.
- Applicants or applicant SMEs must have their registered office or a legally independent branch in Berlin.

### WHAT

- Support is available for specifically defined coaching projects that are designed to qualify the people working at the company to successfully master entrepreneurial challenges and commercial tasks.
- The applicant may favour a coach. The coach is finally assigned by IBB Business Team GmbH.
- The coach's fee eligible for support is limited to a maximum daily rate of EUR 1,000.
- The funds are made available as a project-specific grant of 80% or, in the case of companies that have been in business for more than five years, 50% of the daily rate eligible for support. First-time recipients of the Coaching BONUS receive a 100% grant for the first two days to the amount of the eligible daily rate.
- The accumulated maximum number of coaching days eligible for support is 20 for a company or start-up.
- In addition to the Coaching BONUS, IBB Business Team GmbH offers a comprehensive portfolio of seminars and workshops in various areas including, for instance, business administration, organization and soft skills.

### HOW

- Applications must be submitted by the company using the online application procedure at [www.coachingbonus.de/foerderung/antrag-stellen](http://www.coachingbonus.de/foerderung/antrag-stellen).
- Preference must be given to financing options offered under programmes by the federal government. Project-related combination with funding under such programmes is not possible.



### IBB Business Team GmbH Coaching BONUS

Bundesallee 210, 10719 Berlin  
Ms Ines Kretschmar  
Tel. +49 (0) 30 / 2125-2352  
[coachingbonus@ibb-business-team.de](mailto:coachingbonus@ibb-business-team.de)  
[www.coachingbonus.de](http://www.coachingbonus.de)



Directives, guidelines and other downloads at  
[www.coachingbonus.de/service/download](http://www.coachingbonus.de/service/download)



Online applications and/or document upload at  
[www.coachingbonus.de/foerderung/antrag-stellen](http://www.coachingbonus.de/foerderung/antrag-stellen)



This programme is subject to de-minimis rules (refer to page 138).



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



# Energieberatung Mittelstand / Energy consulting services for medium-sized enterprises

## Energy efficiency in medium-sized enterprises initiative



### Bundesamt für Wirtschaft und Ausfuhrkontrolle

Referat (Division) 512 -  
Energieberatung Wohngebäude,  
Energieberatung Mittelstand  
(Energy Consulting for Residential  
Buildings and SMEs)  
Frankfurter Straße 29-35  
65760 Eschborn  
Tel. +49 (0) 61 96 / 9 08 12 40  
[EBM@bafa.bund.de](mailto:EBM@bafa.bund.de)  
[www.bafa.de](http://www.bafa.de)



Detailed information at  
[www.bafa.de/ebm](http://www.bafa.de/ebm)  
Approved consultants listed at  
[www.energie-effizienz-experten.de](http://www.energie-effizienz-experten.de)



Publications, legal information,  
forms and other documents at  
[www.bafa.de/ebm](http://www.bafa.de/ebm)



Online applications and/or  
document upload at  
[fms.bafa.de/BafaFrame/  
energieberatung](http://fms.bafa.de/BafaFrame/energieberatung)



This programme is subject  
to de-minimis rules  
(refer to page 138).

### AIM

- Qualified energy efficiency consultancy services aim to reduce information deficits, identify energy saving potential and implement energy savings at small and medium-sized enterprises.

### WHO

- Small and medium-sized enterprises (SMEs, see page 138) in the commercial, industrial and other services sectors as well as freelance professionals having their registered office and business in Germany

### WHAT

- One energy consultancy measure for each applicant company is eligible for support. Only one energy consultancy measure per applicant company can be supported within 24 months.
- The following consultancy services are not eligible for support:
  - services concerning buildings that are mostly used as residential buildings;
  - services focusing primarily on expert opinions and with no direct influence on energy consumption;
  - services exclusively referring to the company itself, affiliated or partner companies and performed by an employee of this company.
- Funding amount:
  - Companies spending more than EUR 10,000 on energy: An allowance amounting to 80% of consultancy costs qualifying for support (net consultant's fee) is made available. The maximum sum totals EUR 6,000.
  - Companies spending up to EUR 10,000 max. on energy: An allowance amounting to 80% of consultancy costs qualifying for support (net consultant's fee) is made available. The maximum sum totals EUR 1,200.

### HOW

- Application details and documents as well as a list of energy-saving coaches approved by BAFA can be found in the column in the margin. Applications can also be submitted by the coach if the required authorisation is submitted.



## Fachstelle für Qualifizierungsberatung in kleinen und mittleren Unternehmen / Specialist office for qualification guidance in small and medium-sized enterprises

supported by Berlin's Senate Department for Integration, Labour and Social Affairs

### AIM

- ↳ Small and medium-sized enterprises (SMEs, see page 138) systematically use further professional qualification as a key element of sustainable human resources development.
- ↳ SMEs combine their development needs and objectives with suitable instruments and methods to develop human resources and secure skilled workers and to these ends use further training and qualification measures.
- ↳ SMEs can plan, implement and evaluate made-to-measure qualification measures and offers.
- ↳ SMEs know and use funding opportunities to plan and implement further professional qualification measures.
- ↳ SMEs are aware of the fact that low-skilled and elderly people as well as refugees constitute a human resource.

### WHO

- ↳ Entrepreneurs and employees of SMEs
- ↳ Personnel and training managers at SMEs
- ↳ Representation bodies at companies
- ↳ Expert public

### WHAT

- ↳ Free on-site consultancy and support, independent of specific providers
- ↳ Consultancy services regarding training needs and qualifications (job situation, company qualifications) for employees
- ↳ Consultancy services regarding possible vocational qualifications (individual company retraining, post-qualification, modular qualification with the aim of obtaining a vocational qualification parallel to employment)
- ↳ Consultancy services regarding current funding opportunities, financing and relevant terms and conditions
- ↳ Consultancy services regarding the implementation of company training objectives, training needs analysis, further professional qualification strategy
- ↳ Consultancy services regarding access to first points of contact and referral of relevant contacts in other enterprise-specific matters

### HOW

- ↳ Send an e-mail or call.



### GesBiT - Gesellschaft für Bildung und Teilhabe mbH

Karl-Marx-Straße 122, 12043 Berlin  
Ms Susann Zibulski, project manager  
Service telephone:

+49 (0) 30 / 2 03 89 94 33

[qualifizierungsberatungKMU@gesbit.de](mailto:qualifizierungsberatungKMU@gesbit.de)

[www.gesbit.de](http://www.gesbit.de)



## go-digital



### EuroNorm GmbH

Stralauer Platz 34, 10243 Berlin  
Tel. +49 (0) 30 / 9 70 03-3 33  
[go-digital@euronorm.de](mailto:go-digital@euronorm.de)  
[www.bmwi-go-digital.de](http://www.bmwi-go-digital.de)



Publications, legal information,  
forms and other documents at  
[www.innovation-beratung-foerderung.de/INNO/Navigation/DE/go-digital/Dokumente/dokumente.html](http://www.innovation-beratung-foerderung.de/INNO/Navigation/DE/go-digital/Dokumente/dokumente.html)



Online applications and/or  
document upload at  
[foerderportal.bund.de/easyonline](http://foerderportal.bund.de/easyonline)



This programme is subject  
to de-minimis rules  
(refer to page 138).

### AIM

- The go-digital programme supports small and medium-sized enterprises (SMEs, see page 138) and skilled crafts businesses in the process of digitalisation in the following areas: digital business processes, digital market development and IT security.
- Firms licensed to provide consultancy services under the support programme advise SMEs and subsequently implement the measures agreed upon in this context.

### WHO

- Small and medium-sized, non-affiliated companies in the commercial industry or the crafts sector with:
  - a workforce of less than 100 at the time the contract is signed (including all partner companies and affiliated companies),
  - annual sales or an annual balance-sheet amount of no more than EUR 20m,
  - a registered office or operating facility in Germany,
  - eligibility for support subject to de-minimis rules.

### WHAT

- The consultancy services are always linked to the concrete implementation of the co-ordinated measures and can be carried out in the following modules: “digital business processes”, “digital market development” and “IT security”.
- A support rate of 50% is granted for a maximum daily consultant rate of EUR 1,100 for consultancy services in a selected main module and any ancillary modules that may be required.
- The companies that qualify for support pay only their own share to the consultancy company.
- Funding is provided to cover a maximum of 20 consultant days if consulting takes place in one of the three above modules, or a maximum of 30 consultant days if the SME chooses consulting in two or three of the modules mentioned.

### HOW

- To get in contact with a consultancy company, interested companies can go to [www.bmwi-go-digital.de](http://www.bmwi-go-digital.de) where an up-to-date map showing sites and details of authorised consultancy firms can be found in the “Beratung” section, under “Beratungsunternehmen suchen”.
- The consultancy companies have been authorised by BMWi and will look after all formalities for the SME, from applications for funding to proof of use. This means that the authorised consultancy firm submits the application for support.
- Interested consultancy firms can visit [www.bmwi-go-digital.de](http://www.bmwi-go-digital.de) where they can go to the “Beratung” section and submit an authorisation request in the “Beratungsunternehmen werden” section if they fulfil the necessary conditions.



## Innovative Qualifizierung / Innovative qualification

### ESF-Instrument 3

#### AIM

- Innovative, technology-based training for employees at companies in Berlin, especially within the context of ICT, digitalisation and internationalisation.

#### WHO

- Companies ([SMEs](#) and large corporations, see page 138) with a place of business in Berlin and residence of employees in Berlin

#### WHAT

- Within the scope of the Federal State of Berlin's Operational Programme for the European Social Fund (ESF-OP, see page 136) in the 2014-2020 funding period, Instrument 3 "Innovative qualification" offers specific support for company employees. Instrument 3 will expire at the end of the ESF funding period in 2023.
- This support addresses adaptation processes in conjunction with innovation processes in business, the technological transformation (above all, regarding the use of state-of-the-art information and communication technology or the spread of digitalisation) as well as ecological goals (e.g. climate protection, energy efficiency and the use of renewable energy).
- The programme is part of the "Joint Innovation Strategy of the Federal States of Berlin and Brandenburg" (see [www.innoBB.de](http://www.innoBB.de)) as well as industry-related strategies for skilled workers (e.g. in the field of skilled crafts, the energy sector, the housing sector and aviation).

#### HOW

- Based on precise needs assessments and the potential for development derived from these, support is provided for innovative, technology-based training measures for employees at small, medium-sized and large companies.
- Total costs per employee average EUR 7,600.
- The companies themselves typically pay 30% to 50% of the total costs (cash or by setting off wages costs incurred due to releasing employees for qualification).
- The project sponsor and the company select the qualification organisation according to the employees' qualification needs.
- **Additionality:** This support is designed for training measures which would not be possible for companies without the support granted under this programme. It should not replace any existing or planned customary activities by the company to train its employees.



#### Europäisches Fördermanagement GmbH (EFG)

Bernburger Straße 27, 10963 Berlin  
Tel. +49 (0) 30 / 31 86 50 65  
[efg@efg-berlin.eu](mailto:efg@efg-berlin.eu)

Further information at:

#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)

Mr Mirko Jäkel

Tel. +49 (0) 30 / 90 13-83 28

[mirko.jaekel@senweb.berlin.de](mailto:mirko.jaekel@senweb.berlin.de)

[www.berlin.de/sen/wirtschaft/quali](http://www.berlin.de/sen/wirtschaft/quali)



A high share of public funding by the Federal State of Berlin combined with a low share to be borne by the companies means that the de-minimis support rules must be applied here.



Guidelines at

[www.berlin.de/sen/wirtschaft/quali](http://www.berlin.de/sen/wirtschaft/quali)



Online applications and/or document upload at

[www.efg-berlin.eu/?p=1707](http://www.efg-berlin.eu/?p=1707)



This programme is subject to de-minimis rules (refer to page 138).



# Potenzialberatung / Potential development advice



## IG Metall

### Verwaltungsstelle Berlin

Alte Jakobstraße 149, 10969 Berlin

Tel. +49 (0) 30 / 2 53 87-1 01

[anke.paul@igmetall.de](mailto:anke.paul@igmetall.de)

[www.igmetall-berlin.de](http://www.igmetall-berlin.de)

### Verband der Metall- und Elektroindustrie

#### Berlin-Brandenburg e. V.

Am Schillertheater 2, 10625 Berlin

Tel. +49 (0) 30 / 3 10 05-1 27

[jeske@vme-net.de](mailto:jeske@vme-net.de)

[www.vme-net.de](http://www.vme-net.de)

### Handwerkskammer Berlin

Blücherstraße 68, 10961 Berlin

Tel. +49 (0) 30 / 2 59 03-4 74

[klasmann@hwk-berlin.de](mailto:klasmann@hwk-berlin.de)

[www.hwk-berlin.de](http://www.hwk-berlin.de)

Further information at

### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics,  
Energy and Public Enterprises)

Referat IV D

Martin-Luther-Straße 105, 10825 Berlin

Tel. +49 (0) 30 / 90 13-84 44

[ursula.mukhtar@senweb.berlin.de](mailto:ursula.mukhtar@senweb.berlin.de)

[www.berlin.de/sen/wirtschaft](http://www.berlin.de/sen/wirtschaft)



Detailed information at

[www.igmetall-berlin.de/  
potenzialberatung](http://www.igmetall-berlin.de/potenzialberatung)

and

[www.vme-net.de/foerderung/  
potenzialberatung](http://www.vme-net.de/foerderung/potenzialberatung)

and

[www.berlin.de/sen/wirtschaft/  
potenzialberatung](http://www.berlin.de/sen/wirtschaft/potenzialberatung)



Directive, application forms  
and other documents at

[www.berlin.de/sen/wirtschaft/  
potenzialberatung](http://www.berlin.de/sen/wirtschaft/potenzialberatung)



This programme is subject  
to de-minimis rules  
(refer to page 138).

## AIM

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

## WHO

– Small and medium-sized enterprises in the manufacturing sector and product-near services sector, skilled crafts businesses and companies in the digital economy

## WHAT

– Allowance for external consultancy services (basic and advanced consultancy)

– The allowance for companies totals 50% of the consultancy costs charged (excluding VAT, travel/ancillary costs), however, limited to a maximum of EUR 8,000 per measure, i.e. maximum of EUR 16,000 per applicant for basic and advanced consultancy services.

## HOW

– The application must be submitted jointly by management and the employees' representative.

– Applications must be submitted to the IG Metall union or Verband der Metall- und Elektroindustrie in Berlin-Brandenburg e. V. (association of the metal and electrical engineering industry in Berlin-Brandenburg) prior to commencing consultancy.

– Skilled crafts businesses must always submit their applications to the Chamber of Skilled Crafts.

– Applications are checked there and subsequently passed on to Senatsverwaltung für Wirtschaft, Energie und Betriebe (Senate Department for Economics, Energy and Public Enterprises).





## Projektförderung zur Beratung von Existenzgründerinnen und Unternehmerinnen / Project support to advise women starting up in business and women entrepreneurs

Support for women-specific projects for vocational qualification and advice

### AIM

- To prepare women for their decision to go into business and to implement this decision

### WHO

- Companies that advise and support women interested in going into business with suitable measures

### WHAT

- Promotional funds are available for:
  - Courses and seminars on starting up a business
  - Courses and seminars, as well as consultancy and coaching services for women migrants interested in going into business
  - Development of special event offers
  - Coaching modules and courses to improve professionalism for the self-employed
  - First-time consultancy services and referral of women interested in going into business.
- The measures must serve gender mainstreaming and labour policy purposes and must be tailored to the participants' personal skills and qualifications.

### HOW

- As part of a regularly held competition, interested companies can submit concepts for projects to implement the programme.
- zgs consult GmbH examines the concepts submitted with a view to their suitability for support and draws up an evaluation for the unit in charge at the Senate Department for Health, Care and Equality, Women's Unit (Senatsverwaltung für Gesundheit, Pflege und Gleichstellung, Abteilung Frauen).
- The Senate Department for Health, Care and Equality, Women's Unit, decides which concepts are to be implemented and supported.



#### **zgs consult GmbH**

Rungestraße 19, 10179 Berlin  
Ms Eva Grohmann  
Tel. +49 (0) 30 / 27 87 33-46  
[e.grohmann@zgs-consult.de](mailto:e.grohmann@zgs-consult.de)  
[www.zgs-consult.de](http://www.zgs-consult.de)



Detailed information at  
[www.zgs-consult.de/arbeit](http://www.zgs-consult.de/arbeit)



Online applications and/or  
document upload at  
<https://eurekaplus.berlin.de/EurekaPlus20>



This programme is subject  
to de-minimis rules  
(refer to page 138).



# unternehmensWert:Mensch (uWM und uWM plus) / Leveraging the human factor (uWM and uWM plus)



## Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH

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Ms N. Glossmann  
Tel. +49 (0) 30 / 4 17 49 86 35  
[noreen.glossmann@f-bb.de](mailto:noreen.glossmann@f-bb.de)  
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Tel. +49 (0) 30 / 4 17 49 86 33  
[stefanie.johannsen@f-bb.de](mailto:stefanie.johannsen@f-bb.de)  
[www.f-bb.de](http://www.f-bb.de)

## ARBEIT UND LEBEN - DGB/VHS Berlin-Brandenburg e. V.

Kapweg 4, 13405 Berlin  
Ms D. Woltersdorf  
Tel. +49 (0) 30 / 51 30 19 2-60  
[woltersdorf@berlin.arbeitundleben.de](mailto:woltersdorf@berlin.arbeitundleben.de)  
Ms W. Schulz-Naue  
Tel. +49 (0) 30 / 51 30 19 2-24  
[schulz-naue@berlin.arbeitundleben.de](mailto:schulz-naue@berlin.arbeitundleben.de)  
[www.arbeitundleben.de](http://www.arbeitundleben.de)



Detailed information at  
[www.unternehmens-wert-mensch.de](http://www.unternehmens-wert-mensch.de)  
[www.unternehmens-wert-mensch.de/  
uwm-plus](http://www.unternehmens-wert-mensch.de/uwm-plus)



Video on this programme at  
[https://www.unternehmens-wert-  
mensch.de/fileadmin/Resourcen/  
Public/HTML/video.html](https://www.unternehmens-wert-mensch.de/fileadmin/Resourcen/Public/HTML/video.html)  
and  
[https://streaming.bmas.de/bmas/  
video/uwm/2018\\_o2\\_28\\_unter-  
nehmenswert-mensch-plus.mp4](https://streaming.bmas.de/bmas/video/uwm/2018_o2_28_unternehmenswert-mensch-plus.mp4)



Required documents at  
[www.unternehmens-wert-mensch.de/  
service-fuer-unternehmen/materialien-  
zur-erstberatung](http://www.unternehmens-wert-mensch.de/service-fuer-unternehmen/materialien-zur-erstberatung)



This programme is subject  
to **de-minimis rules**  
(refer to page 138).

## AIM

- The “unternehmensWert:Mensch (uWM)” programme is made up of two programme sections that provide small and medium-sized companies with access to participative consulting services in matters related to HR policy and labour organisation.
- The uWM programme aims to offer tailored support for companies during the development and implementation of an employee-orientated HR policy.
- The programme section “unternehmensWert:Mensch plus” (uWM plus) as part of the “Arbeiten 4.0” programme, helps companies to try out innovative concepts for work in the digital transformation arena so that they can design made-to-measure solutions.

## WHO

- Companies in both programme sections that fulfil the following criteria are eligible for support:
  - Headquarters and an operating facility in Germany
  - Annual sales of less than EUR 50m or an annual balance sheet sum of less than EUR 43m
  - At least two years in business
  - Less than 250 employees
  - At least one full-time employee in a regular job, this is calculated according to annual standard work units; part-time employees can be considered on a pro-rata basis.

## WHAT

- Support is provided under the **uWM programme** section for process consultancy services in the following fields: personnel management, equal opportunities and diversity, health as well as knowledge and skills.
- A grant is provided to cover the costs of process consulting:
  - Companies with fewer than 10 employees receive a grant for up to 80% of costs.
  - Companies with between 10 and 249 employees receive a grant for up to 50% of costs.
- Process consulting is limited to a maximum period of ten days and should not cost more than EUR 1,000 (net) per consulting day.
- The **uWM plus programme part** is designed to help **SMEs** (see page 138) to set up company learning and experimentation spaces in accordance with uniform methodological guidelines. New forms of work are tested and SMEs are enabled to set innovation in motion with the help of a participatory and agile method.
- Ten to twelve consulting days at a maximum cost of EUR 1,000 (net) per consulting day are foreseen for methodological implementation.
- Companies with fewer than 249 employees receive a grant to cover 80% of the process consulting costs. Additional costs, such as expenses for travel, consumables, etc. are not eligible.

## HOW

- Free initial consulting at an initial consulting office. Addresses can be found at [www.unternehmens-wert-mensch.de](http://www.unternehmens-wert-mensch.de).
- If after checking eligibility for support a voucher is issued during this meeting, financial support will then be provided the subsequent process consulting.



## Beratungsangebote der Bezirksämter / Consultancy services by the district authorities



### Charlottenburg-Wilmersdorf von Berlin district authorities

The District Mayor

- Wirtschaftsförderung / Business development -

Otto-Suhr-Allee 100, 10585 Berlin

Ms J. Saleh Zaki, Tel. +49 (0) 30 / 90 29-1 31 10

[wirtschaftsfoerderung@charlottenburg-wilmersdorf.de](mailto:wirtschaftsfoerderung@charlottenburg-wilmersdorf.de)

### Berlin Partner - business service for the Charlottenburg-Wilmersdorf district

Ms M. Schwauch, Tel. +49 (0) 30 / 90 29-1 31 11

[mandy.schwauch@berlin-partner.de](mailto:mandy.schwauch@berlin-partner.de)

- ↳ Consultancy and pilot services for existing small and medium-sized enterprises in the district
- ↳ Events, networks and round tables (including, for instance, Charlottenburg-Wilmersdorf business talks and umbrella work groups of owners of businesses located in shopping streets)
- ↳ Shopping street management (support in setting up shopping street representations)
- ↳ General exploratory advice for business start-ups

For more offers, information and appointments, go to:

[www.wirtschaftsfoerderung.charlottenburg-wilmersdorf.de](http://www.wirtschaftsfoerderung.charlottenburg-wilmersdorf.de)



### Friedrichshain-Kreuzberg von Berlin district authorities

Abt. Wirtschaft, Ordnung, Schule und Sport

- Wirtschaftsförderung / Business development -

Frankfurter Allee 35/37, 10247 Berlin

Ms M. Nowak, Ms K. Klisch

Tel. +49 (0) 30 / 9 02 98-22 73 / -40 14

[wifoe@ba-fk.berlin.de](mailto:wifoe@ba-fk.berlin.de)

### Berlin Partner - business service for the Friedrichshain-Kreuzberg district

Mr J. Lauterbach, Tel. +49 (0) 30 / 9 02 98-41 17

[jens.lauterbach@berlin-partner.de](mailto:jens.lauterbach@berlin-partner.de)

- ↳ Central contact and co-ordination unit of the district administration for existing companies and founders
- ↳ Advice and support for companies, investors and others interested in moving to the district
- ↳ Advice and support for starting up in business
- ↳ Accompanying business-relevant projects in the district
- ↳ Support for networks
- ↳ Regular meetings for companies in the district
- ↳ Initiation and implementation of EU projects

For more offers, information and appointments, go to:

[www.wirtschaftsfoerderung-friedrichshain-kreuzberg.de](http://www.wirtschaftsfoerderung-friedrichshain-kreuzberg.de)



### Lichtenberg von Berlin district authorities

Abt. Stadtentwicklung, Soziales, Wirtschaft und Arbeit

- Büro für Wirtschaftsförderung -

Möllendorffstraße 6, 10367 Berlin

Mr S. Schulz, Ms A. Rothe, Ms P. Bock, Ms S. Holfeld

Tel. +49 (0) 30 / 9 02 96-43 38 / -43 32 / -43 36 / -43 30

[anja.rothe@lichtenberg.berlin.de](mailto:anja.rothe@lichtenberg.berlin.de)

### Berlin Partner - business service for the Lichtenberg district

Mr T. Pawlowski, Tel. +49 (0) 30 / 9 02 96-43 34

[tomasz.pawlowski@berlin-partner.de](mailto:tomasz.pawlowski@berlin-partner.de)

- ↳ General advice for founders and companies interested in moving to the district
- ↳ Advice for enterprises, investors and on training matters
- ↳ Commercial property offers

For more offers, information and appointments, go to:

[www.berlin.de/ba-lichtenberg/auf-einen-blick/wirtschaft](http://www.berlin.de/ba-lichtenberg/auf-einen-blick/wirtschaft)



### Marzahn-Hellersdorf von Berlin district authorities

Abt. Wirtschaft, Straßen und Grünflächen

- Leitstelle für Wirtschaftsförderung - ZAK

Wolfener Straße 32-34, Haus K, 12681 Berlin

Ms K. Rüdiger, Mr A. Tesch, Ms M. Fischer, Ms K. Nematik

Tel. +49 (0) 30 / 9 02 93-26 11 / -26 12 / -26 13 / -26 17

[kathrin.ruediger@ba-mh.berlin.de](mailto:kathrin.ruediger@ba-mh.berlin.de)

[ansgar.tesch@ba-mh.berlin.de](mailto:ansgar.tesch@ba-mh.berlin.de)

[melanie.fischer@ba-mh.berlin.de](mailto:melanie.fischer@ba-mh.berlin.de)

[katrin.nematik@ba-mh.berlin.de](mailto:katrin.nematik@ba-mh.berlin.de)

### Berlin Partner - business service for the Marzahn-Hellersdorf district

Ms J. Tristram, Tel. +49 (0) 30 / 9 02 93-26 20

[janine.tristram@berlin-partner.de](mailto:janine.tristram@berlin-partner.de)

- ↳ Central contact and co-ordination unit of the district administration for investors, existing companies and start-up
- ↳ Location advice and help in the search for commercial properties as well as for securing locations for business
- ↳ Answers to questions related to financial support and financing
- ↳ Support in finding and qualifying skilled staff
- ↳ Contacts with partners, companies and organisations
- ↳ Management of public authority and approval procedures
- ↳ Referral within public authorities

For more offers, information and appointments, go to:

[www.wirtschaftsfoerderung-mh.eu](http://www.wirtschaftsfoerderung-mh.eu)



### Mitte von Berlin district authorities

Abt. Wirtschaft, Immobilien, Ordnungsamt

- Business promotion / Business consulting unit -

Mathilde-Jacob-Platz 1, 10551 Berlin

Mitte business service

Ms B. Brüning, Mr K. Schache

Tel. +49 (0) 30 / 90 18-3 43 72 / -3 43 75

[beate.brueining@ba-mitte.berlin.de](mailto:beate.brueining@ba-mitte.berlin.de)

[kilian.schache@ba-mitte.berlin.de](mailto:kilian.schache@ba-mitte.berlin.de)

### Berlin Partner - business service for the Mitte district

Mr S. Schulze, Tel. +49 (0) 30 / 92 12-28 28

[stefan.schulze@berlin-partner.de](mailto:stefan.schulze@berlin-partner.de)

- ↳ General and accompanying advice for start-ups and companies interested in moving to this district
- ↳ Business-near project initiation, project management
- ↳ Advice for businesses and investors

For more offers, information and appointments, go to:

[www.berlin.de/ba-mitte/politik-und-verwaltung/service-und-organisationseinheiten/wirtschaftsfoerderung](http://www.berlin.de/ba-mitte/politik-und-verwaltung/service-und-organisationseinheiten/wirtschaftsfoerderung)





#### Neukölln von Berlin district authorities

- Business promotion / Business consulting unit -  
Karl-Marx-Straße 83, 12040 Berlin  
Mr C. Mücke, Ms J. Grinda, Ms F. Preusse,  
Ms I. Fickentscher  
Tel. 030 / 9 02 39-23 90 / -34 39 / -30 65 / -30 64  
[wirtschaftsfoerderung@bezirksamt-neukoelln.de](mailto:wirtschaftsfoerderung@bezirksamt-neukoelln.de)

#### Berlin Partner - business service for the Neukölln district

Ms C. Keller, Tel. +49 (0) 30 / 9 02 39-34 38  
[christine.keller@berlin-partner.de](mailto:christine.keller@berlin-partner.de)

- ↳ General consultancy services for enterprises and investors
- ↳ Consultancy services for start-ups
- ↳ Qualification advice for enterprises
- ↳ Support of projects in the district with relevance for the economy
- ↳ Initiation and management of projects (EU/GRW, see page 46, BIWAQ)

For more offers, information and appointments, go to:  
[www.wirtschaftsfoerderungneukoelln.de](http://www.wirtschaftsfoerderungneukoelln.de)



#### Pankow von Berlin district authorities

- Business development office -  
Dept. For Youth, Economics and Social Affairs  
Main office: Fröbelstraße 15, Haus 4  
(entrance on Diesterwegstraße)  
Postfach 730 113, 13062 Berlin  
Business development office manager  
Ms N. Holbe  
Tel. 030 / 9 02 95-67 00  
[nadia.holbe@ba-pankow.berlin.de](mailto:nadia.holbe@ba-pankow.berlin.de)  
Reception desk  
Ms M. Fölster  
Tel. 030 / 9 02 95-67 01  
[info.wirtschaft@pankow-wirtschaft.de](mailto:info.wirtschaft@pankow-wirtschaft.de)

#### Berlin Partner - business service for the Pankow district

Mr J.-M. Zwitter, Tel. +49 (0) 30 / 9 02 95-67 20  
[jan-martin.zwitter@berlin-partner.de](mailto:jan-martin.zwitter@berlin-partner.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.

For more offers, information and appointments, go to:  
[www.berlin.de/pankow](http://www.berlin.de/pankow)  
and  
[www.pankow-wirtschaft.de](http://www.pankow-wirtschaft.de)



#### Reinickendorf von Berlin district authorities

- Business development -  
Eichborndamm 215, 13437 Berlin  
Mr C. George, Ms C. Kretlow  
Tel. +49 (0) 30 / 9 02 94-56 70 / -22 82  
[wirtschaftsberater@reinickendorf.berlin.de](mailto:wirtschaftsberater@reinickendorf.berlin.de)

#### Berlin Partner - business service for the Reinickendorf district

Ms M. Schraner, Tel. +49 (0) 30 / 9 02 94-22 73  
[marcia.schraner@berlin-partner.de](mailto:marcia.schraner@berlin-partner.de)

- ↳ Zentrale Anlauf- und Koordinierungsstelle (Central Contact and Co-ordination Office for Companies at district level)  
- ZAK - on district level
- ↳ General advice and support for: founders, existing companies and investors
- ↳ Support for all company-related projects in the district

For more offers, information and appointments, go to:  
[www.wirtschaft.reinickendorf.de](http://www.wirtschaft.reinickendorf.de)



#### Spandau von Berlin district authorities

- Wirtschaftsförderung / Business development -  
Carl-Schurz-Straße 2/6, 13597 Berlin  
Manager: Mr P. Sellerie,  
Tel. +49 (0) 30 / 9 02 79-22 66  
Deputy manager: Mr R. Jahn,  
Tel. +49 (0) 30 / 9 02 79-22 72  
SME pilot: Ms P. Hille,  
Tel. +49 (0) 30 / 9 02 79-31 01  
Tourism: Ms J. Friedrich,  
Tel. +49 (0) 30 / 9 02 79-22 88  
City marketing and communications: Ms C. Schwaier,  
Tel. 030 / 9 02 79-31 09  
Europe and BBWA: Mr C. Chmielorz,  
Tel. +49 (0) 30 / 9 02 79-23 90  
[wirtschaftsfoerderung@ba-spandau.berlin.de](mailto:wirtschaftsfoerderung@ba-spandau.berlin.de)

#### Berlin Partner - business service for the Spandau district

Ms M. Illmer, Tel. 030 / 9 02 79-33 21  
[michaela.illmer@berlin-partner.de](mailto:michaela.illmer@berlin-partner.de)

- ↳ Contact and service point for companies, investors and start-ups
- ↳ Relocation management
- ↳ Site support
- ↳ Initiation and implementation of projects (EU, GRW, see page 46, and business promotion measures)
- ↳ Tourism and city marketing
- ↳ District alliance for business and labor (BBWA)
- ↳ European affairs

For more offers, information and appointments, go to:  
[www.spandauer-wirtschaft.de](http://www.spandauer-wirtschaft.de)

Facebook: [@spandauerwifoe](https://www.facebook.com/spandauerwifoe)  
Instagram: [@wirtschaftsfoerderung.spandau](https://www.instagram.com/wirtschaftsfoerderung.spandau)  
[www.visitspandau.de](http://www.visitspandau.de)  
Facebook: [@visitspandau](https://www.facebook.com/visitspandau)  
Instagram: [@visitspandau](https://www.instagram.com/visitspandau)

**Steglitz-Zehlendorf von Berlin district authorities**

- Wirtschaftsförderung / Business development -  
14160 Berlin (postal address)

Martin-Buber-Straße 2, 14163 Berlin (office)

Mr M. Pawlik, Mr H. Wiesmann

Tel. +49 (0) 30 / 9 02 99-52 57 / -53 50

[wirtschaftsfoerderung@steglitz-zehlendorf.de](mailto:wirtschaftsfoerderung@steglitz-zehlendorf.de)

**Berlin Partner - business service for the Steglitz-Zehlendorf district**

Ms S. Sommer, Tel. +49 (0) 30 / 9 02 99-53 90

[stefanie.sommer@berlin-partner.de](mailto:stefanie.sommer@berlin-partner.de)

- ↳ General orientation advice service for founders as well as consultancy and pilot services for existing SMEs in Steglitz-Zehlendorf
- ↳ Advice and pilot service for existing small and medium-sized enterprises
- ↳ Business-near project initiation, project management
- ↳ Support of projects in the district with relevance for the economy
- ↳ Network support, business talks for the southwestern part of Berlin
- ↳ Tourism development and promotion
- ↳ Enterprise service: Support for local companies, for instance, in expansion and relocation projects

For more offers, information and appointments, go to:

[www.berlin.de/ba-steglitz-zehlendorf/service/wirtschaft/](http://www.berlin.de/ba-steglitz-zehlendorf/service/wirtschaft/)

**Tempelhof-Schöneberg von Berlin district authorities**

Business consultancy and European affairs

John-F.-Kennedy-Platz, 10825 Berlin

Ms M. Marijnissen, Ms A. Kraatz, Ms H. Marfilus,

Ms T. Hilbert, Ms M. Dikme, Mr C. Stumpe, Ms M. Schuster

Tel. +49 (0) 30 / 9 02 77-42 42 / -28 35 / -42 51 / -30 19 /

-36 44 / -70 37 / -27 81

[wirtschaftsberatung@ba-ts.berlin.de](mailto:wirtschaftsberatung@ba-ts.berlin.de)

**Berlin Partner - business service for the Tempelhof-Schöneberg district**

Ms N. Kontos, Tel. +49 (0) 30 / 9 02 77-66 09

[natalia.kontos@berlin-partner.de](mailto:natalia.kontos@berlin-partner.de)

- ↳ Central contact and co-ordination unit of the district for existing companies, investors and start-ups as well as for matters related to Europe, city partnerships and tourism
- ↳ Consulting/supervising local companies and start-ups
- ↳ Advice on setting up businesses and on project funding opportunities
- ↳ Support in application and approval procedures
- ↳ Contact mediation to institutions, interest and working groups, business networks and many more
- ↳ Provision of information on all aspects of vocational training and collaborative training
- ↳ Information on the District Alliance for Business and Labour - BBWA
- ↳ Information about Fairtrade

For more offers, information and appointments, go to:

[www.berlin.de/ba-tempelhof-schoeneberg/service/wirtschaft](http://www.berlin.de/ba-tempelhof-schoeneberg/service/wirtschaft)

**Treptow-Köpenick von Berlin district authorities**

Business development Organizational Unit

Office building: Alt-Köpenick 21, 12555 Berlin

Postal address: Postfach 91 02 40, 12414 Berlin

[existenzgruendung@ba-tk.berlin.de](mailto:existenzgruendung@ba-tk.berlin.de)

[wirtschaftsfoerderung@ba-tk.berlin.de](mailto:wirtschaftsfoerderung@ba-tk.berlin.de)

Facebook: [www.facebook.com/wifoetk](https://www.facebook.com/wifoetk)

Head: Ms A. Engel

Tel. +49 (0) 30 / 9 02 97-25 01

[andrea.engel@ba-tk.berlin.de](mailto:andrea.engel@ba-tk.berlin.de)

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Mr S. Schmohl

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Ms N. Kammer

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Ms K. Hofmann

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Ms N. Ranft

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[Nadine.ranft@ba-tk.berlin.de](mailto:Nadine.ranft@ba-tk.berlin.de)

**Berlin Partner - business service for the Treptow-Köpenick district**

Mr A. von Reden, Tel. +49 (0) 30 / 9 02 97-25 32

[alexander.von.reden@berlin-partner.de](mailto:alexander.von.reden@berlin-partner.de)

- ↳ "Zentrale bezirkliche Anlauf- und Koordinierungsstelle(ZAK)" für Unternehmen und Investoren (Central Contact and Co-ordination office for companies and investors)
- ↳ City marketing and tourism promotion
- ↳ Orientation advice and support for start-ups, businesses and investors
- ↳ Business service, crisis intervention, advice on relocation of companies
- ↳ Support in the search for commercial space and commercial facilities
- ↳ Initiation and implementation of EU projects (GRW, see page 46, and business support measures), projects (e.g. Berlin south-east regional management, Wuhlheide park management), as well as other economically relevant projects
- ↳ Event organisation: Business card meetings, training day south-east start-up day, business forums, network meetings

For more offers, information and appointments, go to:

[www.berlin.de/wifoetk](http://www.berlin.de/wifoetk)



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



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



**Investitionsbank Berlin**  
Kundenberatung Wirtschaftsförderung  
(Business Customer Centre)  
Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-4747  
[wirtschaft@ibb.de](mailto:wirtschaft@ibb.de)  
[www.ibb.de](http://www.ibb.de)



Detailed information regarding the  
'eAntrag' procedure is available at  
[www.ibb.de/eantrag](http://www.ibb.de/eantrag)

- Investitionsbank Berlin (IBB) is the business development and promotion bank of the Federal State of Berlin. It supports, in particular, small and medium-sized enterprises in all cycles of their lifetime. Companies of the Berlin-based clusters are another focus. IBB's Business Customer Centre provides them with advice on the support and financing programmes and informs them of the entire range of business support available in Berlin. In addition, the firmly established "We finance your business start-up" seminar is held on the 1st Thursday of the month and the "Small loan, big effect" information event has been held on the 3rd Thursday of the month since January 2020.
- 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.
- Using IBB's customer portal, you can complete the entire application process online for selected products. For detailed information, go to: [www.ibb.de/eantrag](http://www.ibb.de/eantrag). Products that you can apply for via the customer portal are marked accordingly on the programme pages. You can also print out your applications and send them to IBB by post.
- As a network partner, IBB's Business Customer Centre can help 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.



**Business Angels Club  
Berlin-Brandenburg e. V.**  
Otto-Suhr-Allee 25, 10585 Berlin  
Tel. +49 (0) 30 / 25 78 58 69  
[berlin@bacb.de](mailto:berlin@bacb.de)  
[www.bacb.de](http://www.bacb.de)

- The Business Angels of Business Angels Club Berlin-Brandenburg e. V. (BACB) help the companies of tomorrow get off the ground and they focus on start-ups from the Berlin-Brandenburg region. They promote entrepreneurial activities and accompany founders on the road to self-employment.
- Business Angels are specialists in different technological fields, product groups and industries. They are independent, maintain good - even international - contacts and invest in new and scalable business ideas.
- At the BACB match-making meetings, selected teams and young companies are given the opportunity to personally present their projects to a larger group of Business Angels and the club's network partners. 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. The document should not be longer than four DIN A4 pages.





#### IBB Beteiligungsgesellschaft mbH

Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-3201  
[venture@ibb-bet.de](mailto:venture@ibb-bet.de)  
[www.ibb-bet.de](http://www.ibb-bet.de)

- ↳ Adequate equity levels, in particular, in the form of venture capital, have become a decisive factor 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 funds have extended syndicated loans of so far more than EUR 1.52bn, including EUR 217m provided by IBB Beteiligungsgesellschaft mbH itself as a lead, co-lead or co-investor. Investments were made in more than 210 companies defined within the scope of the joint Berlin-Brandenburg innovation strategy in the fields of life sciences, industrial technologies, ICT and creative industries.
- ↳ In addition to a plausible business concept and a unique selling proposition, high growth and value increase potential as well as a good medium-term exit perspective are preconditions for investment.
- ↳ The support concept of IBB Beteiligungsgesellschaft includes active consultancy and support for its portfolio companies. Seasoned investment professionals are there to support companies in all operative and strategic matters.



#### IBB Business Team GmbH

Bundesallee 210, 10719 Berlin  
Tel. +49 (0) 30 / 2125-2352  
[info@ibb-business-team.de](mailto:info@ibb-business-team.de)  
[www.ibb-business-team.de](http://www.ibb-business-team.de)

- ↳ IBB Business Team GmbH (IBT) is a wholly owned subsidiary of Investitionsbank Berlin and implements various funding instruments on the latter's behalf. Its portfolio includes subsidies for business start-ups and consulting, innovation and digitalisation, electromobility, energy and sustainability as well as coaching and further education.
- ↳ IBT supports founders from the idea to the concept with the [German Founder and Entrepreneurs' Days \(deGUT\)](#) and the Berlin-Brandenburg Business Plan Competition (BPW) (see page 21) - Germany's largest regional start-up initiative.
- ↳ The BONUS programmes offer start-ups and SMEs grants towards the costs of starting up in business with the "[GründungsBONUS](#)" (see page 27) and the costs of [business coaching](#) under the [Coaching BONUS](#) (see page 107). The [Transfer BONUS](#) (see page 86) provides grants towards the costs of implementing research projects that are carried out in co-operation with a regional scientific institution.
- ↳ The service for Berlin's economy is supplemented by the "[Business-friendly electromobility](#)" (see page 67) which provides grants towards the costs of transferring to electric vehicles, as well as industry-independent seminar and workshop programmes related to enterprise-specific matters and soft skills.



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



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



## Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)  
Martin-Luther-Straße 105, 10825 Berlin  
Tel. +49 (0) 30 / 90 13-0  
[post@senweb.berlin.de](mailto:post@senweb.berlin.de)  
[www.berlin.de/sen/wirtschaft](http://www.berlin.de/sen/wirtschaft)

**Business start-ups and succession**  
Tel. +49 (0) 30 / 90 13-84 44

**Information, addresses, events on the subject of business start-ups**  
[www.gruenden-in-berlin.de](http://www.gruenden-in-berlin.de)

**Central contact partner Berlin**  
Tel. +49 (0) 30 / 90 13-75 55, fax -81 13  
[ea@senweb.berlin.de](mailto:ea@senweb.berlin.de)  
[www.berlin.de/ea](http://www.berlin.de/ea)

- The Senate Department for Economics, Energy and Public Enterprises together with the business development 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. 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](http://www.gruenden-in-berlin.de) as well as a telephone contact point specifically for founders and start-ups within the scope of successions under +49 (0) 30/90 13-84 44.
- For start-ups and commercial businesses, the Senate Department has set up a general point of contact which provides information regarding formal procedures and requirements for commencing and exercising commercial or freelance activities as well as information regarding public authorities in charge. It also provides information within the scope of procedures for the recognition of professional qualifications for EU citizens.
- Companies and freelance professionals can use the portal of "Einheitlicher Ansprechpartner Berlin" [www.berlin.de/ea](http://www.berlin.de/ea) (general point of contact) in order to handle administrative commercial procedures, such as company registration and changes in registration details online and without having to switch between different media. Applications for recognition of foreign professional qualifications can also be submitted via the portal.



## BürgschaftsBank Berlin

Franklinstraße 6, 10587 Berlin  
Mr Michael Wowra  
Tel. +49 (0) 30 / 31 10 04-21  
[info@buergschaftsbank.berlin](mailto:info@buergschaftsbank.berlin)  
[www.buergschaftsbank.berlin](http://www.buergschaftsbank.berlin)

Financing brokerage portal of  
BürgschaftsBank Berlin:  
[www.finanzierungsportal.ermoeglicher.de](http://www.finanzierungsportal.ermoeglicher.de)

- BürgschaftsBank Berlin supports business start-ups, growth businesses as well as freelance professionals in order to make their ideas come true.
- BürgschaftsBank Berlin 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 also on entrepreneurial competence. Once all the documents have been submitted, BürgschaftsBank Berlin can approve guarantees within five days ([BBB-Express!](#), see page 33).
- BürgschaftsBank Berlin issues guarantees to secure investment and working capital loans, guaranteed loans, leasing loans or also business takeovers. BürgschaftsBank Berlin 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.



## Berlin Partner für Wirtschaft und Technologie GmbH

Ludwig Erhard Haus  
Fasanenstraße 85, 10623 Berlin  
Tel. +49 (0) 30 / 4 63 02-5 00  
[info@berlin-partner.de](mailto:info@berlin-partner.de)  
[www.berlin-partner.de](http://www.berlin-partner.de)  
[www.businesslocationcenter.de](http://www.businesslocationcenter.de)  
[www.een-bb.de](http://www.een-bb.de)

- Berlin Partner für Wirtschaft und Technologie, as a business support body, promotes growth and innovation in Berlin. Berlin Partner supports companies and investors relocating to Berlin and during their development on site. The experts provide information about support, assist in the search for a suitable location or qualified staff and network with co-operation partners from academia. Berlin Partner offers special service packages: You can find these offers on our website under "Our Services".
- Berlin Partner is a central and cross-sector contact partner when it comes to consultancy, the provision of networks, networking stakeholders in business, science and the administration, right through to searching for locations. The company communicates growth fields and future-orientated industries, positioning Berlin as an attractive location for business, technology and science, a creative capital, a culture and sports city as well as a good place to live. Its activities are designed for investors as well as decision makers and multipliers in the fields of business, science, politics, culture and media.
- As a unique public-private-partnership, Berlin Partner für Wirtschaft und Technologie is backed by both the Federal State of Berlin and more than 280 companies who are all committed to their city. Berlin Partner is also responsible for the worldwide marketing of German's capital city.





**Handwerkskammer Berlin  
(Chamber of Skilled Crafts and  
Small Businesses in Berlin)**

Blücherstraße 68, 10961 Berlin  
Tel. +49 (0) 30 / 2 59 03-01  
[info@hwk-berlin.de](mailto:info@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

**Bildungs- und Innovationszentrum  
der Handwerkskammer Berlin (BIZWA)**

Wandlitzer Chaussee 41, 16321 Bernau  
Tel. +49 (0) 33 38 / 3 94 40  
[bizwa@hwk-berlin.de](mailto:bizwa@hwk-berlin.de)

**Bildungs- und Technologiezentrum  
der Handwerkskammer Berlin (BTZ)**

Mehringdamm 14, 10961 Berlin  
Tel. +49 (0) 30 / 2 59 03-4 13 / -4 05  
[btz@hwk-berlin.de](mailto:btz@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

- └ The business advice service of the Berlin Chamber of Skilled Crafts provides advice services for business start-ups and for existing companies in the skilled crafts sector. These services focus on commercial, technical, ecological and innovation-based matters. Advice services are provided free of charge and by appointment only by calling: +49 (0) 30 / 2 59 03-4 67.
- └ The trainee advice service of the Berlin Chamber of Skilled Crafts and Small Businesses offers companies employing trainees and trainees themselves information related to all training matters. Telephone: +49 (0) 30 / 2 59 03-3 47
- └ Information on support for 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, and on support possibilities for further training in the crafts sector by calling: +49 (0) 30 / 2 59 03-3 56.
- └ Besides preparatory courses for master craftsmen and women, numerous seminars, training courses, consultancy services and information events are offered on all matters related to starting up in business and management.
- └ More detailed information on the courses currently on offer is available directly from the training centres.



**Industrie- und Handelskammer Berlin  
(Chamber of Industry and Commerce)**

Ludwig Erhard Haus  
Fasanenstraße 85, 10623 Berlin  
Tel. +49 (0) 30 / 3 15 10-6 00  
[starter-center@berlin.ihk.de](mailto:starter-center@berlin.ihk.de)  
[www.ihk-berlin.de](http://www.ihk-berlin.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 company management.
- └ 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.
- └ Furthermore, the Chamber of Industry and Commerce is committed to becoming the hub & navigator for start-ups as a network of Berlin's business community. IHK provides support in the form of information specific for different target groups and shorter processes and additionally provides information regarding contact persons. This results in close co-operation with all stakeholders in the start-up ecosystem. Founders and young companies, for instance, can search online for possible financing and support offerings: [www.ihk-berlin.de/finfin](http://www.ihk-berlin.de/finfin)



**KfW Bankengruppe**

Palmengartenstraße 5-9, 60325 Frankfurt am Main  
Tel. +49 (0) 69 / 74 31-0  
[www.kfw.de](http://www.kfw.de)

- └ 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.

For information and advice related to the financing programmes offered by KfW, call +49 (0) 8 00 / 5 39-90 01 (free of charge for calls from Germany) or send an e-mail to: [info@kfw.de](mailto:info@kfw.de).



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



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



**Berlin Partner für Wirtschaft und Technologie GmbH**  
Ludwig Erhard Haus, Fasanenstraße 85, 10623 Berlin  
Tel. +49 (0) 30 / 4 63 02-5 00  
[info@berlin-partner.de](mailto:info@berlin-partner.de)  
[www.berlin-partner.de](http://www.berlin-partner.de)

## Contact partners

- ↳ **Innovation services, support and financing**  
Ms Anke Wiegand, Tel. +49 (0) 30 / 4 63 02-5 91  
[anke.wiegand@berlin-partner.de](mailto:anke.wiegand@berlin-partner.de)
- ↳ **Business services in the 12 districts**  
Mr Jan Berewinkel, Tel. +49 (0) 30 / 4 63 02-4 07  
[jan.berewinkel@berlin-partner.de](mailto:jan.berewinkel@berlin-partner.de)
- ↳ **Enterprise Europe Network Berlin-Brandenburg**  
Ms Anke Wiegand, Tel. +49 (0) 30 / 4 63 02-5 91  
[anke.wiegand@berlin-partner.de](mailto:anke.wiegand@berlin-partner.de)
- ↳ **The media and creative industries**  
Ms Justina Siegmund-Born, Tel. +49 (0) 30 / 4 63 02-3 98  
[justina.siegmund-born@berlin-partner.de](mailto:justina.siegmund-born@berlin-partner.de)
- ↳ **Health sector**  
Mr Volker Erb, Tel. +49 (0) 30 / 4 63 02-5 15  
[volker.erb@berlin-partner.de](mailto:volker.erb@berlin-partner.de)
- ↳ **Energy and environmental technologies**  
Mr Wolfgang Korek, Tel. +49 (0) 30 / 4 63 02-5 77  
[wolfgang.korek@berlin-partner.de](mailto:wolfgang.korek@berlin-partner.de)
- ↳ **Information and communication technology**  
Mr Michael Stamm, Tel. +49 (0) 30 / 4 63 02-4 14  
[michael.stamm@berlin-partner.de](mailto:michael.stamm@berlin-partner.de)
- ↳ **Optics and photonics**  
Mr Gerrit Rössler, Tel. +49 (0) 30 / 4 63 02-4 56  
[gerrit.roessler@berlin-partner.de](mailto:gerrit.roessler@berlin-partner.de)
- ↳ **Transport and mobility**  
Mr Sascha Tiede, Tel. +49 (0) 30 / 4 63 02-4 08  
[sascha.tiede@berlin-partner.de](mailto:sascha.tiede@berlin-partner.de)
- ↳ **Industrial production**  
Mr David Hampel, Tel. +49 (0) 30 / 4 63 02-4 22  
[david.hampel@berlin-partner.de](mailto:david.hampel@berlin-partner.de)
- ↳ **Smart Cities**  
Ms Beate Albert, Tel. +49 (0) 30 / 4 63 02-3 27  
[beate.albert@berlin-partner.de](mailto:beate.albert@berlin-partner.de)
- ↳ **Berlin Start-up Coordination**  
Ms Karolin Erdmann, Tel. +49 (0) 30 / 4 63 02-2 87  
[karolin.erdmann@berlin-partner.de](mailto:karolin.erdmann@berlin-partner.de)

- ↳ Is your company in technology? Then there is an important contact for you in Berlin: Berlin Partner für Wirtschaft und Technologie GmbH.
- ↳ Numerous experts offer bespoke services and excellent networking with academia in order to provide an optimum offering that will contribute towards the success of innovation, relocation, expansion and location consolidation projects.

For detailed information about Berlin Partner, please visit:  
[www.berlin-partner.de](http://www.berlin-partner.de).



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

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



**Beuth Hochschule für Technik Berlin**  
Beuth Startup Hub  
Residenzstraße 37, 13409 Berlin  
Mr Jeroen Langejan  
Tel. +49 (0) 30 / 45 04-71 30  
[gruenden@beuth-hochschule.de](mailto:gruenden@beuth-hochschule.de)  
[www.beuth-hochschule.de/gruenden](http://www.beuth-hochschule.de/gruenden)

- ↳ Open consultation hours for those interested in founding a company (Wednesday 10am to 12 midday)
- ↳ Orientation support for university students
- ↳ Elementary and advanced courses for start-ups and young entrepreneurs
- ↳ Seminars, lecture series, workshops and information events
- ↳ Information and advice on start-up scholarships (EXIST, Berlin start-up scholarship)
- ↳ Co-ordination, advice and applications concerning EXIST projects
- ↳ Advice regarding the [Berlin-Brandenburg Business Plan Competition](#) (see page 21)
- ↳ Founders Factory (bootcamp for people interested in starting up in business)
- ↳ Consultancy services regarding technology transfer, co-operation between Beuth University and companies in Berlin's business community



**Förderberatung „Forschung und Innovation“ des Bundes**  
("Research and innovation" subsidy consultancy by the federal government)  
- **Forschungszentrum Jülich GmbH**  
Jülich project sponsor  
Zimmerstraße 26-27, 10969 Berlin  
Toll-free hotlines:  
Research promotion:  
Tel. +49 (0) 8 00 / 26 23-0 08  
Enterprise guidance service:  
Tel. +49 (0) 8 00 / 26 23-0 09  
[beratung@foerderinfo.bund.de](mailto:beratung@foerderinfo.bund.de)  
[www.foerderinfo.bund.de](http://www.foerderinfo.bund.de)

- ↳ First point of contact for 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 (SMEs, see page 138) interested in finding out about support
- ↳ Information about ways to obtain funding as well as the terms and conditions of support programmes
- ↳ Information about other support programmes (especially for technology development) offered by the federal states and the EU
- ↳ Support during the initiation of co-operation between industry and research institutes



**Freie Universität Berlin**  
Wissens- und Technologietransfer  
*Profund Innovation*  
Altensteinstraße 40, 14195 Berlin  
Tel. +49 (0) 30 / 8 38-7 36 30  
[profund@fu-berlin.de](mailto:profund@fu-berlin.de)  
[www.profund.fu-berlin.de](http://www.profund.fu-berlin.de)

- ↳ *Profund Innovation* is the central service facility for knowledge and technology transfer at the research department of Freie Universität Berlin. Staff support students, scientists and alumni in exploiting research results and in implementing innovation. The *Profund Innovation* offering includes the following:
  - Support for innovation: Advice on the exploitation of research results, events and competition with a focus on exploitation perspectives
  - Support for start-ups: Advice on start-up matters, free laboratory and office workplaces during the early phase
  - Promotion of industrial co-operation
  - Support for applications for funding under public support programmes (VIP+, EXIST, Berlin start-up scholarship, ZIM, ProFIT, SME innovative, etc.) and in the search for private investors
  - Network events
  - Establishing contacts with mentors





**Startup Competence Centre  
Hochschule für Technik und Wirtschaft Berlin**

Treskowallee 8, 10318 Berlin  
Dr. Angela Höhle  
T. 030 / 50 19-27 42  
[angela.hoehle@htw-berlin.de](mailto:angela.hoehle@htw-berlin.de)  
<https://entrepreneurship.htw-berlin.de>

- ↳ Orientation advice provided by the start-up competence centre
- ↳ Information events, start-up summer university
- ↳ Co-ordination, consultancy services and application for the [EXIST founder grant](#) (see page 75)
- ↳ Low-cost office space (plus conference rooms) for founders and young companies (not limited to those founded at HTW Berlin), provision of laboratory infrastructure for shared use, project-related co-operation possibilities



**Technische Universität Berlin**

Centre for Entrepreneurship - Sekr. V A  
Hardenbergstraße 38, 10623 Berlin  
Tel. +49 (0) 30 / 3 14-7 85 80  
[info@gruendung.tu-berlin.de](mailto:info@gruendung.tu-berlin.de)  
[www.entrepreneurship.tu-berlin.de](http://www.entrepreneurship.tu-berlin.de)  
[www.linkedin.com/company/cfe-tu-berlin](https://www.linkedin.com/company/cfe-tu-berlin)  
[www.facebook.com/Startup.TUB](https://www.facebook.com/Startup.TUB)  
[www.twitter.com/Startup\\_TUB](https://www.twitter.com/Startup_TUB)

- ↳ Advice and support for university students, alumni as well as scientific assistants during each phase of their start-up project
- ↳ Application advice, for instance, for the [EXIST founder grant](#) (see page 75) and [EXIST research transfer](#) (see page 74) programmes, Berlin start-up scholarship
- ↳ StarTUp incubation process: 12 to 18 months of intensive support in the StarTUp Incubator for selected teams
- ↳ StarTUp School: Workshops on entrepreneurial skills as well as an international Master Class
- ↳ Interdisciplinary Business Model Canvas seminar (3 ECTS) in the winter semester for all semesters and studies
- ↳ Use of rooms in the two StarTUp incubators at TU Berlin, or the TUB prototype workshop
- ↳ Team exchange to search for team members
- ↳ Professional access-to-finance support: e.g. pitch coaching, access to business angels (TU Berlin Investors Club) and venture capital companies
- ↳ Support for access by first-time pilot customers from industry
- ↳ “StarTUp Monday” and “StarTUp Day” networking events



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

The technology-orientated founder centres (see pages 128 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, Energie und Betriebe

(Senate Department for Economics,  
Energy and Public Enterprises)  
**Berliner Unternehmerinnentag**  
Ms B. Leverenz, Tel. +49 (0) 30 / 90 13-82 04  
[birgit.leverenz@senweb.berlin.de](mailto:birgit.leverenz@senweb.berlin.de)  
[www.berliner-unternehmerinnentag.de](http://www.berliner-unternehmerinnentag.de)

Points of contact and offers for female founders  
can also be found at  
[www.gruenden-in-berlin.de](http://www.gruenden-in-berlin.de)

- ↳ “Berliner Unternehmerinnentag”, a one-day information, further training and network event for female entrepreneurs and women interested in starting up in business, is held every two years. The “Berliner Unternehmerinnenpreis” award for female entrepreneurs is awarded during this event.
- ↳ The 9<sup>th</sup> “Berliner Unternehmerinnentag” took place on 2 November 2018 with around 700 guests.



### Akelei e. V.

Berufswegplanung mit Frauen  
(Career planning with women)  
Rhinstraße 84, 12681 Berlin  
Tel. +49 (0) 30 / 54 70-30 48  
[info@akelei-online.de](mailto:info@akelei-online.de)  
[www.akelei-online.de](http://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



### economista e. V.

Frauenbetriebe selber schaffen  
(Course for women starting up in business)  
Wartburgstraße 6, 10823 Berlin  
Tel. +49 (0) 30 / 6 92 92 39  
[info@economista.de](mailto:info@economista.de)  
[www.economista.de](http://www.economista.de)

- ↳ Consultancy and support service for women starting up in business
- ↳ Seminars and business start-up courses for women
- ↳ Exchange and support in successful teams



### Frauenalia gUG

InterKulti Business Hub  
Schivelbeiner Straße 6, 10439 Berlin  
Tel. +49 (0) 30 / 28 65 63 04  
[info@frauenalia.com](mailto:info@frauenalia.com)  
[www.frauenalia.com](http://www.frauenalia.com)

- ↳ Advice and support for women interested in founding a business, founders and artists with a migration background
- ↳ Potential analyses, coaching and seminars



### Gründerinnenzentrale e. V.

Navigation in die Selbstständigkeit  
(The way to self-employment)  
Anklamer Straße 39/40, 10115 Berlin  
Tel. +49 (0) 30 / 44 02 23-45  
[info@gruenderinnenzentrale.de](mailto:info@gruenderinnenzentrale.de)

For more information and appointments, go to  
[www.gruenderinnenzentrale.de](http://www.gruenderinnenzentrale.de)

- ↳ First point of contact for women planning to start up in business at the Weibewirtschaft eG founder centre
- ↳ Information services for women who want to become self-employed
- ↳ Orientation support for founders in face-to-face meetings and recommendations by consultancy offices and experts specifically for women
- ↳ Networking of female founders and entrepreneurs in different event formats



### ISI e. V. Initiative Selbständiger Immigrantinnen

Business start-ups for female immigrants  
Kurfürstenstraße 126, 10785 Berlin  
Tel. +49 (0) 30 / 6 11 33 36  
[info@isi-ev.de](mailto:info@isi-ev.de)  
[www.isi-ev.de](http://www.isi-ev.de)

- ↳ Orientation offers for women with a migration background who are interested in setting up their own business
- ↳ Qualification programmes for female entrepreneurs with a migration background



### LOK.a.Motion GmbH in co-operation with Pfefferwerk AG

**Female founders and entrepreneurs -  
successful in a team**  
Marchlewskistraße 101, 10243 Berlin  
Tel. +49 (0) 30 / 29 77 97-36  
[info@lok-berlin.de](mailto:info@lok-berlin.de)  
[www.lok-berlin.de](http://www.lok-berlin.de)

- ↳ Orientation offers for women interested in starting a business, female founders and entrepreneurs
- ↳ Qualification and networking offers in various formats



These offers are particularly suitable for female  
founders and young companies set up by women.

The services provided by Akelei e.V., economista e.V., Frauenalia gUG, Gründerinnenzentrale, ISI e.V. and LOK.a.Motion GmbH are supported by Senatsverwaltung für Gesundheit, Pflege und Gleichstellung (Senate Department for Health, Care and Equality) and the European Social Fund (ESF). The centres for women starting up in business (see page 131) are also in important points of contact for women founders.





**CONSULTANCY AND IN-HOUSE TRAINING**  
BUSINESS SUPPORT PROGRAMMES

# *Commercial property and space, founder and innovation centres*

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THE BUSINESS SUPPORT PROGRAMMES



BUSINESS SUPPORT PROGRAMMES  
COMMERCIAL PROPERTY AND SPACE,  
FOUNDER AND INNOVATION CENTRES



Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).



For further information,  
please contact:

**Senatsverwaltung für Wirtschaft,  
Energie und Betriebe**

(Senate Department for Economics,  
Energy and Public Enterprises)  
Martin-Luther-Straße 105, 10825 Berlin  
Mr Hartmut Riemke  
Tel. +49 (0) 30 / 90 13-82 65  
[hartmut.riemke@senweb.berlin.de](mailto:hartmut.riemke@senweb.berlin.de)

## 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) offer facilities for start-ups with service and support offers, such as reception, post and telephone services, typing pool, conference and beverage services, conference rooms and copy centres.
- The technology-orientated founder centres additionally offer communication and co-operation on site, in particular, with universities and/or application-orientated research institutes, as well as community activities. The centre management offers support in economic and technical matters, in PR work or when it comes to establishing co-operation relations with national and, in some cases, international partners.
- These offerings are bundled 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 set up with funds from the common task “improvement of regional economic structure” (GRW, see page 46) is five to eight years max. 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.



The offers here and up to page 130  
are particularly suitable for business  
start-ups and young companies.





### Charlottenburger Innovations-Centrum (CHIC)

Focus of attention: The offer is designed primarily for founders as well as young, innovative and/or creative businesses with a focus on research activities.

### European TelematicsFactory (ETF)

GSG-Hof, Helmholtzstraße 2-9, 10587 Berlin

Focus of attention: Telematics, mobile IT and IT serving mobility, information and communication technology, telemarketing, telemedicine

### 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

### Gründerzentrum GO Panke GmbH

Focus of attention: Crafts, production trades, technical sector, trade/distribution, call centre service, services, consulting, training, contacts with lessors

### Innovations- und Gründerzentrum des Campus Berlin-Buch

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 special and maximum clinical care. Comprehensive service, infrastructure and network offers



Operation and rental:

#### WISTA-MANAGEMENT GMBH

Rudower Chaussee 17, 12489 Berlin

Local contacts:

Marie-Elisabeth-Lüders-Straße 1

10625 Berlin

Mr Lars Hansen

Tel. +49 (0) 30 / 59 00 83-0

[hansen@wista.de](mailto:hansen@wista.de)

[www.wista.de/chic](http://www.wista.de/chic)



Operation and rental:

#### ORCO Vermietungs- und Services GmbH

Franklinstraße 27, 10587 Berlin

Tel. +49 (0) 30 / 3 90 93-1 14

[info@orco-gsg.de](mailto:info@orco-gsg.de)

[www.orco-gsg.de](http://www.orco-gsg.de)



Operation and rental:

#### Hochschule für Technik und Wirtschaft (HTW) Berlin

EGZ - (c/o Technologietransferstelle)

Hönowe Straße 35, 10318 Berlin

Mr Matthias Zietz

Tel. +49 (0) 30 / 50 19-38 30

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Operation and rental:

#### Gründerzentrum GO Panke GmbH

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Tel. +49 (0) 30 / 4 74 94-0

[info@gzberlin.de](mailto:info@gzberlin.de)

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Operation and rental:

#### BBB Management GmbH

#### Campus Berlin-Buch

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Ms Sabrina Teinz

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Operation and rental:

**Gewerbepark Am Borsigturm GmbH**

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Tel. +49 (0) 30 / 43 03-35 19

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[www.phoenix-gruenderzentrum.de](http://www.phoenix-gruenderzentrum.de)

**PHÖNIX Gründerzentrum Am Borsigturm**

Focus of attention: Information and communication technology, multimedia, environmental technology, logistics, transport technology



Operation and rental:

**IMG Innovationspark Wuhlheide Managementgesellschaft mbH (in liquidation)**

Köpenicker Straße 325, 12555 Berlin

Corona Hausverwaltung & Immobilien OHG

Tel. +49 (0) 30 / 65 76-44 00

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[www.corona-hausverwaltung.de](http://www.corona-hausverwaltung.de)

**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:

**SEK Stadtentwicklungsgesellschaft für Berlin-Köpenick GmbH (in liquidation)**

Ostendstraße 25, 12459 Berlin

Mr Andreas Wilhelm

Tel. +49 (0) 30 / 53 04-10 00

[verwaltung@tgs.berlin](mailto:verwaltung@tgs.berlin)

[www.tgs-berlin.de](http://www.tgs-berlin.de)

**Technologie- und Gründerzentrum Spreekie (TGS)**

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



Operation and rental:

**WISTA-MANAGEMENT GMBH**

Bereich Technologiezentren

Dr Peer Ambrée

Rudower Chaussee 17, 12489 Berlin

Tel. +49 (0) 30 / 63 92-47 54

[ambree@wista.de](mailto:ambree@wista.de)

[www.adlershof.de](http://www.adlershof.de)

**Wissenschafts- und Technologiepark Berlin-Adlershof (WISTA)**

Focus of attention: Photonics and optics, microsystems and materials, photovoltaics and renewable energy, biotechnology and environment, IT and media

Comprehensive services for enterprises: Flexible and technically perfectly equipped office/laboratory units, start-up and support consultancy, special services for foreign companies, project development, integration into specialist networks, communication services, internationalisation, trade show participation, job exchange, conference and event service

**Gründerinnen- und Unternehmerinnenzentrum WeiberWirtschaft**

This centre facilitates companies from different sectors as well as women's clubs and associations. 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.

This diversity promotes the development of cross-sector ties and business relations and provides an opportunity to build bridges between commercial and non-commercial facilities. This creates the ideal foundation for improved quality of work and life.

**UCW - Unternehmerinnen-Centrum West**

Industry focus: Services, the creative industry, health, associations

Around 40 female entrepreneurs are working in co-operation, supporting each other across sectors and using shared service facilities. This mix is supplemented by women's initiatives and associations that support the centre's agenda.

A district-level advisory board gives the centre its ideological, expert and political support. The UCW e. V. friends' association comprises female entrepreneurs from the centre and represents the interests of the people working there.

The centre is centrally located, has a nearby studio building for international artists and offers approx. 5,000 sqm. of space for small, medium-size and large offices, along with a meeting room, a conference room and a gym which are all available for rent.



Owner:

**WeiberWirtschaft eG**

Anklamer Straße 38, 10115 Berlin

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[infos@weiberwirtschaft.de](mailto:infos@weiberwirtschaft.de)

[www.weiberwirtschaft.de](http://www.weiberwirtschaft.de)



Operation and rental:

**UCW - Unternehmerinnen-Centrum West**

Sigmaringer Straße 1, 10713 Berlin

Co-ordinator: Ms Petra Schönberger

Tel. (TAD) +49 (0) 30 / 86 31 31 83

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These offers are particularly suitable for female founders and young companies set up by women.

# GSG Berlin

Gewerbesiedlungs-Gesellschaft mbH



## Gewerbesiedlungs-Gesellschaft mbH (GSG Berlin)

Geneststraße 5  
Entrance: Reichartstraße 2, Aufg. G  
10829 Berlin  
Tel. +49 (0) 30 / 3 90 93-0  
[info@gsg.de](mailto:info@gsg.de)  
[www.gsg.de](http://www.gsg.de)

Rental:

## Wertpunkt Real Estate Experts GmbH

a GSG company  
Geneststraße 5  
Entrance: Reichartstraße 2, Aufg. G  
10829 Berlin  
Tel. +49 (0) 30 / 44 01 23-25  
[info@wertpunkt-berlin.de](mailto:info@wertpunkt-berlin.de)  
[www.gsg.de](http://www.gsg.de)  
[www.econoparks.de](http://www.econoparks.de)

For more information,  
founders can contact  
Mr Sebastian Blecke  
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[bo@wertpunkt-berlin.de](mailto:bo@wertpunkt-berlin.de)



A video about this offer can be found at  
[www.youtube.com/  
watch?v=zRl3oucrt8](https://www.youtube.com/watch?v=zRl3oucrt8)



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

## AIM

↳ To offer high-quality, reasonably priced small office and commercial space including flexible multi-functional space of up to 10,000 square metres, throughout Berlin, rounded off by a host of services and fiber optic Internet. Expansion possible at many locations.

## WHO

↳ GSG Berlin offers space for:

- People starting up in business
- IT firms
- Creative agencies
- Online agencies
- Marketing and communication agencies
- Skilled crafts businesses
- Classical service companies
- Trading companies
- High-tech companies, engineering firms
- Industrial/producing enterprises

## WHAT

↳ The benefits:

- Reasonably priced, modern office and commercial space throughout Berlin
- Factory floors, studios and lofts
- Flexible production space
- High-quality multi-functional space
- Spacious warehouses and halls
- User-specific room layout possible
- Good location and quick access to the properties
- GSG building supervisor on site
- No real-estate agent fees

↳ These framework conditions are supplemented by:

- The optical fibre yard network of 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
- GSGplus (key customer discounts and attractive terms and conditions for services and office supplies)
- Regular information/newsletters for small and medium-sized enterprises at: [www.gsg.de/de/blog](http://www.gsg.de/de/blog)

## HOW

↳ Contact GSG Berlin by phone or send your queries by e-mail. In addition to this, the GSG Berlin websites contain the latest offers and permit search requests to be sent to the rentals management department.



## Landeseigene Gewerbegrundstücke - Erbbaurecht / State-owned commercial properties - heritable building rights

### AIM

- ↳ To attract companies and to promote the expansion of companies on state-owned commercial and industrial properties

### WHO

- ↳ Companies in the producing and processing industry as well as production-orientated service companies with demand for space for investment projects that are of economic relevance

### WHAT

- ↳ Direct allocation of state-owned properties, by way of heritable building rights, by BIM Berliner Immobilienmanagement GmbH or by the respective district administration after examination of the individual case.

### HOW

- ↳ Informal application along with the planned investment project



### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics,  
Energy and Public Enterprises)  
Division IV A - Property Management,  
Future Locations  
Martin-Luther-Straße 105, 10825 Berlin  
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Detailed information at  
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and at  
[www.bim-berlin.de/immobilien/  
angebote/erbbaurechte-verkauf](http://www.bim-berlin.de/immobilien/angebote/erbbaurechte-verkauf)



Flyer with the terms and conditions of  
the Federal State of Berlin for leasehold  
agreements with heritable building  
rights at  
[www.bim-berlin.de/immobilien/  
angebote/erbbaurechte-verkauf/  
erbbaurechte](http://www.bim-berlin.de/immobilien/angebote/erbbaurechte-verkauf/erbbaurechte)



COMMERCIAL PROPERTY AND SPACE,  
FOUNDER AND INNOVATION CENTRES  
BUSINESS SUPPORT PROGRAMMES



# Appendix

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Important technical terms are explained in the [Glossary](#) (refer to page 138 and following).

# Support under the European Structural and Investment Funds in Berlin



## 2014-2020 STRUCTURAL FUNDS

In the 2014 to 2020 programming period, the Federal State of Berlin will receive around EUR 635m in funds from the [European Regional Development Fund \(ERDF\)](#) as well as EUR 215m from the [European Social Fund \(ESF\)](#).

## AREAS WHERE SUPPORT IS APPLIED

The ERDF is the most important EU regional financing instrument. This fund contributes to measures that are strengthening economic and social cohesion in the European Community by compensating for regional imbalances.

The ERDF funds are used in Berlin to a large extent to promote innovation. Almost 50% of ERDF funds is earmarked for research, development and the market launch of new products and solutions and in order to strengthen highly innovative companies. Investment activities by small and medium-sized companies as well as founders are also supported. In order to achieve the ambitious energy and climate policy goals of Berlin, Berlin-based companies can benefit from support for investments in energy-saving technologies, from the use of renewable energy and the change in production processes.

This will be implemented within the scope of the [2014-2020 Operational Programme](#). Information regarding the main focus of the programme, selection criteria and contacts as well as a funding guide can be found on the [website of the Senate Department for Economics, Energy and Public Enterprises](#).



The ESF is the most important instrument of the European Union for promoting employment in Europe. It improves access to jobs, offers qualification programmes and supports social integration.

The funds from the ESF are largely used to facilitate access to employment for those looking for jobs and for the unemployed and to improve the mobility of labour. These funds will be used in Berlin in order to consolidate and improve the labour market successes achieved. In light of demographic developments, the aim here is to fully exploit the potential to attract skilled people.

This will be implemented within the scope of the [2014-2020 Operational Programme](#). Information regarding the main focus of ESF funding, selection criteria and contacts as well as a comprehensive collection of documents can be found on the website of the Senate Department for Economics, Energy and Public Enterprises.

Support programmes that are backed by funding from the ERDF and the ESF are always marked with the corresponding logo.



### EUROPEAN TERRITORIAL CO-OPERATION / INTERREG 2014-2020

Berlin will benefit from support under the “European Territorial Co-operation” (INTERREG) programme, i.e. from ERDF-financed co-operation between partners from different countries of the EU and from third countries. INTERREG is implemented in three main focus areas:

#### Cross-border co-operation - INTERREG V A:

Regions near the German-Polish border in Brandenburg, Mecklenburg-Vorpommern and Saxony are supported as well as the west-Polish partner regions. Stakeholders in Berlin cannot participate directly, however, they can benefit from the 20% flexibility option of the Brandenburg-Poland programme. This enables financing for a partner involved in a project but outside the co-operation area with a total of up to 20% of the ERDF project budget. Support is also available under the “Investment in Growth and Employment” target as part of the ERDF [“Internationalisation Programme”](#) (refer to page 63).

#### Transnational co-operation - INTERREG V B:

Berlin and Brandenburg are represented in two of the 14 transnational co-operation areas and are hence entitled to submit applications in Central Europe (CENTRAL area) and in the Baltic Sea Region (BSR). For more information, go to: [Informationsseite für die Europäische Territoriale Zusammenarbeit in Berlin](#) (European Territorial Co-operation).

#### Interregional co-operation - INTERREG EUROPE (formerly INTERREG IV C):

In order to improve regional policies, support is provided to promote interregional co-operation and exchange between partners from several member states regarding “research, technological development and innovation”, “competitiveness of SMEs”, “low-carbon business” as well as “environment and resource efficiency”. At present, however, it is not possible to apply for project funding within the scope of INTERREG EUROPE.



#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)  
Europäische Struktur fondsförderung  
(European structural fund financing programme)

Mr Pierre Triantaphyllides

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#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

EFRE-Verwaltungsbehörde  
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#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

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#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

Europäische Territoriale  
Zusammenarbeit,  
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Interregional Co-operation)

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[www.berlin.de/strukturfonds](http://www.berlin.de/strukturfonds)



Information related to the operational programmes of the ERDF and ESF as well as to the criteria for funding at

[www.berlin.de/strukturfonds](http://www.berlin.de/strukturfonds)

Information related to support for territorial co-operation (INTERREG) at [www.interreg.de](http://www.interreg.de)

Information about other support and funding portals as well as providers of training courses at [www.berlin.de/sen/europa/europa-in-berlin/foerdermittel](http://www.berlin.de/sen/europa/europa-in-berlin/foerdermittel)



# Glossary

## **BEIHILFEN / ALLOWANCES**

Allowances are economic benefits paid from public budgets or budgets for which the government is responsible and which are granted to certain enterprises, for instance, in the form of low-interest loans or subsidies for financing a project. For competition reasons, aid may be granted only in exceptional cases (see de-minimis rules).

## **BETEILIGUNG - STILLE BETEILIGUNG / 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 investors who, however, waive all or most voting or control rights. 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.

## **BÜRGSCHAFT - LANDESBÜRGSCHAFT / GUARANTEE - FEDERAL-STATE GUARANTEE**

A guarantee is a unilaterally binding contractual relationship in which the guarantor undertakes to the creditor to ensure fulfilment of the debtor's obligation. The guarantee programmes are designed to help founders and companies lacking sufficient collateral to obtain bank loans for their projects.

## **DARLEHEN - ZINSVERGÜNSTIGTE DARLEHEN / LOANS - LOW-INTEREST LOANS**

A loan is a contract for an obligation where the borrower receives money for the medium to long-term financing of his or her projects in one or more instalments. In return, the borrower undertakes to repay interest and principal when due. Loans under the support programmes are usually linked to subsidised interest rates and often include a longer, redemption-free period (see "Allowances").

## **DE-MINIMIS**

The general de-minimis rule (refer to Regulation (EU) No. 1407/2013, Official Journal L 352 of 24 December 2013) permits subsidies if their value is below a certain threshold value because the European Commission then assumes that such subsidies granted as "de-minimis aid" will not have any significant impact on competition and trade between the Member States. On this basis, governments and/or government agencies can grant financial support to a company or a group of 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 threshold value of EUR 200,000 within the current and the two preceding years. Special rules do apply to some sectors (road haulage, agriculture, some services).

## **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.

## **FREIE BERUFE / 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).

## **KMU / SME**

On 1 January 2005, the European Commission introduced a new definition for small and medium-sized enterprises (SMEs). Compliance with this so-called SME criterion is an important precondition for many subsidy programmes. Micro-enterprises are businesses that employ less than ten 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. Shares in so-called partner companies and affiliated companies must also be included.



#### **KOMBINIERBARKEIT / COMBINATION WITH OTHER PROGRAMMES**

Combining funds from different programmes is generally possible and welcomed. However, the maximum subsidy sums defined by the EU (see “Allowances”) may not be exceeded. However, certain subsidy programmes cannot be combined with each other (non-combination rule).

#### **MEZZANINE-KAPITAL / MEZZANINE CAPITAL**

Mezzanine capital or mezzanine financing instruments are financing forms which in legal and economic terms are positioned 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 form of financing 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 as “hybrid capital” is designed to contribute towards improving a company’s financing and balance sheet structure and hence to expand the classical loan availability or permit complex project financing. 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.

#### **SUBVENTIONSWERT / 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 (look at “De-minimis”). 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.

#### **UNTERNEHMEN IN SCHWIERIGKEITEN / COMPANIES IN DIFFICULTY**

For competition reasons, support or subsidies for companies in difficulty are generally ruled out. SMEs and large enterprises must always be qualified as “companies in difficulty” if the conditions for opening insolvency proceedings are fulfilled or if more than half the book equity in the case of partnerships or of the capital stock of corporations have been used up. Special rules apply to young SMEs for a period of up to three years after starting out in business, i.e. during the initial period where financial problems cannot be ruled out. In such cases, companies are hence not classified as being in difficulty unless the preconditions for opening insolvency proceedings are fulfilled. Furthermore, large enterprises are additionally deemed to be in difficulty if their indebtedness based on book value exceeded 7.5 percent during the last two years and if the EBITDA to interest expenditure ratio is below 1.0. Companies in difficulty in Berlin can only apply for support within the scope of support for consultancy services offered by the Federal Office of Economics and Export Control (BAFA) and “[BERLIN liquidity assistance programme](#)” (see page 60) and subject to strict conditions.

#### **ZUSCHUSS, BEDINGT RÜCKZAHLBARER / GRANT, CONDITIONALLY REPAYABLE**

The financing of certain projects 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.



# Addresses

A

## Public institutions and district authorities

### Agenturen für Arbeit (Job Centres) in Berlin

Address for visitors:

Berlin-Mitte, Charlottenstraße 87-90, 10969 Berlin  
[www.arbeitsagentur.de/vor-ort/berlin-mitte/startseite](http://www.arbeitsagentur.de/vor-ort/berlin-mitte/startseite)

Address for visitors:

Berlin-Nord, Königin-Elisabeth-Straße 49, 14059 Berlin  
[www.arbeitsagentur.de/vor-ort/berlin-nord/startseite](http://www.arbeitsagentur.de/vor-ort/berlin-nord/startseite)

Address for visitors:

Berlin-Süd, Sonnenallee 282, 12057 Berlin  
[www.arbeitsagentur.de/vor-ort/berlin-sued/startseite](http://www.arbeitsagentur.de/vor-ort/berlin-sued/startseite)

Toll-free hotlines

Tel. +49 (0) 800 4 5555 20 (Employers only)

Tel. +49 (0) 800 4 5555 00 (Employees only)

B

### Berlin Partner für Wirtschaft und Technologie GmbH

Ludwig Erhard Haus, Fasanenstraße 85, 10623 Berlin

Tel. +49 (0) 30 / 4 63 02-5 00

[info@berlin-partner.de](mailto:info@berlin-partner.de)

[www.berlin-partner.de](http://www.berlin-partner.de)

[www.businesslocationcenter.de](http://www.businesslocationcenter.de)

### Berliner Regenwasseragentur

Neue Jüdenstraße 1, 10179 Berlin

Postal address: 10864 Berlin

[info@regenwasseragentur.berlin](mailto:info@regenwasseragentur.berlin)

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### Charlottenburg-Wilmersdorf von Berlin district authorities

Otto-Suhr-Allee 100, 10585 Berlin

Tel. +49 (0) 30 / 90 29-1 31 10 (call centre)

[wirtschaftsfoerderung@charlottenburg-wilmersdorf.de](mailto:wirtschaftsfoerderung@charlottenburg-wilmersdorf.de)

[www.wirtschaftsfoerderung.charlottenburg-wilmersdorf.de](http://www.wirtschaftsfoerderung.charlottenburg-wilmersdorf.de)

### Friedrichshain-Kreuzberg von Berlin district authorities

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[wifoe@ba-fk.berlin.de](mailto:wifoe@ba-fk.berlin.de)

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### Lichtenberg von Berlin district authorities

Möllendorffstraße 6, 10367 Berlin

Tel. +49 (0) 30 / 9 02 96-43 38

[wifoe@lichtenberg.berlin.de](mailto:wifoe@lichtenberg.berlin.de)

[www.berlin.de/ba-lichtenberg/auf-einen-blick/wirtschaft](http://www.berlin.de/ba-lichtenberg/auf-einen-blick/wirtschaft)

### Marzahn-Hellersdorf von Berlin district authorities

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[www.wirtschaftsfoerderung-mh.eu](http://www.wirtschaftsfoerderung-mh.eu)

[www.berlin-eastside.de](http://www.berlin-eastside.de)

### Mitte von Berlin district authorities

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[www.berlin.de/ba-mitte/politik-und-verwaltung/service-und-organisationseinheiten/wirtschaftsfoerderung](http://www.berlin.de/ba-mitte/politik-und-verwaltung/service-und-organisationseinheiten/wirtschaftsfoerderung)

### Neukölln von Berlin district authorities

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[www.pankow-wirtschaft.de](http://www.pankow-wirtschaft.de)

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### Spandau von Berlin district authorities

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[wirtschaftsfoerderung@ba-spandau.berlin.de](mailto:wirtschaftsfoerderung@ba-spandau.berlin.de)

[www.spandauer-wirtschaft.de](http://www.spandauer-wirtschaft.de)

### Steglitz-Zehlendorf von Berlin district authorities

14160 Berlin (Postal address)

Martin-Buber-Straße 2, 14163 Berlin (Office)

Tel. +49 (0) 30 / 9 02 99-52 57

[wirtschaftsfoerderung@steglitz-zehlendorf.de](mailto:wirtschaftsfoerderung@steglitz-zehlendorf.de)

[www.berlin.de/ba-steglitz-zehlendorf/service/wirtschaft](http://www.berlin.de/ba-steglitz-zehlendorf/service/wirtschaft)



#### Tempelhof-Schöneberg von Berlin district authorities

John-F.-Kennedy-Platz, 10825 Berlin  
Tel. +49 (0) 30 / 9 02 77-42 51  
[wirtschaftsberatung@ba-ts.berlin.de](mailto:wirtschaftsberatung@ba-ts.berlin.de)  
[www.berlin.de/ba-tempelhof-schoeneberg/service/wirtschaft](http://www.berlin.de/ba-tempelhof-schoeneberg/service/wirtschaft)

#### Treptow-Köpenick von Berlin district authorities

Rathaus Köpenick, Alt-Köpenick 21, 12555 Berlin  
Tel. +49 (0) 30 / 9 02 97-25 00  
[wirtschaftsfoerderung@ba-tk.berlin.de](mailto:wirtschaftsfoerderung@ba-tk.berlin.de)  
[www.berlin.de/wifoe-tk](http://www.berlin.de/wifoe-tk)

#### Bundesministerium für Bildung und Forschung (BMBF)

(German Federal Ministry of Education and Research)  
Postal address: 11055 Berlin  
Tel. +49 (0) 30 / 18 57-0  
[bmbf@bmbf.bund.de](mailto:bmbf@bmbf.bund.de)  
[www.bmbf.de](http://www.bmbf.de)

#### Bundesministerium für Wirtschaft und Energie (BMWi) (German Federal Ministry for Economic Affairs and Energy)

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#### **E** Enterprise Europe Network at Berlin Partner für Wirtschaft und Technologie GmbH

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[www.berlin-partner.de](http://www.berlin-partner.de)  
[www.een-bb.de](http://www.een-bb.de)

#### **H** Handwerkskammer Berlin

(Chamber of Skilled Crafts and Small Businesses in Berlin)  
Blücherstraße 68, 10961 Berlin  
Tel. +49 (0) 30 / 2 59 03-01  
[info@hwk-berlin.de](mailto:info@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

#### **I** Industrie- und Handelskammer Berlin

(Chamber of Industry and Commerce)  
Ludwig Erhard Haus  
Fasanenstraße 85, 10623 Berlin, IHK Service Center  
Tel. +49 (0) 30 / 3 15 10-0  
[service@berlin.ihk.de](mailto:service@berlin.ihk.de)  
[www.ihk-berlin.de](http://www.ihk-berlin.de)

#### **L** Landesamt für Gesundheit und Soziales

(Regional Office for Health and Social Affairs)  
Integrationsamt (Integration office)  
Turmstraße 21, 10559 Berlin  
Tel. +49 (0) 30 / 9 02 29-00  
[integrationsamt@lageso.berlin.de](mailto:integrationsamt@lageso.berlin.de)  
[www.integrationsaemter.de](http://www.integrationsaemter.de)  
[www.berlin.de/lageso](http://www.berlin.de/lageso)

#### **S** Senatsverwaltung für Gesundheit, Pflege und Gleichstellung

(Senate Department for Health, Care and Equality)  
Oranienstraße 106, 10969 Berlin  
Tel. +49 (0) 30 / 90 28-0  
[poststelle@sengpg.berlin.de](mailto:poststelle@sengpg.berlin.de)  
[www.berlin.de/sen/gpg](http://www.berlin.de/sen/gpg)

#### Senatsverwaltung für Integration, Arbeit und Soziales

(Senate Department for Integration, Labour and Social Affairs)  
Oranienstraße 106, 10969 Berlin  
Tel. +49 (0) 30 / 90 28-0  
[poststelle@senias.berlin.de](mailto:poststelle@senias.berlin.de)  
[www.berlin.de/sen/ias](http://www.berlin.de/sen/ias)

#### Senatsverwaltung für Stadtentwicklung und Wohnen

(Senate Department for Urban Development and Housing)  
Württembergische Straße 6, 10707 Berlin  
Tel. +49 (0) 30 / 9 01 39-30 00  
[post@sensw.berlin.de](mailto:post@sensw.berlin.de)  
[www.stadtentwicklung.berlin.de](http://www.stadtentwicklung.berlin.de)

#### Senatsverwaltung für Umwelt, Verkehr und Klimaschutz

Am Köllnischen Park 3, 10179 Berlin  
Tel. +49 (0) 30 / 90 25-0  
[post@senuvk.berlin.de](mailto:post@senuvk.berlin.de)  
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#### Senatsverwaltung für Wirtschaft, Energie und Betriebe

(Senate Department for Economics, Energy and Public Enterprises)  
Martin-Luther-Straße 105, 10825 Berlin  
Tel. +49 (0) 30 / 90 13-0  
[post@senweb.berlin.de](mailto:post@senweb.berlin.de)  
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#### Central contact partner for service companies

Tel. +49 (0) 30 / 90 13-75 55  
[ea@senweb.berlin.de](mailto:ea@senweb.berlin.de)  
[www.berlin.de/ea](http://www.berlin.de/ea)





A

### General advice centres

#### APRIL foundation to promote entrepreneurial ideas

Oranienburger Straße 27, 10117 Berlin  
Tel. +49 (0) 30 / 4 40 98 00  
[beate.westphal@aprilstiftung.de](mailto:beate.westphal@aprilstiftung.de)  
[www.blog.aprilstiftung.de](http://www.blog.aprilstiftung.de)

#### Arbeit und Leben - DGB/VHS

##### Landesarbeitsgemeinschaft Berlin e. V.

Kapweg 4, 13405 Berlin  
Tel. +49 (0) 30 / 5 13 01 92-0  
[office@berlin.arbeitundleben.de](mailto:office@berlin.arbeitundleben.de)  
[www.berlin.arbeitundleben.de](http://www.berlin.arbeitundleben.de)

B

#### bbw Bildungswerk der Wirtschaft in Berlin und Brandenburg e. V.

Am Schillertheater 2, 10625 Berlin  
Advice for start-ups  
Tel. +49 (0) 30 / 3 10 05-0  
Toll-free hotline:  
Tel. +49 (0) 800 22 97 466  
[info@bbwev-berlin.de](mailto:info@bbwev-berlin.de)  
[www.bbwev-gruppe.de](http://www.bbwev-gruppe.de)

#### Beratungs- und Service-Gesellschaft Umwelt mbH (B.&S.U.)

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[www.bsu-berlin.de](http://www.bsu-berlin.de)

#### Berliner Beratungsdienst e. V. (bbd)

Retired business experts for Berlin-Brandenburg  
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#### Berliner Energieagentur GmbH

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#### Beuth Hochschule für Technik Berlin

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#### Bildungs- und Innovationszentrum der Handwerkskammer Berlin (BIZWA)

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[www.hwk-berlin.de](http://www.hwk-berlin.de)

#### Bildungs- und Technologiezentrum der Handwerkskammer Berlin (BTZ)

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[btz@hwk-berlin.de](mailto:btz@hwk-berlin.de)  
[www.hwk-berlin.de](http://www.hwk-berlin.de)

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#### Bundesverband der Deutschen Industrie e. V. (BDI)

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[info@bdi.eu](mailto:info@bdi.eu)  
[www.bdi.eu](http://www.bdi.eu)

#### Bundesverband der Selbständigen Deutscher Gewerbeverband e. V. (BDS)

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[www.bds-dgv.de](http://www.bds-dgv.de)

#### Bundesverband Deutscher Innovations-, Technologie- und Gründerzentren e. V. (BVIZ)

Charlottenstraße 65, 10117 Berlin  
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[bviz@innovationszentren.de](mailto:bviz@innovationszentren.de)  
[www.innovationszentren.de](http://www.innovationszentren.de)

#### Bundesverband deutscher Kapitalbeteiligungsgesellschaften e. V. (BVK)

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[www.bvkap.de](http://www.bvkap.de)

**Bundesverband mittelständische Wirtschaft,  
Unternehmerverband Deutschlands e. V.**

Potsdamer Straße 7, 10785 Berlin  
Tel. +49 (0) 30 / 53 32 06-0  
[info@bvmw.de](mailto:info@bvmw.de)  
[www.bvmw.de](http://www.bvmw.de)

**Business Angels Club Berlin-Brandenburg e. V.**

Otto-Suhr-Allee 25, 10585 Berlin  
Tel. +49 (0) 30 / 25 78 58 69  
[berlin@bacb.de](mailto:berlin@bacb.de)  
[www.bacb.de](http://www.bacb.de)

**Businessplan-Wettbewerb**

**Berlin-Brandenburg (BPW)**

(Berlin-Brandenburg business plan competition)  
Office at Investitionsbank des Landes Berlin  
Bundesallee 210, 10719 Berlin  
(Entrance: Regensburger Straße 23)  
Hotline: +49 (0) 30 / 2125-2121  
[info@b-p-w.de](mailto:info@b-p-w.de)  
[www.b-p-w.de](http://www.b-p-w.de)

D

**Deutsches Zentrum für Luft- und  
Raumfahrt e. V. (DLR)**

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Hotline: +49 (0) 228 / 38 21-15 18  
[pt@dlr.de](mailto:pt@dlr.de)  
[www.pt-dlr.de](http://www.pt-dlr.de)

E

**enterability Berlin**

Integrationsfachdienst Selbstständigkeit  
(Integration service for self-employed activities)  
Social Impact gGmbH  
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Tel. +49 (0) 30 / 6 11 34 29  
[info@ifd-enterability.de](mailto:info@ifd-enterability.de)  
[www.enterability.de](http://www.enterability.de)

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**Europäisches Fördermanagement GmbH (EFG)**

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F

**Förderberatung „Forschung und  
Innovation“ des Bundes**

(“Research and innovation” subsidy  
consultancy by the federal government)  
Forschungszentrum Jülich GmbH,  
Projektträger Jülich (PtJ)  
Zimmerstraße 26-27, 10969 Berlin  
Toll-free hotlines:  
Research promotion  
Tel. +49 (0) 8 00 / 26 23-0 08  
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Tel. +49 (0) 8 00 / 26 23-0 09  
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Tel. +49 (0) 8 00 / 26 23-0 09  
[beratung@foerderinfo.bund.de](mailto:beratung@foerderinfo.bund.de)  
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**Forschungsinstitut**

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**Freie Universität Berlin**

Knowledge and technology transfer  
Profund Innovation  
Altensteinstraße 40, 14195 Berlin  
Tel. +49 (0) 30 / 8 38-7 36 30  
[profund@fu-berlin.de](mailto:profund@fu-berlin.de)  
[www.profund.fu-berlin.de](http://www.profund.fu-berlin.de)

G

**Gewerbesiedlungs-Gesellschaft mbH (GSG Berlin)**

Geneststraße 5, 10829 Berlin  
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[info@gsg.de](mailto:info@gsg.de)  
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**Goldnetz gGmbH**

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[office@goldnetz-berlin.de](mailto:office@goldnetz-berlin.de)  
[www.goldnetz-berlin.org](http://www.goldnetz-berlin.org)

**Gsub mbH**

**Gesellschaft für soziale**

**Unternehmensberatung mbH**

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Tel. +49 (0) 30 / 2 84 09-0  
[kontakt@gsub.de](mailto:kontakt@gsub.de)  
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**IBB Beteiligungsgesellschaft mbH**

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**IBB Business Team GmbH**

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**IG Metall Berlin**

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[www.igmetall-berlin.de](http://www.igmetall-berlin.de)

**Investitionsbank Berlin**

Business Customer Centre  
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**Investitionsbank des Landes Brandenburg**

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**KfW Bankengruppe**

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**LOK.a.Motion**

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[info@lok-berlin.de](mailto:info@lok-berlin.de)  
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[info@medienboard.de](mailto:info@medienboard.de)  
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**Mikrofinanzinstitut Goldrausch e. V.**

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[info@goldrausch-ev.de](mailto:info@goldrausch-ev.de)  
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**Mittelständische Beteiligungsgesellschaft  
Berlin-Brandenburg GmbH**

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Franklinstraße 6, 10587 Berlin  
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[berlin@mbg-bb.de](mailto:berlin@mbg-bb.de)  
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**PricewaterhouseCoopers AG**

Postfach 12 08 08, 10598 Berlin  
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[www.pwc.de](http://www.pwc.de)



**S** **Start up-Kompetenzzentrum  
Hochschule für Technik und Wirtschaft Berlin**  
Treskowallee 8, 10318 Berlin  
Dr. Angela Höhle  
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[angela.hoehle@htw-berlin.de](mailto:angela.hoehle@htw-berlin.de)  
[entrepreneurship.htw-berlin.de](http://entrepreneurship.htw-berlin.de)

**T** **Technische Universität Berlin**  
Centre for Entrepreneurship  
Founder service  
Hardenbergstraße 38, 10623 Berlin  
Tel. +49 (0) 30 / 3 14-2-83 77  
[info@gruendung.tu-berlin.de](mailto:info@gruendung.tu-berlin.de)  
[www.entrepreneurship.tu-berlin.de](http://www.entrepreneurship.tu-berlin.de)

**Technologiestiftung Berlin**  
Grunewaldstraße 61-62, 10825 Berlin  
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**Türkisch-Deutsche Unternehmervereinigung  
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[info@tdu-berlin.com](mailto:info@tdu-berlin.com)  
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**Türkische Unternehmer und  
Handwerker e. V. Berlin (TUH)**  
Rollbergstraße 70, 12053 Berlin  
(Neukölln headquarters)  
Tel. +49 (0) 30 / 62 72 12-31  
[info@tuh-berlin.de](mailto:info@tuh-berlin.de)  
[www.tuh-berlin.de](http://www.tuh-berlin.de)

**V** **Verband der Metall- und Elektroindustrie  
Berlin-Brandenburg (VME)**  
Am Schillertheater 2, 10625 Berlin  
Tel. +49 (0) 30 / 3 10 05-0  
[vme@vme-net.de](mailto:vme@vme-net.de)  
[www.vme-net.de](http://www.vme-net.de)

**Vereinigung der Unternehmensverbände  
in Berlin und Brandenburg e. V. (UVB)**  
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[uvb@uvb-online.de](mailto:uvb@uvb-online.de)  
[www.uvb-online.de](http://www.uvb-online.de)

**VDI/VDE Innovation + Technik GmbH**  
Steinplatz 1, 10623 Berlin  
Tel. +49 (0) 30 / 31 00 78-0  
[vdivde-it@vdivde-it.de](mailto:vdivde-it@vdivde-it.de)  
[www.vdivde-it.de](http://www.vdivde-it.de)

**W** **Weiterbildungsdatenbank Berlin**  
(Berlin further qualification database)  
c/o EUROPUBLIC GmbH Werbeagentur  
Coswiger Straße 5, 12681 Berlin  
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[info@wdb-berlin.de](mailto:info@wdb-berlin.de)  
[www.wdb-berlin.de](http://www.wdb-berlin.de)

**Wirtschaftsförderung Land Brandenburg  
GmbH (WFBB)**  
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[www.wfbb.de](http://www.wfbb.de)  
[www.brandenburg-business-guide.de](http://www.brandenburg-business-guide.de)

**Z** **zgs consult GmbH**  
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[www.zgs-consult.de](http://www.zgs-consult.de)

**zukunft im zentrum GmbH**  
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### Enterprise Europe Network Berlin-Brandenburg

Consortium partners in Berlin:

#### **B** Berlin Partner für Wirtschaft und Technologie GmbH (co-ordinator)

Ludwig Erhard Haus  
Fasanenstraße 85, 10623 Berlin  
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[www.berlin-partner.de](http://www.berlin-partner.de)  
[www.een-bb.de](http://www.een-bb.de)

### BAFA subsidies

Agency in charge of granting allowances and subsidies to promote entrepreneurial know-how:

#### **B** Bundesamt für Wirtschaft und Ausfuhrkontrolle (BAFA)

(Federal Office of Economics and Export Control - BAFA)  
Frankfurter Straße 29-35, 65760 Eschborn  
Tel. +49 (0) 61 96 / 9 08-15 70  
[foerderung@bafa.bund.de](mailto:foerderung@bafa.bund.de)  
[www.bafa.de](http://www.bafa.de)

### Co-ordination offices / Leitstellen

#### **BBG Bundesbetriebsberatungsstelle GmbH**

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[www.betriebsberatungsstelle.de](http://www.betriebsberatungsstelle.de)

#### **Leitstelle für Gewerbeförderungsmittel des Bundes**

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# Imprint

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