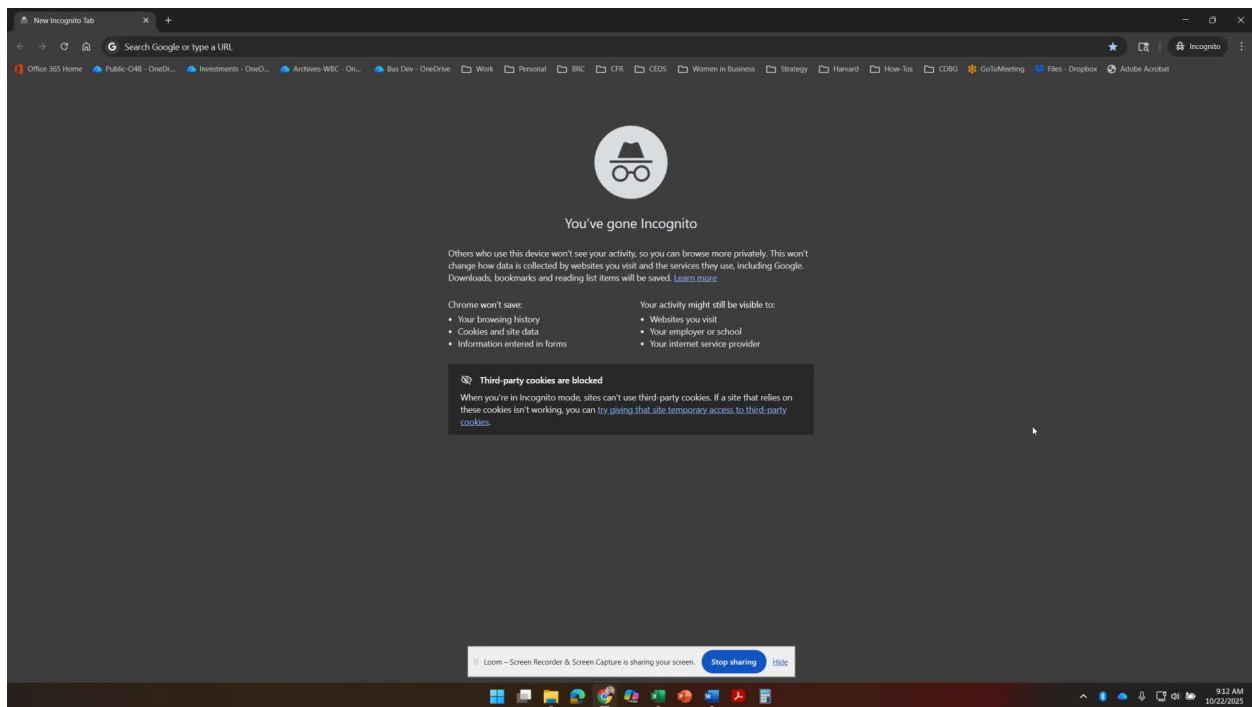# Submitting a Business Ready Community (BRC) Application

Objective

This document outlines the steps required to successfully submit an application for the Business Ready Community (BRC) program, ensuring all necessary information and documentation are provided.

Key Steps

1. Preparation Before Application

- Read the relevant statutes, rules, and guidelines for the BRC program.

- Consult with your regional director before starting the application.

- Allocate sufficient time for research and documentation gathering.

- If you have questions before starting an application please see the Application Documentation, Templates, & FAQ's page

2. Accessing the Application Portal
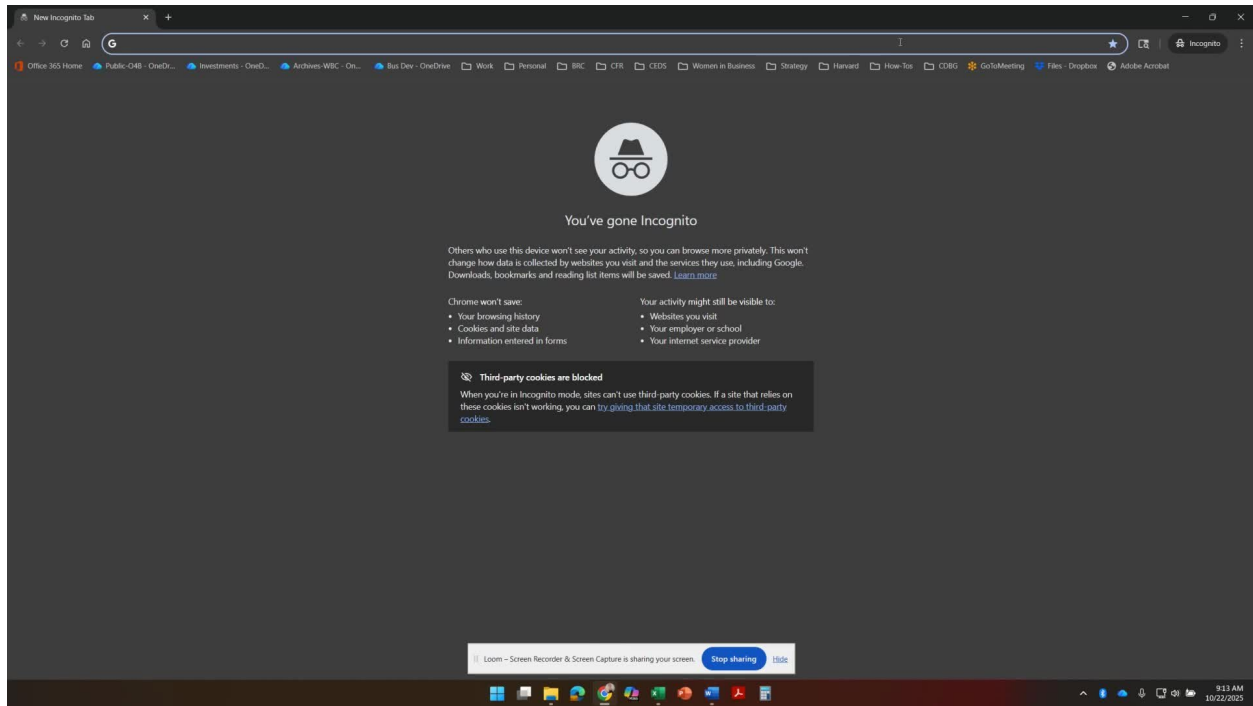
- To start a new application please visit https://wyo.my.site.com/brc .

- Ensure you are logged in or create an account if necessary.

  Note if you aren't already logged in you will be prompted to login or create an account (Not a member?) – If you create an account please expect a delay because we will need to associate your new login with the existing community account before you can proceed.

3. Creating a Community Profile
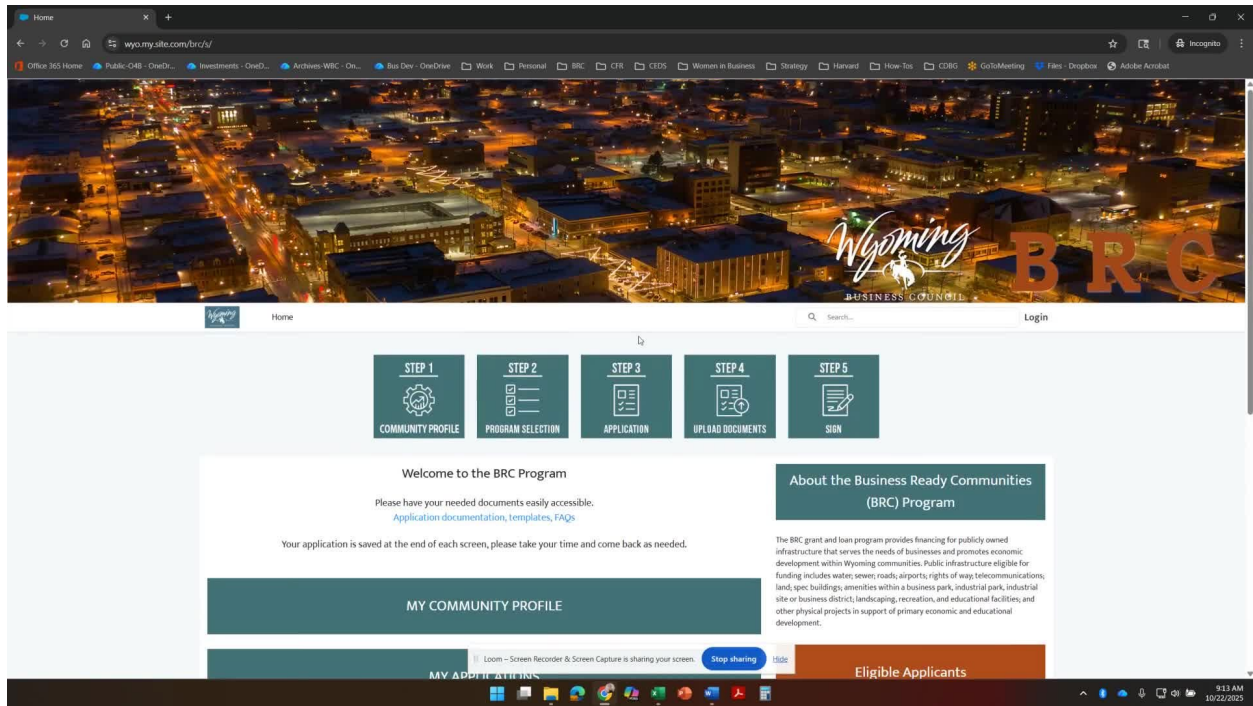
- Click on 'Step 1: Community Profile'.

- Fill in all required fields marked with a red asterisk, including:

  o Primary contact information

  o Number of employees (full-time, part-time, contractors)

  o Elected official's name and contact information

4. Starting a New Application

- Click on 'Step 2: Program Selection'.

- Click what BRC sub-type you would like to apply for.

- Save and Proceed.

5. Entering Project Details

- 'Step 3: Application'.

- Input total project cost and project description.

- Provide a short description of the project and its benefits.

- Completely fill out these sections.

6. Estimating Project Timeline

- Estimate target project start and completion dates.

- Consider the BRC process timeline when estimating.

7. Addressing Environmental Concerns

- Identify any environmental concerns related to the project.

8. Funding Sources

- List other funding sources explored and indicate if funding was received.

9. Inputting Match Information
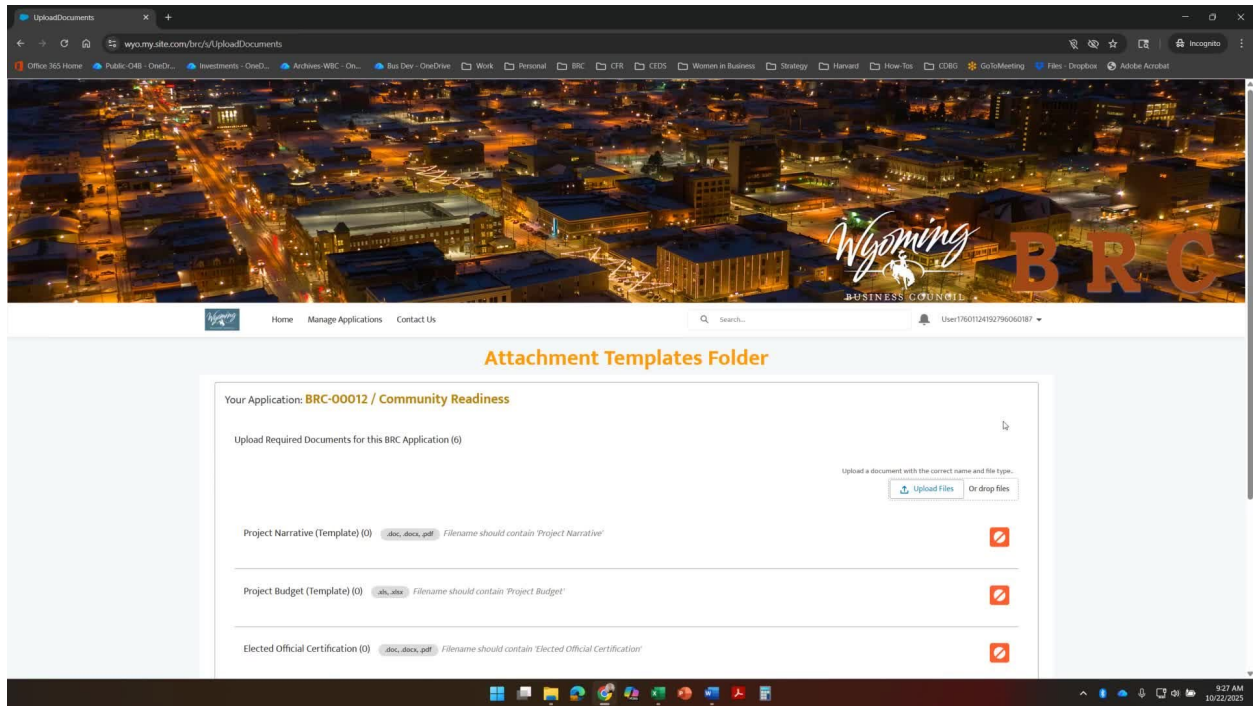

- Enter community cash contributions and other funding sources.
- Ensure total match meets the required match amount.

10. Document Uploads

- 'Step 4: Upload Documents'.

- Upload required documents in the correct format (e.g., Excel for budgets).

- Ensure file names match the required naming conventions.

11. Finalizing the Application

- Review and check all information provided.

12. Sign and Submit Application

- 'Step 5: Sign'.

- Sign the application electronically, save your signature, and submit it.

<u>Post-Submission Process</u>

- Wait for the BRC team to review your application.

- Be prepared to provide additional documentation upon request.

Cautionary Notes

- Ensure all required fields are completed to avoid submission errors.

- Double-check file formats and naming conventions before uploading documents.

Tips for Efficiency

- Start gathering documentation early to avoid last-minute issues.

- Keep a checklist of required documents to ensure nothing is overlooked.

- Regularly consult with your regional director for guidance throughout the process.