



Landeskommission
Berlin gegen Gewalt

INFO SHEET

The info sheet contains information on the application process of the Directive for Structural Safety Measures as well as moving costs, and provides answers to frequently asked questions.

For which measures can I apply for funding?

The Berlin State Commission against Violence provides financial services for

- **structural safety measures** and
- **moving costs.**

Am I eligible to apply?

1. If you are affected by politically extremist-motivated or discriminatory violence, threats or endangerment, you are eligible.
2. You can submit an application as a private individual, recognised non-profit or religious institution, association or initiative and its beneficiary.

Which structural measures can I apply for?

You can obtain financial solutions for the following structural safety measures:

1. anti-burglary doors;
2. anti-burglary windows and window doors (balcony and terrace doors);
3. anti-burglary rolling blinds/shutters;
4. anti-penetration burglary film for windows and window doors;
5. security retrofitting for windows and doors, such as stirrups, locking window handles, profile cylinders, safety coatings, mortice locks;
6. wired or wireless break-in alarms and burglary alarms;
7. wired or wireless surveillance cameras and
8. others.

Which moving costs can I apply for?

1. You can receive transport funding for household goods via a commercial moving company or private helpers.
2. When moving you can apply for double rent or least payments for a maximum of three months. The cheaper rent or lease amount is pertinent.
3. Please note that there is no compensation for trips to viewings, broker fees, costs for repairs of transport damage, installations, necessary storage of furniture, renovation and cosmetic measures, tips, or food for helpers.
4. A flat moving cost rate can also be paid. This is 1,639 € for married persons, single parents, divorced parents or widows/widowers, and 820 € for single persons. You can also apply for an additional 361 € for each additional person in the household.

How much financial aid can I receive?

1. You can apply for maximum funding of 50,000 €. In a justified, individual instance, a higher amount can be approved.
2. Please note that you have no legal claim to the provision of the financial aid. The Berlin State Commission against Violence makes a decision at its dutiful discretion, provided the funding is available in the budget.

Where can I find the application and how does it have to be submitted?

1. You can download the application form online from the homepage of the Berlin State Commission against Violence <http://www.berlin.de/lb/lkbgg/> or request it from berlin-gegen-gewalt@seninnds.de.
2. Please send your written application for benefits from the aid fund to:

Landeskommission Berlin gegen Gewalt
c/o Senatsverwaltung für Inneres und Sport,
Klosterstraße 47,
10179 Berlin
3. Please note that applications can only be processed once all of the complete application documents are submitted. This includes the corresponding verification.

What verification do I have to send in with the application?

Please submit the following documents with the application:

1. Three binding cost quotes from certified firms specialising in structural safety measures or from a commercial moving company, or a list of expenses in case of a move with private helpers.
2. Either a technical security recommendation from the Berlin Police Department or an assessment of the risk of discrimination, threat and endangerment from an advisory office in the specialty field that works in accordance with the standards of victim and anti-discrimination counselling.
3. Written approval from the lessor for structural safety measures, or verification of ownership and, if applicable, approval from the respective monument conservation authority.
4. Verification of disclosure of circumstances, such as photos of damage, statements from witnesses, filing of complaints, print-out of e-mails and screenshots of posts, etc.
5. Documents on the new place of residence or business in the event of a move.

Additional verification for institutions, associations, initiatives, etc.:

1. Copy of bylaws/statutes
2. Extract from the association/commercial register
3. Copy of the entity notice of exemption/certification of non-profit status
4. Printed form of contractual representation

What must I note with regard to the quotes?

1. Before applying for benefits, you must request in writing three quotes from three different contractors.
2. Please ensure that the three requested quotes are as specific and binding as possible.
3. Discuss all costs that will arise during the realisation of the measure with the company, moving company or private helpers. This is necessary because the amount of the funding in the approval will be based on the binding cost quotes that have been submitted. The most affordable quote is used as the basis for the determination of the amount.

What must I note with regard to certified structural safety measure companies?

1. Please note that a company specialising in mechanical security technology that installs the structural safety measures in accordance with the security technology requirements of the Berlin Police Department is required for implementation of the measure.
2. The Berlin Police Department maintains address verification for security device installers. This can be found at: <https://www.berlin.de/polizei/aufgaben/praevention/diebstahl-und-einbruch/artikel.125021.php> Security measures that do not meet these standards cannot provide the necessary security.

What types of verification must I provide for applicability of discrimination risks, threat and endangerment?

Please note that you can verify applicability of threat or endangerment either via a technical security recommendation from the Berlin Police Department or assessment of discrimination risks and threat or endangerment by a specialty advisory office from the specific field.

1. If you decide for determination of threat and endangerment by the Berlin Police Department, the central contact for the technical security recommendation is:

Der Polizeipräsident in Berlin
Landeskriminalamt Koordinierungsstelle Staatsschutz (LKA Ko St)
E-mail: LKAKoordinationSt@polizei.berlin.de

2. If you opt for assessment of the discrimination risks and threat and endangerment by a specialty advisory office, you must seek out such an office that works in accordance with victim and anti-discrimination counselling standards. Specialty advisory offices that meet these quality criteria can be found, among other places, on the homepage of the State Office for Equality – against Discrimination (LADS):
<https://www.berlin.de/sen/lads/beratung/diskriminierung/>
or on the homepage of the Antidiskriminierungsverband Deutschland (advd):
<https://www.antidiskriminierung.org/>. On the LADS website you can find a consultant guide and the advd offers a "consultant finder" <https://www.antidiskriminierung.org/betroffene>. Here you can learn about the advisory offices and victim and anti-discrimination counselling standards.

What must I know for a rented or leased property?

1. You require authorisation from the lessor for the structural safety measure;
2. Please discuss with your lessor whether the structural safety measure you are applying for must be removed when you move out of the property, and that the measure will not induce an increase in the rent or lease amount. The Berlin State Commission against Violence does not cover such services!
3. Please also note that structural security measures in buildings with monument status require approval from the responsible monument conservation authority.

4. When installing surveillance cameras, you are responsible for ensuring that all data protection requirements comply with the current legislation. In particular this includes the General Data Protection Regulation (GDPR) as well as supplementary federal and state regulations.

What must I consider with regard to burglary alarms?

1. If you opt for the installation of burglary alarms, aid can be called by activating an alarm button. In this case the Berlin Police Department recommends transmitting the alarm to a certified security company or the dispatch centre of the Berlin Police Department. Monthly follow-up costs are charged in each case.
2. Please note that you are responsible for covering the monthly follow-up costs. The Berlin State Commission against Violence does not cover follow-up costs!

What must I know with regard to bills?

A bill must contain the following information:

1. Name and address of the contractor and client (certified specialist company or moving company or private helpers)
2. Name and address of the client (person using or allowing for the implementation or execution of the structural security measures or moving costs)
3. Bill issuance date
4. Scope and name or listing of the service
5. Tax number or VAT ID of the service provider
6. Sequential billing number
7. Time at which the service was rendered
8. VAT amount
9. For bills for services (e.g. compensation): reference to VAT or tax exemption ("The amount does not contain VAT as per § 19 para. 1 UStG").
10. Project number or company reference (GKZ – see certificate of benefits)

What should I know about data protection?

1. We need your personal information to process your application for structural security measures or moving costs. The Berlin State Commission against Violence requires this information to make a decision on your application. If approval is not granted, no financial services can be approved.

2. Your personal data are always encrypted before being filed in order to fulfil the legal notification obligation of members of the Berlin House of Representatives, meaning that your personal information will not be published. This information is also encrypted in the event of a possible severity inspection by the audit office.
3. Benefits for legal persons, i.e. non-profit organisations and associations, can fundamentally only be approved in accordance with the Berlin state budget ordinance if they are registered in the trans-database and have consented to the publication of the following information in the benefits database: name, postal address, and type, amount and purpose of the benefit. Because the publication of names and postal addresses would lead to threat and endangerment, there is an interest in protection that outweighs the general interest in information, and so we abstain from including the name and postal address in the benefits database (see AV no. 1.5.2 to § 44 LHO). This means that the benefit cannot be traced to your association or institution.
4. Benefits shall only be issued to parties who accept a free, democratic constitutional order. If there are indications that justify rejection as per no. 4 para. 2 of the Directive for Structural Security Measures and Moving Costs, we must forward your personal information to the Berlin Police Department for evaluation of the reasons for rejection. You must consent to this forwarding of the data, otherwise we cannot process the application and cannot approve any benefits.

Please remember the following:

1. Send the **original application** with evidence to the Berlin State Commission against Violence.
2. **Wait** for the Berlin State Commission to **decide** on the matter.
3. Only after your **benefits decision has been received** may you **begin** implementing or realising the measure.
4. Implement the **measure immediately** after disclosure of the decision.
5. Immediately after **concluding the measure**, submit the **original bill** to the Berlin State Commission against Violence. For measures implemented in the 2021 budget year, you must submit the bill no later than 30/11/2021.
6. The Berlin State Commission against Violence **retains the original bill**.
7. Please note that the Berlin State Commission against Violence will reimburse **no more** than the **amount declared in the benefits decision**.
8. Please note that the Berlin State Commission against Violence is obligated to **deduct cashback of two per cent from the bill amount** if reimbursement within two weeks is possible.