



## Georgia Appalachian Regional Commission

### Pre-application Guidelines

All parties interested in ARC investment must complete a pre-application in advance of proceeding to the full application. The necessary pre-application document is available at [www.dca.ga.gov/arc](http://www.dca.ga.gov/arc). This document is the only approved method of pre-application for funding.

**DCA will not comment on any pre-application submitted fewer than 14 business days in advance of the full application deadline. For the April 14, 2017 full application deadline, all pre-applications must be given a PROCEED recommendation by Monday, March 27, 2017.**

Please note the following:

- Download the pre-application form from the DCA website
- Save the file in the following format: organization.day.month.year (i.e., DCA.3.27.17)
- Complete all form fields. Incomplete applications will not be reviewed
- Please be as concise as possible with project descriptions, project benefits and budget narratives. Pre-applications are meant to determine the competitiveness of a project and do not need to provide all supporting documentation in the body of the document.
- Please note that appropriate signatures are required on Page 5 and again on Page 8. Both pages must be signed to be a valid pre-application.
  - At this time, we do not have a mechanism to accept online signatures.
  - Please print pages 5 and 8 and secure the appropriate original signatures
  - Scan the pages and email along with the completed pre-application. **PLEASE NOTE – DO NOT SEND A SCAN OF THE ENTIRE APPLICATION. EMAIL THE ORIGINAL ADOBE ACROBAT FILE. ONLY THE SIGNATURE PAGES MUST BE SCANNED.**
- All pre-applications must be EMAILED ONLY to: [arc.biz@dca.ga.gov](mailto:arc.biz@dca.ga.gov). You will receive a receipt email with notification of time and date that the pre-application is received by DCA. Please keep this receipt for your records.
- Within seven business days, DCA will notify the contact listed in the pre-application:
  - PROCEED. This project description meets the goals of ARC and the State of Georgia and should proceed to the full application, due by COB April 14, 2017. All necessary documents are available at [www.dca.ga.gov/arc](http://www.dca.ga.gov/arc)
  - NEEDS MORE INFORMATION: DCA is unable to make a determination about this project based on the information received. DCA staff will provide guidance to strengthen the competitiveness of the project upon request. This application may or may not be ready for review by the April 14 deadline and may need to submit for funding in a future round.
  - NO. This project does not meet the goals of ARC and/or the State of Georgia. DCA will provide technical assistance upon request, or may make recommendations for other funding sources.
- For questions, please email [Annaka.woodruff@dca.ga.gov](mailto:Annaka.woodruff@dca.ga.gov) or [Brittany.pittman@dca.ga.gov](mailto:Brittany.pittman@dca.ga.gov)