



NRW Emergency Aid 2020

Please refrain from using search engines and only use the following link to file applications:
<https://soforthilfe-corona.nrw.de>

Information about the NRW emergency aid 2020 in foreign languages is available [here](#).

Since 14 May 2020, also companies founded after 31 December 2019 may apply for emergency aid via a member of the tax consultancy professions (e.g. tax consultant). Please note the conditions applicable for these cases, which you can find in the corresponding FAQ. The website for filing applications is: <http://guender-soforthilfe-corona.nrw.de>.

If you have questions

PRIOR to submitting an application: Aid can be obtained from most business development offices or agencies of the cities and districts. Members of the chambers can also benefit from aid offered by the Chamber of Industry and Commerce (CIC) and Chambers of Crafts (COC). In addition, the Chambers Representative for liberal professions offer consultation.

AFTER submitting an application: applicants having problems after they filed their application, may directly contact their district government representative.

For the Chambers and District Governments contact information please [click here](#).

Who is eligible?

Applications can be filed by commercial and charitable enterprises, solo/self-employed persons and members of liberal professions, including artists, with up to 50 employees (translated into FTEs) which/who:

- are economically and thus permanently engaged in the market as enterprises or as freelancers or self-employed persons in their main occupation
- have their headquarters in North Rhine-Westphalia
- are registered with a German tax office
- have a maximum of 50 employees (translated into Full-time employees -FTEs)
- have already offered their goods or services in the market before 31 December 2019

Enterprises with agricultural primary production are also eligible under the conditions above. A separate form is available for companies not founded until after 31 December 2019, which has to be completed with the assistance of a member of the tax consultancy professions.

What is supported?



The enterprises should be assisted in securing their economic standing and bridging immediate funding shortfalls such as running business costs like rents, credits for business premises, leasing instalments through a subsidy. This does not include labour costs (short-time allowance is available to reduce labour costs).

Condition: significant funding shortfalls and economic difficulties as a result of COVID-19. This will be assumed to apply, if

- more than half of the orders from the period before March 1, 2020, ceased to exist due to the COVID-19 crisis (i.e. the order volume has dropped by more than 50%);
or
- the revenue has decreased more than 50% compared with the same month of the previous year (if the application is filed in April 2020, the month for making the comparison will be April 2019). If the month of the previous year cannot be used as basis (e.g. in case of foundations), the previous month shall be used;
or
- the possibilities for generating the revenue were severely limited by a regulatory stipulation imposed in connection with the COVID-19 pandemic;
or
- the existing funds are not sufficient to pay the enterprise's short-term liabilities (e.g. rents, credits for business premises, leasing instalments, or funding shortfall).

The applicant must assure that the funding shortfall has not yet been in existence before March 1, 2020. The applicant must additionally declare that the enterprise was not an "enterprise in difficulties" as of the effective date of December 31, 2019. For further information please see below.

How much is the support?

The emergency aid is provided as a one-time, non-repayable grant. It is calculated by the number of eligible employees, for three (3) months period (from the application date):

- EUR 9,000 for solo/self-employed eligible applicant, and eligible applicants with up to 5 employees;
- EUR 15,000 for eligible applicants with up to 10 employees
- EUR 25,000 for eligible applicants with up to 50 employees

How is the number of employees counted?

The effective date for calculating the number of employees is 31 December 2019. The weekly working time shall be decisive. Use the following rules to translate part-time employees (PTEs) and 450-euro jobs into full-time employees (FTEs):

employees working up to 20 hours = factor 0.5
employees working up to 30 hours = factor 0.75



employees working more than 30 hours & apprentices = factor 1
employees working on a 450-euro basis = factor 0.3

The entrepreneur himself/herself must be included. Apprentices as well employees who are on parental or maternity leave can be included. Any person who has/had an ongoing employment contract with the enterprise as of the effective date of December 31, 2019, is counted as an employee.

How does the application procedure work?

The application procedure can exclusively be filled out and submitted online. Please do not print the application. Subsequently, upon submission, an automated confirmation will be provided. All applications are handled according to date of receipt.

Important Note

Please do not send your application by mail or e-mail to the Ministry of Economic Affairs or the district governments. Printed applications cannot be processed.

What information is required for filing the application?

- An official identity document (identity card, passport, etc.) is required for identification purposes.
- The commercial register number or any other register number (where available) as well as the associated Local Court must be indicated in the application. Numbers of an intermediary register kept with the German Chamber of Commerce (GCIC) or of the test register of the Stiftung Zentrale Stelle Verpackungsregister (Central Office Packaging Register foundation) are possible as well (not a mandatory field).
- Moreover, the tax number of the enterprise has to be entered. A self-employed individual, sole traders and freelancers etc. who has previously entered their key data in the fields enters their tax ID instead. At least one of the two numbers must be mandatorily entered in each application.
- In addition, the address of the enterprise, if different from the private address, is required.
- Information on the bank details (IBAN + credit institution) of the company account for the pay-out. For safety reasons, only those accounts that are registered with the competent tax authority can be listed. Payments into a foreign account are not possible.
- Moreover, listing the sector or the nature of the commercial or freelance activity is mandatory.
- The number of employees is required for completion of the application. For assistance with the calculation of FTEs, please see above.



Note: North Rhine-Westphalia provides support under the Federation's Small Subsidies Rule. A "de-minimis declaration" will not be necessary. In addition, please note that the grand total of this subsidy granted to an enterprise under this Rule must not exceed the maximum amount of EUR 800k, EUR 120k in the fisheries and aquaculture sector and EUR 100k in agricultural production. This provision should not effect in the vast majority of cases.

For legal disclosure purposes, please note that the applicant assures having furnished all particulars in the application form to the best of their knowledge and belief and truthfully.

Do you have questions?

Assistance can be obtained from most business development offices or agencies of the cities and districts. Members of the chambers can also benefit from aid from the CIC and COC. The chambers are available with information and advice via phone. For information on the contact details as well as for further offers of aid and assistance please see table below:

Contacts at the competent Chambers of Industry and Commerce		
CIC Aachen 0241 4460 0	ICIC Arnsberg Hellweg - Sauerland 02931 878 555	CIC Bonn/Rhein-Sieg 0228 2284 228
CIC of Dortmund 0231 5417 444	CIC of Düsseldorf 0211 3557 666	CIC for Essen, Mülheim an der Ruhr, Oberhausen zu Essen 0201 1892 333
CIC of Cologne 0221 1640 4444	CIC Lippe zu Detmold 05231 7601 94	CIC of Middle Lower Rhine 02151 635 424
CIC Middle Ruhr area 0234 91130	CIC of the Lower Rhine in Duisburg - Wesel - Kleve zu Duisburg Soforthilfe@niederrhein.ihk.de	CIC of Northern Westphalia 0251 707 111
CIC of Eastern Westphalia zu Bielefeld 0521 554 450	CIC of Siegen 0271 3302 0	South Westphalia CIC at Hagen 02331 390 333
CIC Wuppertal - Solingen - Remscheid 0202 2490 555		

Contact details for the respective Chambers of Industry and Commerce



CIC Aachen

0241 4460 0 CIC Arnsberg Hellweg - Sauerland

02931 878 555 CIC Bonn/Rhein-Sieg

0228 2284 228

CIC in Dortmund

0231 5417 444 CIC in Düsseldorf

0211 3557 666 CIC in Essen, Mülheim an der Ruhr, Oberhausen for Essen

0201 1892 333

CIC in Cologne

0221 1640 4444 CIC Lippe for Detmold

05231 7601 94 CIC Central Lower Rhine

02151 635 424

CIC Central Ruhrgebiet

0234 91130 Lower Rhine CIC Duisburg - Wesel - Kleve for Duisburg

Soforthilfe@niederrhein.ihk.de

0203 2821 0 CIC North Rhine-Westphalia

0251 707 111

CIC Eastern Westphalia for Bielefeld

0521 554 450 CIC Siegen

0271 3302 0 South Westphalian CIC for Hagen

02331 390 333

Bergische CIC Wuppertal - Solingen - Remscheid

0202 2490 555



You do not know which your CIC is? Please use the CIC locator to find your points of contact: <https://www.ihk.de/#ihk-finder>
<https://www.ihk.de/#ihk-finder>

Contacts and information at the Chambers of Craft in North Rhine-Westphalia

West-German Association of Chambers of Crafts	Chamber of Crafts of Aachen 0241 471 129	Chamber of Craft of Düsseldorf 0211 8795 555
Chamber of Crafts of Dortmund 0231 5493 397	Chamber of Crafts of Cologne 0221 2022 0	Chamber of Crafts of Münster 0251 5203 888
Chamber of Crafts of Eastern Westphalia Lippe in Bielefeld 0521 5608 444	Chamber of Crafts of South Westphalian 02931 877 126	

Contacts details for the respective Chambers of Crafts in North Rhine-Westphalia

West-German Association of Chambers of Crafts, Chambers of Crafts of Aachen
0241 471 129

Chamber of Crafts of Düsseldorf
0211 8795 555

Chamber of Crafts of Dortmund
0231 5493 397

Chamber of Crafts of Cologne
0221 2022 346



Chamber of Crafts of Münster

0251 5203 888

Chamber of Crafts of Eastern Westphalia Lippe in Bielefeld

0521 5608 444

Chamber of Crafts of South Westphalian

02931 877 126

General Questions and Answers About Submitting an Application

This website is updated at regular intervals! We are working continuously to define the wording in more precise terms, also after the NRW Emergency Aid 2020 programme has started, so that you can complete your application correctly. Please read the information and notes on completing the application in the application form (version May 13, 2020).

Until when can I file my application?

Applications can be filed by no later than May 31, 2020. Please do not file the application before one of the conditions above applies to you and your enterprise.

What happens after I submitted my application and how quickly will the subsidy be paid?

First, an electronic confirmation of receipt will be transmitted. Please be patient as the process may take up to one business day. Please do not file a double application in the meantime. Your grand approval notice will be transmitted electronically to you as well. After you have received the notice that the subsidy was granted, the NRW emergency aid will then be transferred into the account of the applicant by your district government.

Must the subsidy be taxed?

The subsidy will be taxed as operating income, but is not subject to VAT. The applicant is obliged to disclose the subsidy in their tax return for year 2020.

Will there be enough money for everyone?

Yes.

Will a signature be required?



No, you complete the entire application online and do not have to provide any signature. By sending the application you assure – even without the signature – that the information you provided is correct.

Will the subsidy also be paid for solo/self-employed persons in secondary occupation?

No, the subsidy will be paid only if the entrepreneurial activity, which is now in difficulties due to the COVID-19 pandemic, is the main occupation. The main occupation means the main source of income, i.e. more than 50% of your personal income from work. Any companies managed as a secondary occupation with at least one employee on 31 December 2019 may file an application if they are experiencing liquidity issues as a result of the Corona virus.

Is multiple support possible?

Each enterprise or every freelancer or solo-entrepreneur may only apply once for the NRW emergency aid. A cumulation with other public aids for enterprises affected by COVID-19 is permissible, unless this results in an overcompensation. This applies, e.g. to fiscal liquidity measures, short-time allowance, and quarantine compensations.

What is a non-profit company?

Are associations non-profit enterprises as well?

The application may be filed by charitable enterprises with entrepreneurial activities. This also comprises corresponding associations if they engage in economic activities, but mainly pursue a charitable purpose (BGH (German Federal Court of Justice - FCoJ), Resolution of 16/5/2017, file no. II ZB /716).

For associations, however, more than half of the income must have consisted of revenue that was impacted by the COVID-19 crisis (see general criteria for the major impairment in the application form). An association which predominantly operates from contributions, municipal grants or sponsoring, and engages in little commercial activities in the market with its services may not file an application, since it does not engage in entrepreneurial activities.

When is my company considered as an "enterprise in difficulties"?

The EU definition is applied: a small or medium-sized enterprise is in difficulties as of December 31, 2019, if at least one of the conditions is met (newly founded enterprises up to three years are only subject to the "insolvency proceedings" criteria):

Over indebtedness:

- In the case of limited liability companies (e.g. GmbH, UG) which commenced their business activity before December 31, 2019: more than half of the subscribed share capital (incl. all share premiums) was lost as a result of accumulated losses. This is the case if a negative cumulative amount exceeds half of the subscribed share capital arises



after deduction of the accumulated losses from the reserves (and of all other elements generally considered as part of the company's owned funds).

- In the case of enterprises in which at least some of the shareholders are liable for the debts, without limitation (e.g. KG, OHG) which commenced their business activity before December 31, 2019: more than half of the owned funds disclosed in the accounting books was lost as a result of accumulated losses.

Insolvency proceedings:

- The enterprise is subject to insolvency proceedings or meets the conditions for the initiation of insolvency proceedings at its creditors' request as set forth in German law. A reason for the initiation of insolvency proceedings at the creditor's request is deemed to apply if the enterprise is unable to make its payments when due or if it is overindebted.

Grant:

- The enterprise was granted rescue aid and the credit has not yet been repaid or the guarantee has not yet expired, or the enterprise was granted restructuring aid and is still subject to a restructuring plan.

Must private reserves be consumed before an application for the subsidy can be filed?

To be awarded the subsidy, a severe financial shortfall must have been caused as a result of the COVID-19 crisis and existing funds do not suffice to meet the short-time payment obligations. *The existing funds* only comprise the current cash flow, i.e. the difference between income and expenses, and not provisions or private reserves. In any case, please take note of the criteria above for applicants.

My enterprise has its registered office in North Rhine-Westphalia, but I have my residence in a different federal state – am I eligible for the subsidy?

If the application for the subsidy is filed for the enterprise due to its economic difficulties, only the location of its headquarters is relevant.

How must the application be filed if the enterprise had not yet been founded as of the reference date in the previous year?

The preceding month must each be used as reference for foundations. Sample calculation: the revenue of March 2020 will be compared with the revenue of February 2020.

May another person complete the application for me?



Assistance by a third party, such as a family member, friend or well-informed acquaintance, in completing the form is permitted. Important Note: the eligible applicant must prompt the electronic submission of the application, since he/she bears the responsibility for ensuring that the form was completed correctly. Please ensure that the bank details and e-mail address that are entered are those of the company or the self-employed applicant and not that of the third party.

[Will always the maximum amount be paid out?](#)

Yes. The subsidies are calculated by the number of employees. You will be granted the full amount within the corresponding calculation. EUR 9,000 for up to 5 employees, EUR 15,000 for up to 10 employees and EUR 25,000 for up to 50 employees, each a one-time amount. In case of over-compensation, the amounts must be repaid (see above). Corresponding notes and the account number for repaying emergency aids granted in excess can be found in the granting notice. The repayable amounts must be set autonomously after three months and will be paid into the account of the State Treasury IBAN DE59 3005 0000 0001 6835 15. Please see also the FAQ section below for more information.

[Can students and pensioners file an application for the NRW emergency aid?](#)

That depends on their main occupation. Main occupation means the occupation from which a self-employed person receives their main source of income. This means more than 50% of the personal income from work that an individual has as a result of an occupation that takes up more than half of the weekly working time of that individual. In general, students for whom self-employed work is the main source of income may file an application. A retiree with a small pension who performs their main occupation, e.g. by operating a restaurant, is an eligible applicant as well.

[Number of employees: seasonal workers, weekly employees, spouses?](#)

Basically, the effective date principle applies: number of employees on December 31, 2019. For employee numbers which are highly volatile depending on the season, the annual average must be taken into account. The number of employees must be ascertained based on the financial statements and other data of the enterprise. The rules for calculating employees are precisely described in the SME definition of the European Commission (articles 4-6).

Spouses are usually not considered as employees, but cooperate on a voluntary basis in the business operation. The determination of the employment relationship as of December 31, 2019, depends on whether a contract can be derived from other circumstances, e.g. registration for social security purposes (at least mini-job).

[Can recipients of Unemployment Benefits II be awarded the subsidy?](#)

Receipt of Unemployment Benefits II does not qualify for the benefits of the emergency aid.



Will the subsidy under the emergency aid be set off with basic social benefits according to the SGB II (German Social Security Code Volume II)?

No. The purpose of NRW emergency aid is different: it should safeguard the economic existence. Any basic social benefits under the German Social Security Code Volume II, however, safeguard the livelihood and cover, in particular, the need for food, clothes, household goods, etc. as well as the costs for accommodation and heating.

What may the subsidy be used for?

The grant may be used, in particular, to cover financial shortfalls, e.g. bank loans, leasing instalments, rents, etc. The granting notice transmitted electronically once the application has been reviewed may also be presented to the bank. It serves to prove that the Federal State will pay the subsidy.

May I use the emergency aid to pay my living expenses or a (fictitious) manager salary?

Self-employed individuals working by themselves, freelancers and sole traders working for the companies they own or for a partnership may use a one-off flat-rate amount of no more than € 2,000.00 in total for living expenses or for a (fictitious) manager salary in the months March and April.

Conditions:

- (first) application filed in March or April
- no application for Unemployment Benefits II (basic income support) filed in March or April
- no approval of the emergency aid for artists

Calculation: List a one-off total amount of € 2,000.00 as proof for use when calculating the liquidity bottleneck. All individuals receiving the subsidy will be sent a letter containing the form in question as well as a guide on how to complete the form.

I have filed an application for emergency aid in March, but was only awarded Unemployment Benefits II for April. Can I claim € 1,000.00 for living costs in the month March?

No, you may only assert a flat-rate amount of € 2,000.00 if no Unemployment Benefits II were granted for the months March or April.

May I claim the € 2,000.00 for each month?



No. The € 2,000.00 are paid as a flat-rate for the months March and April.

I have applied for Unemployment Benefits II for March/April. My application was denied. May I utilise the protection of confidence solution?

Yes, because the basic income support for the months March and April was not granted.

What about a GbR with several self-employed partners?

GbRs may only file one application. Thus, the € 2,000.00 may only be withdrawn once by each GbR.

My partner in the GbR receives basic income support. I (the applicant), however, do not. Can I withdraw the one-off amount of € 2,000.00 for our GbR?

Yes.

How can I cover my living expenses for May?

The emergency aid is only paid for material and financial expenses related to commercial activities. The living costs must be covered by the basic income support, according to the statements of the federal government; this will be granted in a fast-track procedure.

May I file an application for my rent losses as landlord?

Landlords with their primary/main residence in North Rhine-Westphalia and with a registered letting business may file an application, provided that all other requirements are met. Private landlords are thus normally not eligible applicants.

Are founders who started after 31 December 2019, generally excepted from receiving the subsidy?

The effective date of 31 December 2019 for claiming emergency aid was selected as a result of legal requirements. Furthermore, it was important to exclude any misuse of the subsidy. From 13 May 2020, founders who started their company after this date and are now in financial difficulties due to no fault of their own will also be able to file an application.

Founders who have offered products and services on the market between 31 December 2019 and 11 March 2020 may file an application with the help of a member of the tax



consultancy professions (e.g. tax consultant). They will have to provide proof that, by 11 March 2020,

- they had already generated a turnover; or
- had received at least one order from a customer; or
- already had a long-term or recurring professional payment commitment for an extended period of time, such as a lease for retail premises.

The application form for founders is available here and has to be completed and submitted by a member of the tax consultancy profession: <http://gruender-soforthilfe-corona.nrw.de>.

Further questions and answers:

[Do I have to attach additional documents to the application?](#)

The tax consultant will ask you to submit documents that prove that the criteria set out above are met.

[What is the closing date for section 6.1 of the application form?](#)

The closing date for newly founded companies that did not offer their goods and services on the market until after 31 December 2019 and before 11 March 2020, from which day onwards it also has to be established that restrictions occurred as a result of the Corona crisis, is March 11.

[How do I calculate the turnover I generated so far?](#)

Please use the turnover of the previous month or, for companies that have not been active for the entire month of February 2020, the turnover generated throughout the entire lifespan of the company so far, extrapolated to one month (30 days).

[If a person has several companies, may they receive a subsidy for each of the companies?](#)

If this is an affiliated company, the funding shortfall must relate to the total company.

Companies that are related to each other through a natural individual or a group of natural individuals acting jointly may also be considered to be affiliated companies, provided that these companies are conducting all or part of their business in the same or adjacent sectors. In case of affiliated companies, however, it has to be ensured that the main part of the entire



company (headquarters!) is located in North Rhine Westphalia and that it has not more than 50 employees, including all affiliated partial companies. Sole traders with several registered businesses may only file one application per person for the business that is their main business.

What is the difference between independent and affiliated companies?

In order to determine the difference, all the relationships which this company has with others must be taken into account. One indication are the relevant financial statements. Companies preparing consolidated financial statements or which are included in the consolidated financial statements of another company are generally considered affiliated companies. Whether a company is an affiliated company can be determined using the recommendations for SMEs. Further information can be found in the user manual SME-Definition

http://publications.europa.eu/resource/cellar/79c0ce87-f4dc-11e6-8a35-01aa75ed71a1.0004.01/DOC_1

Why are affiliated companies not eligible for filing an application?

Companies that are controlled by another company, for example because the latter owns more than 50% of the shares or voting rights are not independent. Therefore, it is mainly the corporate structure of the controlling company that is responsible for providing support in case of financial difficulties. But the controlling company might be eligible itself, if has not more than 50 employees, including the employees of the controlled company, and if it has its headquarters in NRW.

What is an independent company as used in Art. 6.12 of the application?

For the purpose of the NRW emergency aid, an independent company is:

- Any company which is no affiliated or partner company.
- For affiliated companies, the controlling parent company is the independent company and must file the application. Any information on the number of employees or the impairment of the economic activity must be based on the entire company.
- In case of partner companies, the company is deemed independent which holds the capital or voting rights in another company. That company must submit the application. The information on the number of employees and the impairment of the economic activity must be based on the entire company.



The calculation will, as far as possible, be made according to the regulations of the SME definition as used by the EU. For assistance, please use the User Guide to the SME Definition

http://publications.europa.eu/resource/cellar/79c0ce87-f4dc-11e6-8a35-01aa75ed71a1.0004.01/DOC_1

http://publications.europa.eu/resource/cellar/79c0ce87-f4dc-11e6-8a35-01aa75ed71a1.0004.01/DOC_1

Can the NRW Emergency Aid 2020 be combined with the Program for Artists of the Ministry of Culture and Science?

Yes, if they either hold a business registration or pursue a freelance activity. In this case, both subsidies can be combined.

Note: The special support programme of the Ministry of Culture and Science that started as a transition solution on 20 March 2020, amounting to € 5 million, has been exhausted by now. Those eligible to file an application who have already done so but have not received any payments as a result of funds having been limited to five million euros will receive a financial subsidy of € 2,000.00 for their living expenses in the months March and April if they have proven their status as an artist (membership in a social security insurance for artists or a similar artists' association) from the Ministry for Culture and Science. The conditions are that they have not received any benefits from the MKW programme, NRW Emergency Aid 2020 or basic income support in March and April. Likewise, any support paid to applicants who already received a positive reply concerning their application will see their benefits increased to a flat-rate amount of € 2,000.00. Please contact the Ministry for Culture and Science for further information.

Is the legal form of the company relevant (e.K., GbR, GmbH)?

The legal form of the company and the relevant entry in the register must be specified when the application is submitted. Companies with the legal form GbR may only file one application.

Can the subsidy be applied for, even if the company changed its legal form after December 31, 2019 (e.g. to a UG)?

Yes. That includes also successions and acquisitions of existing operations which occurred after December 31, 2019.

How should drops in revenue be calculated, if such drops can only be presented with a delay on account of the billing method?

The applicant assures that they suffered a drop in revenue as a consequence of the COVID-19 pandemic. That must be determined by comparing the situation before and after the pandemic. Revenue compared to the previous year's month must account for more than 50%



loss. The following applies to new foundations: the loss of more than 50% revenue loss is compared with the month before. If the drop in revenue is not yet visible in March, due to a delayed invoicing, we recommend checking the criterion of decline in number of orders or to submit the application later.

What support measures must be taken into account for small amounts of aid?

The German Federal regulation *Kleinbeihilfen 2020* ("Small Amounts of Aid") applies, according to Sec. 2 (2) to aid in form of direct subsidies, tax benefits and payment benefits and repayable advances.

This covers credits in the amount of the subsidy's value, if such are subject to an interest subsidy or contain other benefits. Likewise, the grant under the NRW Emergency Aid 2020 is covered. The situation is different for short-time allowance: it is paid as wage replacement out of the unemployment insurance, if the conditions set forth in Sections 95 to 109 of the German Social Security Code Volume III are met. Therefore, it is not an aid to be taken into account.

Questions and Answers About the Digital Application Procedure

The district governments are the contacts AFTER the submission of the application. Whom may I contact there?

Applicants having problems after filing the application should directly contact their competent district government. Please state the registration number received when making the inquiry; otherwise, your request cannot be processed. Possible cases for this may include duplicate applications/approvals, incorrect statements in the form.

The contact details are:

Contact details for the district governments

District government Arnsberg

soforthilfe@bra.nrw.de

District government of Detmold

corona-soforthilfe@bezreg-detmold.nrw.de

Hotline: 05231 71 3480 (Mon-Fri 8 am - 6 pm)



District government of Düsseldorf

corona-soforthilfe@brd.nrw.de
0211 475 – 3434 (Mon-Fri 8 am - 4 pm)

District government of Cologne

Corona-Soforthilfe@bezreg-koeln.nrw.de
0221 147 2068 (Mon-Fri 8:30 am - 3 pm)

District government of Münster

info-soforthilfe@brms.nrw.de
Phone no. 0251 411-3400. (Mo-Fr 8 am - 4 pm)

No. Please enter the website correctly into your browser or click here: www.soforthilfe-corona.nrw.de.

Do I need to do anything if I submitted the application several times due to the delay and have received several confirmations now?

No.

If your application contains errors, you will be contacted by your district government. In this case, payment will be delayed somewhat. We would like to ask you to be patient and understanding, as a manual verification takes more time. You can also alert your district government to the error by sending an informal e-mail, please include your registration number in that e-mail.

What happens after the application was submitted?

Please be patient until you receive the electronic confirmation of your application by e-mail. The regionally competent district government is reviewing your application now. Subsequently, you will first receive a granting notice. The NRW emergency aid 2020 will then be paid and directly transferred to the applicant's account.

I only received a registration number, but no confirmation e-mail. What should I do?

First of all, do nothing, since this might happen. The registration number must suffice as a first step. Your application will be reviewed promptly, following which the approval notice will be sent. Please do not directly file a new application, but please allow for up to three business days before submitting another application.

May I withdraw or cancel an application which I accidentally submitted?



Applications can be withdrawn or cancelled informally. Please send your concern to the e-mail box of your competent district government*. The more specific the data you indicate, the easier it will be to exactly assign it to your application.

Emergency aid amounts granted in excess can be repaid to the account of the State Treasury with IBAN DE59 3005 0000 0001 6835 15, please indicate the file number on the top right of the first page of your granting notice.

* The contacts to the district governments can be found below the question: The district governments are the contacts AFTER the submission of the application.

Several approvals received. What should I do?

Identical application: first of all, do nothing. Any double pay-out for identical applications filed is excluded. Please inform your competent district government*, by indicating the file numbers on the notice.

Different applications: please inform your competent district government*, by indicating the file number on the notices. If you were granted a double payment (e.g. on different accounts), the amount must be repaid to the account of the State Treasury with IBAN DE59 3005 0000 0001 6835 15.

* The contacts to the district governments can be found below the question: The district governments are the contacts AFTER the submission of the application.

What happens if my application for NRW Emergency Aid is not approved?

You will also be notified digitally, if your application for NRW Emergency Aid is not approved and no aid will be provided.

My application was denied. What can I do?

It is not possible to make a positive decision if the information in the application you submitted was either incomplete or ambiguous in any of the following areas:

- the tax number was not correct or was incomplete (format for entering: 5xxx/xxxx/xxxx);
- the personal tax ID was not correct or was incomplete (format for entering: 11 digits without spaces); or
- the IBAN was incorrect or it was not possible to clearly associate the IBAN with you because the IBAN stated was not known to the tax authority.

Please use the information above to verify if you are indeed eligible to receive support. If you determine that you are, you may file another application. Please ensure that all information is complete and correct when doing so. You may request assistance from the CIC or Chamber of Crafts when filing a new application.

You do not know which CIC is responsible for your area? You can find your contact partner via the CIC Locator.



Will someone verify whether the applicant was really eligible for the aid and if not, might the aid need to be repaid?

The applicant assures in the form that they provided true information to the best of their knowledge. Any incorrect information which results in an unjustified receipt of the benefit constitutes subsidy fraud. In such case, not only the subsidy needs to be repaid, but the applicant might be subject to criminal prosecution. The applicant is requested to disclose the subsidy in their tax return for year 2020. Since the tax number and tax ID must be added to the application, the tax office will have the opportunity to retrospectively verify the plausibility of the subsidy.

The subsidy will be paid out as a benefit which is provided without any legal obligation. The emergency aid received must be repaid even in case of an over-compensation (e.g. through other subsidies). If it is found, at the end of the reference period of three months, that the eligible applicant received more than they were due, they will be requested to repay such excess. Assistance with calculating such excess compensation can be found in the form that all those receiving the subsidy will receive in a separate letter in good time (including instructions for completion thereof).

Do I need to provide proof of how I used the subsidy?

At the end of the subsidy period, all those receiving emergency aid will be contacted and asked to verify whether they were paid too much. The utilisation of the subsidy is proven via the form that all those receiving the subsidy will be sent in a separate letter in good time (including instructions for completion thereof). Any associated documents must be kept for 10 years.

How is an over-compensation defined and what will happen if that is the case?

An over-compensation arises if the applicant receives more subsidies than the damage they actually suffered – i.e. the loss of revenue which occurred due to the COVID-19 crisis, less any costs saved (e.g. rent reduction). Any over-compensation must be repaid after the three-months subsidy phase.

Assistance with calculating such excess compensation can be found in the form that all those receiving the subsidy will receive in a separate letter in good time (including instructions for completion thereof).

Which account details have to be provided for the bank transfer?



In order to verify the data in order to prevent fraud, we will only accept account details that are registered with the tax authority. Please note that no payments can be made into foreign bank accounts.

What are the possible reasons for delayed payments?

1. The district government has delayed payment in order to verify the information in more detail. This may include:

- applications that were filed twice (by accident or due to issues with the server) or that were corrected later
- multiple applications from different partners of a GbR
- missing or incorrect tax number or tax ID
- missing or incorrect information in the identification document, regarding nationality, address, e-mail address, name of the applicant
- incomplete bank details
- the registered place of the company is not in NRW or the company is not registered with a German tax authority

or

2. You may have utilised a fraudulent fake version of the application form without noticing. Please see the information in the following FAQ:

How do I know if I filed a valid application?

The e-mails of the district governments have the sender address noreply@it.nrw.de, contain a register number, and an attachment. The attachments must include your correct bank details (IBAN).

What do I do if I have reason to suspect fraud?

Please check the criteria listed in “How do I know if I filed a valid application”? If one or more of the criteria are not met, please file charges with the police in NRW, preferably online under: <https://polizei.nrw/internetwache>



Please also send an e-mail with the subject line “Suspected fraud”, including your full name, the company name, a phone number and any registration numbers of newly filed applications to the aforementioned functional e-mail address of your district government.