

# Funding programme administered by the Vienna Business Agency

## Business Location

### Objectives

This funding programme aims to make the city a more attractive business location and counter out-migration trends by supporting enterprises looking to expand their establishments or settle in Vienna. This support is intended to consolidate and preserve the city's vital production sector, associated service providers and research enterprises. It also aims to strengthen Vienna's position as a prime location for enterprises to have their headquarters.

This funding programme shares the general aims (economic effects, focus on innovation and social benefits) of the "Framework Guidelines 24+ on Monetary Economic Promotion of the Vienna Business Agency" ("Framework Guidelines" or "FG").

This programme also addresses the following focus topics listed in the preamble of the Framework Guidelines:

- Climate protection/environmental targets  
Regardless of the intended outcomes, applicants must clearly and plausibly demonstrate how the topic of climate protection is incorporated in the planning and implementation of their project. Furthermore, investments in construction should contribute to attainment of the City of Vienna's climate goals.
- Employment  
The planned investments in construction in Viennese establishments should contribute to maintaining and increasing the workforce size in existing enterprises, and further increase employment by attracting new enterprises to Vienna.

### Target group

This funding programme is aimed at enterprises and founders in the production sector, production-related services, waste management, research and development who are willing to settle in Vienna or are already based in the city. It is also targeted at enterprises that are considering basing their regional or central headquarters in Vienna, provided that such relocations would create at least 50 additional jobs (full-time equivalent – FTE) in Vienna within max. 2 years of completion of the establishment. Furthermore, the programme addresses all enterprises that acquire and operate a "single integrated location" as defined in the "productive city" concept in the City of Vienna's current Urban Development Plan, subject to the condition that this location is not then used primarily for office or retail purposes.

### Eligible projects

Funding is available for:

- Construction of new commercial property on new or existing commercial sites in Vienna
- Expansion or conversion of existing commercial property in Vienna, provided that this expansion or conversion leads to
  - the diversification of production activities at the applicant's establishment with new, additional products, or
  - a fundamental change in the overall production process at the applicant's existing establishment
- Acquisition of a commercial property or part of a commercial property at an existing establishment in Vienna, provided that

- the establishment had already closed or would have closed without the acquisition, with assets acquired from third parties unrelated to the buyer and
- the transaction takes place under market conditions.

Funding is only available for parts of a premises that are used by the applicant enterprise and/or are used by the operating company for the purpose of operating the establishment.

Please note that projects can only be funded on the basis of the GBER in cases with an incentive effect as defined in Article 6 GBER, which means that the project must not have started prior to submission of the application.

## Key information about the funding programme

The following table provides an overview of key information about the funding programme. This funding programme is subject to the Framework Guidelines. The table below lists sections from the Framework Guidelines that describe specific conditions or restrictions, along with other aspects relevant to this funding programme.

<p>Legal framework (see FG Section 1)</p>	<p>The Framework Guidelines and this funding programme were noted at the sitting of the Vienna City Council of 18/10/2023 under eRecht reference 1171017-2023.</p> <p>The legal basis under EU law on state aid comprises: GBER Articles 17 and 22 De Minimis Regulation</p>																								
<p>Funding eligibility conditions (see FG Section 2)</p>	<p>Eligible applicants: Small, medium-sized and large enterprises with an existing or planned establishment in Vienna as well as enterprises seeking to construct and operate a Viennese establishment through an affiliated development company.</p> <table border="1" data-bbox="564 1397 1445 1783"> <thead> <tr> <th></th> <th>Number of employees</th> <th></th> <th>Annual turnover</th> <th></th> <th>Balance sheet total</th> </tr> </thead> <tbody> <tr> <td>Small enterprise</td> <td>&lt; 50</td> <td>and</td> <td>max. €10m</td> <td>or</td> <td>max. €10m</td> </tr> <tr> <td>Medium-sized enterprise</td> <td>&lt; 250</td> <td>and</td> <td>max. €50m</td> <td>or</td> <td>max. €43m</td> </tr> <tr> <td>Large enterprise</td> <td>&gt; 250</td> <td>and</td> <td>over €50m</td> <td>or</td> <td>over €43m</td> </tr> </tbody> </table> <p>Entrepreneurs planning to open a permanent establishment and implement their project in Vienna must demonstrate that they have established a premises in Vienna within 6 months of funding approval.</p>		Number of employees		Annual turnover		Balance sheet total	Small enterprise	< 50	and	max. €10m	or	max. €10m	Medium-sized enterprise	< 250	and	max. €50m	or	max. €43m	Large enterprise	> 250	and	over €50m	or	over €43m
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<p>Funding type (see FG Section 3)</p>	<p>Funding awarded in the context of the Framework Guidelines is provided in the form of non-repayable grants.</p>
<p>Project start, duration and extension; recognition period for expenses (see FG Subsection 4.2)</p>	<p>Where funding is awarded under the EU De Minimis Regulation:</p> <p>The maximum project duration is 4 years. The project must not have begun before the application is submitted.</p> <p>When submitting the application, applicants must state the planned end date for the project. If funding is approved, the project must begin as promptly as possible. The recognition period for expenses can begin, at the earliest, on the date of submission of the application and end, at the latest, upon expiration of the maximum project duration (subject to possible extensions). The maximum recognition period for expenses runs from the planned project start date as stated in the application, or the altered start date if reported to and approved by the Vienna Business Agency, to the end of the project period (subject to possible extensions).</p> <p>The Vienna Business Agency can only approve extensions to the maximum project duration in the following case:</p> <ul style="list-style-type: none"> <li>● If the procurement of items to be included in the enterprise's fixed assets may be significantly delayed for objectively legitimate reasons (e.g. missing permits, unforeseen delays to delivery periods).</li> </ul> <p>Where funding is awarded under the GBER:</p> <p>The maximum project duration is 4 years. The project must not have begun before the application is submitted.</p> <p>The application must also be submitted prior to any orders being placed, deliveries being received, services rendered, invoices issued and/or payments made in relation to the project. When submitting the application, applicants must state the planned end date for the project. If funding is approved, the project must begin as promptly as possible. The recognition period for expenses can begin, at the earliest, on the date of submission of the application and end, at the latest, upon expiration of the maximum project duration (subject to possible extensions). The maximum recognition period for expenses runs from the planned project start date as stated in the application, or the altered start date if reported to and approved by the Vienna Business Agency, to the end of the project period (subject to possible extensions).</p> <p>The Vienna Business Agency can only approve extensions to the maximum project duration in the following case:</p> <ul style="list-style-type: none"> <li>● If the procurement of items to be included in the enterprise's fixed assets may be significantly delayed for objectively legitimate reasons (e.g. missing permits, unforeseen delays to delivery periods).</li> </ul>

<p>Eligible costs (see FG Subsection 5.2)</p> <p>Only costs incurred after the application is submitted and the project begins are eligible for funding.</p>	<p>In particular, this includes the following costs, which must be directly attributable to the project:</p> <p><u>Construction-related measures</u> Funding is available for construction-related measures associated with the commercial premises. A state-accredited civil engineer, master builder or architect must confirm (using template provided) that the prices for the proposed investments in construction are reasonable.</p> <p><u>Acquisition of existing structures</u> The acquisition of an existing commercial premises, or part of an existing commercial premises, excluding land costs. Submission of an appraisal by a state-accredited civil engineer is mandatory to assess whether the costs involved are reasonable.</p> <p><u>External services</u> Only ancillary costs directly related to the construction work (such as architects' services) are eligible for funding.</p> <p><u>Leasing</u> Leasing costs may be eligible for funding provided that</p> <ol style="list-style-type: none"> <li>a) the lease is strictly for financing</li> <li>b) the basic term of the lease agreement is at least 10 years</li> </ol> <p>Funding is paid out directly to the leasing company providing the financing, subject to the condition that</p> <ol style="list-style-type: none"> <li>c) the leasing company confirms that it will pass on to the applicant the entire benefit resulting from the investment subsidy in the form of reduced leasing rates, and taking into account the present value of the subsidy</li> <li>d) the leasing rates are appropriate and/or standard for the market and calculated on the basis of an economically reasonable usage period</li> <li>e) the funding is demonstrably passed on in full within 10 years, regardless of the effective usage period</li> </ol>
<p>Ineligible costs (see FG Subsection 5.3)</p>	<ul style="list-style-type: none"> <li>● Own work capitalised</li> <li>● Ongoing business expenses</li> <li>● Taxes, public fees and financing costs (provided that these do not constitute leasing costs)</li> <li>● Land acquisition</li> <li>● Invoices with net eligible costs below EUR 200</li> </ul>
<p>Assessment basis/ minimum assessment threshold (see FG Section 6)</p>	<p>The sum of all recognised project costs serves as the assessment basis for the funding. Minimum assessment threshold: EUR 150,000 for small enterprises Minimum assessment threshold: EUR 300,000 for medium-sized and large enterprises</p>

Maximum funding rate (see FG Subsection 7.1)	20% for small enterprises 10% for medium-sized and large enterprises
Maximum funding amount (see FG Subsection 7.2)	EUR 500,000 under GBER Articles 17 and 22 EUR 300,000 under the De Minimis Regulation
Funding application – General requirements (see FG Subsection 9.1.1)	<p>Funding applications can only be submitted via the Vienna Business Agency website. Applicants must complete the online forms accurately and in full.</p> <p>The following documents must be attached to each application:</p> <ul style="list-style-type: none"> <li>● Application confirmation</li> <li>● De minimis declaration</li> <li>● Most recent annual financial statement and/or cash-method accounting statement</li> <li>● Budget breakdown confirmed as reasonable by a civil engineer or master builder</li> <li>● Construction plans</li> </ul>
Type of assessment and selection process (see FG Subsection 9.2.3)	<p>The process operates on a competitive basis.</p> <p>The application questions and assessment criteria for this funding programme are available on the Vienna Business Agency website.</p>
Application returned for improvement (see FG Subsection 9.3.2)	Applications may be returned to applicants for improvement.
Interim report (see FG Subsection 9.5.2)	<p>A partial payment can be requested based on actual evidence of incurred expenditures and following online submission of a detailed interim report.</p> <p>Required documents:</p> <ul style="list-style-type: none"> <li>● Building permit</li> <li>● Construction log (pages 1–10)</li> <li>● If the commercial premises is constructed by a development company, a joint liability declaration must also be submitted (using the template in the Annex to this document)</li> </ul>
Final report, incl. final account (see FG Subsection 9.5.3)	<p>A detailed final report – including a final account listing actual project costs – must be submitted online immediately after the funded project ends, at the latest within 3 months of the end of the project. Evidence of an active establishment in Vienna must be provided at the latest by the time funds are transferred.</p> <p>The following documents must be submitted together with the final report:</p> <ul style="list-style-type: none"> <li>● Notice of construction completion (with confirmation of receipt from official authorities)</li> <li>● Construction log (pages 1–10)</li> <li>● Actual cost statement, confirmed by a state-accredited civil engineer (using the template provided)</li> </ul>

	<ul style="list-style-type: none"> <li>● Final construction plans</li> <li>● Building permit</li> <li>● Lease agreement with a term of at least 10 years (if project involves leasing arrangements)</li> </ul> <p>If the commercial premises is constructed by a development company, a joint liability declaration must also be submitted (using the template in the Annex to this document)</p>
Partial payment (see FG Subsection 9.6.2)	A partial payment can be made following a positive evaluation of the submitted interim report. The maximum partial payment is 50% of the approved funding amount.
Final payment (see FG Subsection 9.6.3)	<p>After the final report and final account have been submitted and examined, the funding will be recalculated on the basis of the costs actually incurred in the funded project and recognised as eligible.</p> <p>If the calculated funding a recipient is due falls below the maximum funding amount stated in the funding decision, the partial payment will be deducted from the calculated funding amount – not from the maximum funding amount.</p> <p>A positive balance will be transferred to the funding recipient; a negative balance must be repaid within 14 days of request. In the event of repayment delays, interest of 9% p.a. will be applied to the sum due.</p>
Period of validity (see FG Section 14)	<p>The application period runs from 01/01/2024 until 31/12/2026.</p> <p>Application deadlines are announced on the Vienna Business Agency website.</p>

## Annex

### DECLARATION OF JOINT LIABILITY

This declaration confirms that **ENTERPRISE A, LOCATION & POSTAL CODE** and **ENTERPRISE B, LOCATION & POSTAL CODE** are jointly and severally liable in the event of revocation of funding provided by the Vienna Business Agency in the programme specified below.

Funding programme:      Location

Project title:              **XXX**

Application ID:            ID **XXXXXXXX**

Funding amount:         EUR **XXX.XXX.00**

Administered by:        Vienna Business Agency. A service offered by the City of Vienna.

For the development company **NAME**

For the operator company **NAME**

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**PLACE, DATE**

.....  
**PLACE, DATE**