

# Appendix E: Instructions on Completing the Single Application

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To complete the online single application, visit [dced.pa.gov](http://dced.pa.gov), select “Programs & 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: Tour Title - indicate name of project  
Do you need help selecting your program - No  
Click “create a new application”

**III. Select Program**

Program Name: Entertainment Economic Enhancement 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 “Entertainment Economic Enhancement Program” as the category name  
Click the “add category” button  
Then enter the total amount requested in the column headed “Entertainment Economic Enhancement Program.”

**IX. Basis of Cost**

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

**X. Program Addendum**

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

**XII. Certification**

Select all check boxes and type your signature