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Modul	Sachverhalt
Leistungsschlüssel	99148303017000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Independent psychiatric complaints office; application for funding for establishment and operation
Typisierung	4 - Land: Regelung
Quellredaktion	Bayern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	09.04.2025

Modul	Sachverhalt
Fachlich freigegeben durch	Bayerisches Staatsministerium für Gesundheit, Pflege und Prävention (Bavarian State Ministry of Health, Care and Prevention)
Handlungsgrundlage	https://www.gesetze-bayern.de/Content/Document/BayVV_2126_0_G_11762 https://www.gesetze-bayern.de/Content/Document/BayVV_2126_0_G_11762 https://www.gesetze-bayern.de/Content/Document/VV_BayHO-NN121 https://www.gesetze-bayern.de/Content/Document/VV_BayHO-NN121 https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3a32012R0360&msclid=55146ab3cf8911ec8a0074d1b447b57f https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3a32012R0360&msclid=55146ab3cf8911ec8a0074d1b447b57f
Teaser	You can apply for funding for the establishment and operation of an independent psychiatric complaints office (upB).
Volltext	<p>Purpose</p> <p>The purpose of the support is to improve and clarify the complaints of those seeking help from upB. This should increase their satisfaction with regard to their individual care within the psychiatric care system.</p> <p>Object</p> <p>Funding is provided for measures to set up and operate upB.</p> <p>Recipients of funding</p> <p>Recipients of funding are independent psychiatric complaints offices that meet the funding requirements in accordance with No. 4 of the upB funding guidelines (see "Legal basis").</p> <p>Eligible costs</p> <p>The following expenses for existing or newly</p>

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established upBs are eligible for funding:

- Expenses for the establishment and operation, in particular expenses for the acquisition of necessary IT and office equipment
- Operating expenses, such as travel expenses
- Project-related rental payments for consulting and office space
- Project-related payments for incidental rental costs, telecommunications and office supplies
- Project-related legal and tax consultancy costs
- Expense allowances for upB volunteers up to a maximum of EUR 1,200 per person and calendar year

Type and amount of the grant

The grant is awarded as fixed-amount funding within the framework of project funding.

The grant amounts to up to EUR 12,000 per calendar year per upB. An additional one-off fixed amount of up to EUR 2,400 per upB can be granted for the initial equipment to ensure functionality.

Erforderliche Unterlagen

- Application for a state grant for an independent psychiatric complaints office under the upB funding guidelines.
- Concept with detailed description of the measure for the funding period
- Detailed cost and financing plan
- Notice of exemption, insofar as tax-privileged purposes are pursued
- Proof of membership in one of the Bavarian associations of organized self-help for mentally ill people or their relatives
- Evidence of participation in training courses in accordance with 4.3 of the upB funding guideline.
- De minimis declaration or SGEI de minimis declaration
- Declaration of facts relevant to the subsidy

Voraussetzungen

The prerequisite for the approval of a grant is the fulfillment of the following requirements for the upB:

- The service area of a clinic for adult psychiatry in accordance with the current version of the plan of

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responsibility for public-law accommodation for the Free State of Bavaria (BayZustPl), which the upB wishes to cover, is not yet covered by another upB. Deviating from this, another upB may be approved for the same service area in exceptional cases if the existing upB is overloaded with processing the requests of those seeking help.

- The upB or at least one of the persons working for it on a voluntary basis is a member of one of the Bavarian associations of organized self-help for mentally ill people or their relatives, such as in particular the Bavarian State Association of Psychiatry-Experienced People (BayPE) and the Bavarian State Association of Relatives of Mentally Ill People (LApK).
- The upB undertakes to provide further training in the areas of law, funding, psychiatry, social work, communal care structures, communication and counselling activities for the work in the upB to volunteers who wish to work in an upB for a longer period of time within three years of taking up their activities by attending training courses organized by the StMGP.
- On behalf of the upB, volunteers are available in person, by telephone or in writing as independent contacts for people seeking help with questions, suggestions and complaints, especially in the relationship between them and inpatient or outpatient psychiatric care facilities, and will also act as mediators if requested. After receiving an inquiry from a person seeking help, a response from the volunteers is usually guaranteed within 48 hours.
- In order to carry out evaluations within the meaning of Administrative Regulation No. 7 on Art. 7 BayHO, the upB are obliged to provide the granting authority with the data required to monitor success in a timely manner.

Kosten

none

Verfahrensablauf

Application

The application must be submitted to the State Office for Nursing Care in writing by the deadline using the form provided for this purpose (see "Forms"). The

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application must be accompanied by other mandatory documents (see "Required documents"). The submitted application must be signed by the person(s) authorized to represent the applicant.

Approval

The State Office for Care decides in agreement with the State Ministry for Health, Care and Prevention whether the application will be funded as upB.

Disbursement

The approved grant is paid out automatically as a so-called "tranche procedure". The individual payments therefore do not have to be applied for separately.

Please note the following:

- A portion of 5% of the approved grant is excluded from the automatic disbursement. This is the so-called "residual amount", which can be paid out at the earliest after a positive review of the proof of use;
- The remaining 95% of the approved grant is automatically paid out in 4 equal tranches during the funding period;
- Before receiving payment tranches 2 to 4, a so-called "expenditure overview" must be submitted to the LfP. This expenditure overview does not have to be submitted for the 1st tranche.

Proof of use

Proof of the proper use of the grant must be provided in the form of a "proof of use". This must also be submitted to the Bavarian State Office for Care in due time using the form provided for this purpose (see "Forms").

Bearbeitungsdauer

Frist

The application for funding must be submitted in full by October 31 of the following year using the form provided by the Bavarian State Office for Care. In deviation from this, the first application can be

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	submitted at the earliest three months before the planned first commissioning. Proof of use must be submitted by June 30 of the following year at the latest.
weiterführende Informationen	https://www.lfp.bayern.de/upb/ https://www.lfp.bayern.de/upb/
Hinweise	Funding is provided without legal entitlement within the scope of available budget funds. The approval period is the respective calendar year.
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal