

## Information on grant applications for one-off assistance from the “Help for Families” Foundation.

Please make absolutely sure that you only make your application in **one** advice centre, otherwise you may not get any support from the “Help for Families” Foundation!

Please bring the following **copies of documents** with you to the consultation:

1. **ID card** (or passport and current registration certificate): for the applicant and their partner if he lives in the same household, front and back
2. **Maternity record book**: pages with the name of the mother and due date
3. **Complete proof of available assets**: e.g. savings account book, fixed assets, life insurance, building loan agreement, real estate, home ownership (including abroad), value of car
4. **Complete proof of all monthly income** for the household from the **third month of pregnancy**

### **For income from employment:**

- Salary statement including information about special payments, such as holiday and Christmas allowances
- Where applicable, proof of advertising costs (i.e. proof of expenses incurred through obtaining earned income)

### **For income from self-employment:**

- Business reports (“BWA or “betriebswirtschaftliche Auswertungen”) or profit and loss statements for the current calendar year
- Latest income tax assessment

### **Other statements:**

- Income from capital assets (interest, profit shares etc.)
- Income from rents and leases (including for sub-letting)
- Notification from the employment office / job centre about unemployment benefit I and II and about one-off payments received
- Notification about housing benefit
- Notification about “Elterngeld” parental allowance
- Notification about child benefit, children’s supplement allowance, sickness payment, pensions etc.
- Notification about BAföG (student grant)
- Proof of maintenance payments received (e.g. from parents)
- Donations, gifts received

5. **Justification of emergency**: a **written** account of your emergency situation in your current living arrangements, providing information where applicable on the following:
  - What do you need the funds for? Why are you applying for aid?
  - Which additional expenses do you have or have you had because of the pregnancy? (e.g.: you need a bigger apartment and you have to move; your apartment needs to be renovated; you need new/additional furniture; you have high travel expenses for work or insurance expenses; you have high medication expenses; you have medical issues/intolerances which require a special diet, etc.)

- Are you in debt? Please give a short explanation, including reasons for your debt and the monthly payment rates. (To whom? How much is the debt? How long till you pay it off?) Supply proof of instalment payments (copies of bank statements, receipts etc.).
- Do you have any assets? Why can't you use these assets for the required purchases?
- Why can't the child's father provide you with financial support? (e.g.: unemployment, low income etc.)
- Are you unemployed? Are you getting unemployment benefit (ALG) I or II?
- Have you received any one-off benefits from the job centre? If not, why not?
- Are you paying for education or further training? What are your monthly costs for this?
- Do you have any childcare costs? How much does this cost per month?
- Have you ever received aid from the Foundation? Was it less than 2 years ago? If yes, you must supply the reference number on the grant approval.
- Do you still have any clothes, furniture, toys etc. from older siblings (up to 3 years old)? If not, please give reasons.

Your advice centre will let you know about any other documents or information that is required.

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