

*2018 Award Intent to Apply*

Submission of this form signals your organization’s intention to apply for recognition during the 2018 award cycle. Please complete and email this form to programs.services@spqa-va.org. Upon receipt of this form, you will be invoiced for the non-refundable $500.00 Intent to Apply fee. The intent to apply letter must be sent to SPQA by November 1, 2017.

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| Date of this Intent: |       |

**Contact Information**

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| Organization Name: |       |
| Highest Ranking Official: |       |
| Title: |       |
| Point of Contact (POC): |       |
| POC Title: |       |
| POC Phone: |       |
| POC E-Mail: |       |
| Organization Address: |       |
| City, State, Zip: |       |

**Business Information**

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| Organization Category: | [ ]  Manufacturing/Service [ ]  Education [ ]  Health Care [ ]  Government [ ]  Nonprofit |
| Organization Structure: | [ ]  Profit [ ]  Not-For-Profit | # of Employees in VA or D.C:       |  |
| Is your organization a business unit of a larger parent organization?: [ ]  Yes [ ]  No If yes, what is your parent organization?      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Also, if yes, are you a distinct entity within the parent organization that can respond to the Criteria? [ ]  Yes [ ]  NoWhat is your Main Product or Service?      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |        |

**SPQA Information**

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| Your application is for: | [ ]  2018 SPQA Award [ ]  2018 ACE  |  |
| Have you applied before?  | [ ]  Yes [ ]  No | If “yes” what years? |       |
| The “intent to apply fee” is: | [ ]  Will be sent separately following receipt of SPQA’s invoice  |
| In submitting this Intent to Apply, your organization is committing to fully support:1. An Examination Team **Site Visit**, which occurs on two consecutive days and is scheduled between mid April and early May\*.
2. An Examination Report **Feedback Meeting**, which occurs for up to two-hours and is scheduled between mid June and July\*.

\*Note: Exact dates and times are determined in February and March. |

**Important: Please retain a copy of this form for your files and include one copy with your application package.** Revised J April 2017