

FAQ | Assistance for filling out the application

Version as of: 21 April 2020, 5 p.m.

IMPORTANT: Please read these instructions carefully and in full. After you have entered the details, check whether you have completed the application in full and correctly to the best of your knowledge and that you have provided all the required attachments!

Field name	Explanatory info text for the field
Applicant	<p><u>Natural entities</u> such as solo self-employed individuals and freelancers in their primary occupation are eligible to apply. <u>Primary occupation</u> denotes self-employment with a regular weekly working time in excess of 20 hours and which accounts for more than half of the total income.</p> <p><u>Legal entities</u> (GmbH, UG, AG etc.) with their registered office or existing permanent establishment in Hamburg are eligible to apply.</p> <p><u>Charitable or non-profit organisations and associations</u> are eligible to apply for funding if they pursue – not only marginally – an economic activity (see self-declaration under 7.1);</p>
Tax number	Please enter your tax number here (with the relevant tax authority). (Format example: 47/243/25356)
VAT ID number	Optional information and only applicable if your company has a VAT ID number.
Registration number (only for companies and organisations)	Companies and organisations, please enter your commercial register number or an alternative registration number here (e.g. association or partnership registration). If you do not have a registration number, leave this space blank.
Founded on/self-employed since	<p>For self-employed individuals, the date of commencement of self-employment applies – as documented by a <u>business registration (Gewerbeanmeldung)</u> or similar evidence (such as an income tax assessment or a certificate from the artists' social security fund [Künstlersozialkasse]);</p> <p>For entities with the legal forms GmbH/OHG/UG, etc., the date of <u>entry in the commercial register</u> or other relevant register applies, to be verified by a corresponding register excerpt;</p> <p>For entities with the legal form GbR, the date of the conclusion (and entry into force) of the partnership agreement applies, as documented by the partnership agreement.</p>
Financial institution	A payout is only possible to financial institutions based in Germany.
Industry	Please select the statement that most closely matches the company.
Number of full-time equivalents (FTE) as at 11 March	<p>Only those employees who are assigned to the company headquarters or a permanent establishment <u>in Hamburg</u> are to be listed here.</p> <p><u>Important:</u> Applicants (solo self-employed individuals, managing partners, freelancers, etc.), vocational trainees, marginally employed persons, part-time workers and employed seasonal workers are also deemed employees. External specialists employed on a fee basis and temporary workers or similar are not included in this.</p> <p>The number of full-time equivalents (FTEs) must be calculated using the <u>'Employee List' tool</u> and the completed list must be retained for any subsequent</p>

FAQ | Assistance for filling out the application

Version as of: 21 April 2020, 5 p.m.

	<p>audits which may take place. <u>Full-time solo self-employed individuals</u> can enter 1 FTE. As it is promoted in the primary occupation, the FTE value must be higher than 0.5.</p>
<p>Amount of the estimated liquidity shortage over a 3-month period from the application date (excluding personal living expenses) (in EUR)</p>	<p>Calculate the amount of your existing or expected liquidity shortage on the basis of a forecast you have prepared over a three-month period from the application date. In this context, you may assume that the coronavirus crisis and the coronavirus-related restrictions will not improve during this period and that they will affect your order situation, turnover and thus revenue accordingly. It is not necessary for the liquidity shortage to have already started at the point in time the application is submitted. It is sufficient for your forecast to have led you to the assessment that there will be or may be a shortage in three months.</p> <p>Personal assets and personal lines of credit are not taken into consideration at all.</p> <p><u>The following stipulation applies to self-employed individuals without any employees and companies/organisations with up to 10 employees (FTE), for which national and state funding is applied for and paid on a combined basis:</u></p> <p>The <u>liquidity shortage</u> is calculated for the three-month period from the sum of total ongoing operating costs and commercial rent plus repayments, <u>less</u> available cash and cash equivalents. In this regard, in principle, the respective pending gross amounts which have an effect on the cash flow in the normal course of business are to be used.</p> <p><u>Available cash and cash equivalents</u> include, in particular, ongoing revenue from business operations/turnover, but reserves for pending tax payments are not included. Existing lines of credit are not to be taken into consideration when calculating the available cash and cash equivalents. Whilst credit balances on business accounts (including overnight money and term deposits) constitute available cash and cash equivalents in principle, they do not exclude an application insofar as the forecast to be prepared by the applicant for the next three months leads to the assessment that a liquidity shortage is at least possible or cannot be excluded in the event of the assumed continuation of the coronavirus crisis and the restrictions on business activities. This assessment is the responsibility of the applicant; no strict requirements apply in terms of the presentation of the current and, in particular, the estimated future liquidity shortage.</p> <p><u>Solo self-employed individuals</u> can still receive the flat-rate basic funding of EUR 2,500 even if they do not have a liquidity shortage due to fixed costs. Simply enter '0' here (self-employed individuals without any employees in the legal form of a partnership or company with share capital enter '1').</p> <p><u>The following stipulation applies to companies/organisations with more than 10 employees (FTE), for which only state funding is applied for and paid:</u></p> <p>The <u>liquidity shortage</u> is calculated for the three-month period from the sum of total ongoing operating costs and commercial rent plus non-deferrable repayments, <u>less</u> available cash and cash equivalents. The respective gross amounts which have an effect on the cash flow are to be used here.</p> <p><u>Available cash and cash equivalents</u> include, in particular, ongoing revenues from business activities/turnover, as well as credit balances on business accounts (including overnight money and term deposits), plus existing credit lines. However, reserves for pending tax payments are not included.</p> <p>Rent reduction</p> <p>If the applicant is given a rent reduction of at least 20% in the application period, they can calculate the liquidity shortage for five months rather than three. A</p>

FAQ | Assistance for filling out the application

Version as of: 21 April 2020, 5 p.m.

	retrospective rent reduction will not result in a refund.
Reasons for funding	<p>You must provide a brief explanation here of the reasons for your liquidity shortage. Specific individual situations can also be taken into consideration. For example, details of seasonal earnings can be provided here.</p> <p>Attention: Please note that the text you enter here may not exceed 500 characters.</p>
Nature and scope of funding	<p>A special regulation applies to <u>solo self-employed individuals</u>. They receive flat-rate funding in the amount of EUR 2,500 from state funds. In addition, and as with other companies, there are further grants available to cover liquidity shortages over a period of three months. Solo self-employed individuals therefore still get funding even if they do not have any other fixed operating costs which lead to a liquidity shortage.</p> <p>Attention: If you only want to apply for a flat-rate funding of EUR 2,500 as a solo self-employed individual and do not have a liquidity shortage due to fixed costs you may <u>not</u> enter EUR 2,500 in the liquidity shortage field.</p>
Liquidity shortage assurance (No. 7)	<p>This declaration does <u>not</u> mean that you are already insolvent. The funding is intended to prevent imminent insolvency cases caused by the coronavirus crisis. This declaration relates to the assessment of the liquidity shortage under No. 5.</p> <p>For solo self-employed individuals, an operational liquidity shortage of this kind is not a prerequisite for the basic funding from state funds in the amount of EUR 2,500. The assurance can therefore be provided without any implications.</p>
Appendices	<p><u>At least one appropriate document</u> must be uploaded to prove your identity and credentials. In the case of natural persons this could be a copy of an identity card, and for companies and organisations another appropriate form of verification is required (e.g. certificate of registration in the commercial register).</p> <p>File names of documents being uploaded may not contain any spaces or umlauts.</p>

Further questions	
Are people based in Hamburg at a disadvantage because some states started the application process at an earlier stage?	No. The federal government has confirmed that sufficient funds have been made available. Other states started the application process at a later stage.
When can I expect to receive a payment?	Applications will be processed as quickly as possible. Many thanks for your understanding that we are unable to specify a binding payment date due to the large number of applications being submitted.

FAQ | Assistance for filling out the application

Version as of: 21 April 2020, 5 p.m.

Are you only eligible to apply for the HCS Programme if you are a German citizen?	No, citizens of other countries who carry out their business activities in Hamburg may, of course, also submit an application. The issue we were initially experiencing when entering foreign ID document numbers has now been solved.
Can I apply for the grant multiple times?	No, this is not possible in view of the limited term, which expires on 31/05/2020.
Should the liquidity shortage be calculated based on gross or net amounts?	<p>The liquidity shortage is calculated based on processes which have an effect on the cash flow (incoming payments, outgoing payments) over a period of 3 months. Therefore, gross amounts are to be used.</p> <p>Activities which relate entirely to accounting and which do not have an effect on the cash flow in this period are not taken into consideration.</p>
Who is deemed a self-employed individual without any employees and thus eligible to receive funding in the amount of EUR 2,500?	Any self-employed individual without any employees who carries out this activity as their main occupation will receive the basic funding of EUR 2,500 <u>regardless of their legal form.</u>
I am an active director of a GbR and am not receiving any pay or a monthly <u>personal withdrawal</u> there. Can this be taken into consideration for the liquidity shortage?	If you count as a self-employed individual without any employees, you will receive the flat-rate basic funding of EUR 2,500. If you do not, active shareholders in business partnerships (GbR or similar) can apply an appropriate monthly personal withdrawal (amounting to a maximum of EUR 1,180 per month and shareholder) in the calculation of the liquidity shortage.
Point 7 of the application/majority relationships: Can a GmbH, of which another GmbH holds 51% of the shares, apply for immediate support?	In the case of companies which are majority-owned by another company, the parent company should complete the application insofar as it is entitled to do so.