Information about the documents

The Transfer and Start-up Service at Martin Luther University offers consulting and training opportunities to those interested in starting a business and to entrepreneurs. This program, "IGNITE Plus – Strengthening regional growth by unlocking entrepreneurial potential and developing innovative business models in the context of structural transformation," is funded under the "ego.-KONZEPT" funding guideline with funds from the European Social Fund Plus (ESF+) and the State of Saxony-Anhalt. Thanks to funding from the State of Saxony-Anhalt and the European Union, our advisory and training services are free of charge for participants; however, we are required to maintain records of participants in our advisory and training programs.

We would therefore like to ask you to fill out the documents you received today—which are described in more detail below—in their entirety, sign them in the designated places, and submit them to a staff member of the MLU Transfer and Startup Service before the event begins.

If you are founding a team, we need the documents from each team member.
Only the (provisional) de minimis declaration can be submitted on behalf of the entire team.

We require the following documents from you:

I. **the questionnaire for participants joining an ESF+ funded project –** The data is used to assess performance and efficiency and to document the results of projects implemented with European Union funding.
II. **the Participation Agreement** – which sets forth in a declaration the respective rights and obligations in the collaboration between you and the Transfer and Start-up Service
III. **the preliminary de minimis declaration** – in which you must state whether, as a company not yet established, you have already received or applied for de minimis aid ***OR*** **the de minimis declaration** – in which you, as an already established company, declare whether and, if so, which de minimis-relevant aid you have already received. Please also use this declaration if you have already established a business as a side venture, e.g., alongside your studies or while employed.
IV. **the questionnaire for participants upon withdrawal from an ESF+ funded project** – We will send you the withdrawal declaration immediately after the agreed-upon individual measures within the project have been completed. We must receive these from you, completed and signed, by the project end date of October 31, 2026, at the latest. Please also note the explanations and instructions for completing the form.

If you have already established a business (including as a side business), please include **proof of establishment** with the documents. This can be a copy of the business registration, a copy of the tax office letter notifying you of your tax ID number, a GbR agreement, or an extract from the commercial register (UG & GmbH).

Answers at Questions regarding the documents can be found at in our short FAQs at https://startupacademy.transfer.uni-halle.de/faq/.
Of course, you can also ask any of our staff members on-site if you have any questions.
We'd be happy to send you scans of the submitted documents upon request.

What does participation in the ego.-Konzept state funding program entail?

To document for our funding provider who among us is receiving support in the preparation and implementation of a startup, it is necessary to become a participant in the program. You confirm your participation by filling out and signing the documents provided to you.

When do I need to register as a participant?

You must register as a participant if you take advantage of services such as consultations, full-day workshops, or coaching sessions.

Why is my information required/why is this data being collected?

The funding provider wants to track how the funds are being used and whether they are being used appropriately. Anyone interested in starting a business or who is already a founder and wishes to take advantage of state and EU startup funding is required to provide the necessary information. Anyone who does not fully complete the documents listed on page 1 will not be able to take advantage of the offers.

Who can view my data, and to whom is it transmitted?

The information is transmitted to the EU managing authority in anonymized form and is otherwise accessible exclusively to the responsible staff of the Transfer and Start-up Service. The staff of the Transfer and Start-up Service are employees of Martin Luther University and are bound by confidentiality obligations toward third parties. The data will not be disclosed to third parties who are not affiliated with the project, the audit body commissioned by the State of Saxony-Anhalt (Investitionsbank Sachsen-Anhalt), the Ministry of Economics, Tourism, Agriculture, and Forestry of the State of Saxony-Anhalt, an institute commissioned to evaluate the project, or the EU audit authority.

What costs will I incur if I participate in the services offered by the Transfer and Start-up Service?

There are no costs involved. The services offered by the Transfer and Start-up Service are supported under the ego.-KONZEPT funding program of the State of Saxony-Anhalt and co-financed with funds from the European Social Fund Plus for Germany (ESF+).

What is a de minimis grant?

Due to the co-financing of our project by the ESF+ (European Union: European Social Fund Plus), a “de minimis” aid is granted in the event of a business start-up, which is subject to compliance with certain conditions. To ensure that subsidies designated as “de minimis” aid (benefits from public funds, e.g., free consulting, grants, low-interest startup loans) do not lead to distortions of competition (for example, by a company accumulating multiple subsidies of this type), the total value of all “de minimis” aid permitted for a company is limited to 300,000 euros over a three-year period.

Why do I need to fill out a de minimis declaration?

To ensure that “de minimis” aid does not exceed the maximum allowable subsidy amount of 300,000 euros, the (provisional) “de minimis declaration” included in the application asks whether the company has previously received “de minimis” aid and, if so, when and in what amount. You can find more detailed explanations at http://www.bafa.de/DE/Service/Glossar/glossar_node.html under “De minimis Aid.”

How much is the de minimis aid for the ego.-Konzept-funded programs?

Participation in our project corresponds to a subsidy value set by the funding agency at 12,100.76 euros per participant. Regardless of the number and scope of the services utilized, the de minimis aid is attributed to the newly established company in the full amount of the subsidy at the time of the company’s founding, or to an existing company at the time of joining the project.