

Appendix C: Instructions on Completing the Single Application

To complete the online single application, visit www.newpa.com and select “Funding & Program Finder” and select “single application for assistance.” You will need a login and password (if you have completed a Single Application in the past you should be able to use the same login name and password).

NOTE: All fields indicated with a red diamond must be completed.

Opening Screen - Need to enter a project description.

Example: Feature Film – “indicate name of project”.

Select Programs – Film Tax Credit (FTC)

I. Profiles

Complete the Applicant/Sponsor section in its entirety.

II. Project Site Location (s) -

Provide your complete address, municipality, PA House and Senate # and US Congressional #.

III. Project Information

Only indicate your project name.

IV. Type of Enterprise – Select “Other”

V. Indicate Budget Category of Financial Assistance – Select those that apply.

VI. How will the Assistance Be Used – Select “Economic Development/Revitalization”

VII. Budget – Indicate the total amount requested in the total line under column headed “DCED”.

VIII. Basis of Cost – Select budget justification

IX. Project Narrative

Provide a brief description in response to the questions asked.

Addenda

No addenda should be attached. Required documents must be mailed or faxed to the Pennsylvania Film Office. Be sure to print out the single application signature page, sign and submit along with any other documents and the Film Tax Credit application form.

Click on submit application to DCED.