

Appendix F: Instructions on Completing the Single Application

To complete the online single application, visit dced.pa.gov, select “SPrograms & Funding” then click “Single Application”. 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.**

I. Complete User Settings Information

II. Begin a New Application

Project Name: Feature Film - indicate name of project
Do you need help selecting your program - No
Click “create a new application”

III. Select Program

Program Name: Film Tax Credit Program
Click on “search”
Click on “apply”

IV. Company Information

Click on “use account info” and complete all required fields; for Enterprise Type: *Other*

V. Project Overview

VI. Project Site Location(s)

Provide your complete address, municipality, PA House and Senate # and US Congressional #
enter 0 (zero) in all four job fields.

VII. Project Narrative

Provide a brief description in response to the questions asked.

VIII. Program Budget

On “Spreadsheet” tab select the category “other”
Enter “film production tax credit” as the category name
Click the “add category” button
Then enter the total amount requested in the column headed “Film Tax Credit Program.”

IX. Basis of Cost

Select “basis of cost” and enter a budget narrative.

X. Program Addendum

Download Appendix D and E.
Complete the forms.
Save and upload.

XII. Certification

Select all check boxes and type your signature