**ATTACHMENT 1**

**PROPOSAL COVER SHEET**

|  |  |
| --- | --- |
| **RFP Number** |  |
| **County(ies) of Territory** |  |
| **SBA Funding Requested** |  |

**LATE PROPOSALS WILL NOT BE ACCEPTED**

**The submission of this proposal does not obligate GVSU to fund the proposed program. If the proposal is approved for funding, a contract will be executed between the GVSU and the bidder. When funding is authorized, the bidder will be expected to adhere to all terms of the executed contract.**

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| --- | --- | --- | --- | --- | --- | --- |
| **1. APPLICANT INFORMATION** | | | | | | |
| Name of Organization | |  | | | | |
| Street Address | |  | | | | |
| City, State, Zip Code | |  | | | | |
| Website | |  | | | | |
| Contact Person | |  | | | | |
| Contact’s Title | |  | | | | |
| Phone Number | |  | | | | |
| Fax Number | |  | | | | |
| Email Address | |  | | | | |
| **2. APPLICANT LEGAL ENTITY STATUS** *Please check one choice only.* | | | | | | |
| **🞎** | Non-Profit Organization | | Type of Nonprofit (501c3, 501c6, etc): | | | |
| Place and Date of Incorporation: | | | |
| President of Corporation: | | | |
| **🞎** | Institution of Higher Education | | Private or Public Institution: | | | |
| President of the Institution: | | | |
| **🞎** | Municipality or County | | City, Town or County: | | | |
| City Manager or County Executive: | | | |
| Mayor or Chair of Board of Supervisors: | | | |
| **🞎** | Other Public Economic Development Institution | | Legal Status: | | | |
| President/ Highest Ranking Director: | | | |
| Chair of Board of Directors: | | | |
| **3. CERTIFICATION** | | | | | |
| I hereby certify that the information reported in this proposal is, to the best of my knowledge, complete and accurate; that the applicant organization named has authorized me, as its representative, to submit this proposal; and that the proposal and cost information is valid for one hundred twenty (120) days from the date of submission. | | | | | |
| **4. CONFLICT OF INTEREST & DEBARMENT** | | | | | |
| The undersigned certifies that to the best of his/her knowledge:  There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.  The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.  Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   The undersigned further certifies that their company \_\_\_\_ IS or \_\_\_\_IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action. | | | | | |
|  | | | |  |  |
| **Signature** | | | | **Printed Name and Title** | **Date** |