Firehouse Subs Public Safety Foundation
Grant Pre-qualifications

Please take a moment to review the following:

- Recommend that the organization is located within 60 miles of a Firehouse Subs restaurant
- Our average funding range is from $10,000-$20,000 however requests can exceed this amount
- Must be a direct request (not a second party applicant)
- All applications must be mailed and received by the closing date, **No email or faxed applications will be accepted**
- If your organization has already received funding from our Foundation, you must wait a minimum of one year before submitting another application

Frequently Asked Questions

Due to the large amount of grant application requests received on a daily basis, we have created FAQ's below to assist in your grant application process.

Please do not e-mail or phone the Firehouse Subs Public Safety Foundation about grant status. Your organization will be contacted whether approved or denied for funds. If your grant application is incomplete the Foundation will NOT notify you so please be sure to read all grant requirements prior to submitting.

Note: If your grant application is incomplete the Foundation will NOT notify you of the status of your department's grant application, be sure to read all grant requirements prior to submitting.

Is this grant only available for Fire Departments?
No, law enforcement and EMS are encouraged to apply. Public Safety organizations and non-profits with a focus on public safety can also apply for life saving equipment.

What are you looking for with regard to inventory?
Please include a list of apparatus such as vehicles and other major equipment. The lists we receive vary in length depending on the size of the department.

Can an individual apply for a fire school or police academy scholarship?
At this time individual grants are not within our funding guidelines. Our Board of Directors prefers to partner with schools on scholarship programs for individuals pursuing/advancing their career in the public safety sector.

What is acceptable documentation for recent financial information?
Our Board of Directors is looking for a balance of funds and financial stability. Examples include: bank statement, financial statement, previous year's audit report or revised budget including a balance sheet. Large financial documents can be consolidated into a budget worksheet.

If my department is located more than 60 miles from a Firehouse Subs restaurant should I still apply?
60 miles is a guideline. While it is important to support the restaurant communities where the money is raised the Board of Directors recognizes the need of rural and volunteer departments throughout the country and will consider the application.

If there is not a Firehouse Subs restaurant in my state or a Firehouse Subs restaurant within 60 miles should I apply?
Our foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We are definitely looking at continued growth and encourage applicants to continue to check our web-site for new restaurant locations and apply at that time.

If my request is more than $20,000 will it be denied?
The $10,000 - $20,000 range is a guideline. Our Board of Directors will look at the funds available with the goal of addressing need and supporting as many requests as possible.

Will the Foundation consider requests out of the stated guidelines?
While there are many worthwhile organizations and requests, our Board of Directors will only consider requests that fit into the guidelines as stated on our web-site. Requests for event sponsorships, exercise equipment, and family support services are valid needs but are not a funding area that our Foundation serves.

Dear Grant Applicant:

Thank you for your interest in Firehouse Subs Public Safety Foundation. Our mission is dedicated to improving the life-saving capabilities of first responders and public safety organizations in communities served by Firehouse Subs by providing funding, resources and support.

Once we receive your application, we will notify you via e-mail within 15 days of receipt. Our distributions are done on a quarterly basis and approved or denied by the Foundation's Board of Directors. All applications will be considered and notified after distributions are made whether support will be granted.

Schedule of distributions:
April 2013 – For all applications received by Friday, March 15, 2013
July 2013 – For all applications received by Thursday, June 13, 2013
October 2013 – For all applications received by Friday, September 13, 2013
January 2014 – For all applications received by Thursday, December 12, 2013

Please fill in all fields on the grant application & include the following attachments. Your application will not be considered for funding unless all necessary information is included:

- ☐ Background information
  - Background information on department and city, brief history of department
- ☐ Most recent financial information
  - Examples include: bank statement, financial statement, previous year's audit report or revised budget including a balance sheet
  - Our board of directors are looking to view a current balance of funds
- ☐ Current operating budget
- ☐ Current inventory of major equipment (for all public safety entities)
- ☐ Recent quote for **ALL** requested equipment from a vendor
  - *Includes sales tax where applicable (our Foundation is tax exempt in CO, FL, IN, IL, MA, MI, MN, MO, NV, NM, OH, PA, TN, TX, UT, VA, WV, Puerto Rico) and an estimated freight charge. Grant applications without tax (when applicable) and shipping charge will be disqualified*
  - *If approved for funding Firehouse Subs Public Safety Foundation will not exceed the dollar amount quoted*
  - *Include sales representative's name and contact information*
  - *Note: If approved for funding our Foundation will use this exact quote to purchase the items requested. Firehouse Subs Public Safety Foundation will not be responsible for any restocking fees or costs if the quote is incorrect. Our Foundation will not cover the cost of any maintenance plans or extended warranties.*
- ☐ Photo release
  - If approved for funding we will host a celebratory dedication event at a Firehouse Subs restaurant
  - This release gives your permission to use photos taken at the event for marketing, fundraising, etc.
- ☐ Firehouse Subs Restaurant Contact and Community Information (optional)

Once your application is complete, please return completed grant to:
Firehouse Subs Public Safety Foundation
Attn: Grant Request
3400-8 Kori Road
Jacksonville, FL 32257

We appreciate your interest in the Firehouse Subs Public Safety Foundation. If you need any assistance with the application or general questions about the Foundation, please contact the Foundation via e-mail at Foundation@Firehousesubs.com.

Sincerely,

Robin Peters	*Meghan Bender*	*Jacquelyn Gubbins*
Executive Director	*Community Programs Manager*	*Foundation Coordinator*

Firehouse Subs Public Safety Foundation
Grant Application

Date of completion: _____

Name of Organization: _____

EIN/Federal ID Number (*Mandatory, grant will be disqualified if left blank): _____

Contact Person: _____

Title/Position Description: _____

Mailing Address: _____

Physical Address: _____

City, State & Zip Code: _____

Daytime Phone Number: _____

Mobile Phone Number: _____

Email: _____

Community(s) Served: _____

Population of Community(s): _____

Runs per year (if applicable): _____

If you are requesting life saving equipment (if approved for equipment, the Firehouse Subs Public Safety Foundation will work with your preferred vendor to purchase the equipment and have it shipped to your location. Once the equipment arrives, a signed and dated copy of the packing slip must be sent to the Foundation as verification of receipt for the equipment. The Foundation will then pay the invoice):

What equipment are you requesting for your department? _____

_____

_____

- What is the **exact** cost of the equipment? _____
- Briefly explain how the equipment will benefit your community and your department. _____

_____

_____

If you are requesting prevention/education materials:

- What materials are you requesting for your department?_____

  _____

- What is the **exact** cost of the equipment?_____
- Briefly explain how the equipment will benefit your community and your department. _____

  _____

  _____

  _____

- This would have a direct impact on more than _____children and _____senior citizens in our community.

If you are requesting scholarship and/or continued education funding (if approved for funding, the Foundation will issue a check to the organization for the requested funding. A very detailed description for funding must accompany the application. Funding will **only** be considered if there is no option for the Foundation to purchase the requested items)**:**

- What is the amount of funding you are requesting? _____
- Please provide a detailed description of how the funding will assist your department:

  _____

  _____

  _____

Address & name of franchisee of the Firehouse Subs location in your community?

_____

_____

How far is this location from your department?_____

How did you hear about our organization?_____

_____

Have you unsuccessfully reached out to the city for funds to purchase the equipment?

_____

Was there a particular instance or life that would have been positively impacted if you would have had the equipment available?_____

_____

What positive effects will the equipment specifically have? Please use statistics when possible.

_____

_____

If approved for funding, we will host a press event at a Firehouse Subs restaurant near you. Please note that the event may acknowledge multiple grant recipients and may take place at a Firehouse Subs outside of your jurisdiction. We ask that all PR be coordinated by our Foundation, but of course we will work in conjunction with your PR team as well as the PIO of your department. _____ Initial Acceptance

PIO (Public Information Officer) Name: _____

PIO e-mail: _____PIO phone number: _____

If you do not have a PIO, please list a contact for event planning and publicity. This individual should be readily available by e-mail and phone.

PRINT/VIDEO RELEASE FOR USE OF NAME AND LIKENESS

Organization Name: _____

Date: _____/_____/_____

_____

Our organization hereby grants Firehouse Subs Public Safety Foundation (hereinafter called "Producer"), their nominees, designees, successors, and assigns of those for whom they are acting, full authorization and the absolute right and permission to sell, assign, convey, reproduce, copyright, use or publish motion picture, video tape, photos, sound or other recordings of our participation, appearance or performance on television, radio or any other broadcast or print-related media in which our organization may be included in whole, in part or in composite, or in which character or form is distorted, in conjunction with our own or any other picture, person or name, throughout the United States, in perpetuity, to be used for art, advertising, commerce, business or trade.

If we should receive any print, negative or other copy thereof, we shall not authorize its use by anyone else.

We hereby waive any right that we may have to inspect or approve the finished product or the advertising copy which may be used in connection therewith, or the use of which it may be applied.

We hereby release, discharge and agree to hold harmless Producer, its nominees, designees, successors and assigns, or others from whom they are acting, from any liability or any nature or description by virtue of any use whatsoever, whether intentional or otherwise, from any change that may occur or be produced in the taking of said pictures or images or in the recording of any sound, in any processing tending toward the completion of the finished product, unless it can be shown that said use or change is solely for the purpose of subjecting me to conspicuous ridicule, scandal, scorn or indignity.

I as our organization's representative am over the age of 21.

_____ _____

(Representative Signature) (Print Name)

_____

(Address)

_____ _____

(City, State, Zip) (Phone Number)

**** Please note all fields must be filled in and all attachments must be present for application to be considered. All incomplete applications will be discarded without further consideration. No e-mailed or faxed applications will be accepted. ****

FHS PSF Attachment – A
Today's Date:
_____

Firehouse Subs Restaurant
Contact and Community Information

Name of Department: _____

Please have the contact at your local Firehouse Subs Restaurant complete the information below. This form is recommended but not required.

1. Is this department located in your immediate community? _____
2. How long have you known this department? _____
3. Has this department assisted in Fire Safety Month programs? _____
4. Have you partnered with this department on other events? _____

_____

5. Is this department a frequent visitor to your restaurant? _____
6. Are you assisting this department with this grant submission?_____
7. Additional comments: _____

_____

_____

_____

FHS Contact Name: _____ Title: _____

Phone: _____ City/State: _____
Restaurant #: _____ Area Representative: _____

FHS Restaurant: Please fax or email this form directly to PSF, 904-886-2111 or foundation@firehousesubs.com