

# Checklist

Only applications with complete, verifiable documents in accordance with our requirements (as described below) can be assessed!

To create an expert opinion (certificate of commercial viability) the following documents are required:

☐ **Business plan** (= corporate concept)

The business plan must not perish in proverbial narratives, without specific reference to the own company. Additionally, the plain enumeration of the corporate concept has to be avoided. A length of at least 10 pages (in addition to the financial and liquidity plan) is strongly recommended. Further information concerning the business plan will be found [here](#).

☐ **Financial and liquidity plan**

The financial and liquidity plan **must meet our audit criteria**. For example, the financial and liquidity plan must **cover a period of 3 years**, whereby the first year of formation must be reported on a **monthly basis** (over 12 months) and the two subsequent years must be reported on an annual basis. For the preparation of the FuL we recommend the [IFB template](#), which meets these requirements and is adapted to liberal professions. **The use of alternative templates very often leads to additional claims due to missing information and thus to a longer processing time.** For better comprehensibility, the FuL should also be explained in the written part of the business plan. This applies in particular to sales and investments.

☐ **Curriculum vitae**

☐ **Certificates and references** (project-related)

☐ **Forms of employment agency** (via e-mail is sufficient)

- expert opinion on the sustainability of the planned start-up

**Please note:** The status of liberal profession and the submitted documents will not be audited.

**Service fee:** 119,00 EUR

**Processing time:** approx. 14 working days starting with the dispatch of the confirmation of receipt by the IFB. (Please also check your SPAM-File)

**Important Note:** Due to the current situation, the average processing time can be extended up to 21 working days. Thank you for your understanding and your patience.

As soon as the order is completed, you will receive the expert opinion and the invoice by mail.

There is no entitlement to a positive certificate of commercial viability.

The Employment Agency decides whether the start-up grant is awarded.

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**Contact:** Please send your complete documents

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