

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.
APPLICATION GUIDELINES AND REQUIRED ATTACHMENTS
STOP HERE & PRINT THIS PAGE.
You will not be able to return to this page.

Please prepare the following attachments before you continue. We cannot consider your application if any of the required information is missing.

- **Background/History**

- Brief history of your department or organization, and how this grant will benefit your community

- **Vendor Equipment Quote**

Online quotes will not be accepted. You must provide an official vendor quote with the following information to be grant eligible. Submitted quotes MUST meet the requirements below, please read carefully

- Must be dated within six months of the application deadline
 - Vendor sales representative first and last name & contact information (email and/or phone number) must be included
 - Must contain the name & *physical* address of your organization, and a contact person
 - Must contain *only* the item(s) pertaining to your grant request
 - The total dollar amount and equipment quantities in the vendor quote ***MUST MATCH*** the total that your department is requesting
 - Include sales tax if applicable
 - Include an estimated freight charge if applicable
 - The cost of maintenance plans and extended warranties are not permissible
 - Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
 - Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Note: When requesting a quote from your vendor, we recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

- **Most Recent Financial Information**

Your financials must be no more than two years old, and ~~include both revenue and expenses~~ meet the requirements below. One of the following options must be submitted.

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
 - A recent - within one month - Profit & Loss Statement also called an Income Statement
 - A current year annual budget showing projected income and expenses
 - A previous year audit or 990

- **Equipment 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.

*For more details, please reference the **FREQUENTLY ASKED QUESTIONS & TIPS** on the next page.*

Please do not submit this PDF, it is for reference only. Our grant application process is entirely digital.

APPLICANT AND DEPARTMENT INFORMATION

First Name		Last Name		Department Tax ID#	
Organization/Department		Email Address			
Alternate Name			Alternate Email		
Address Line 1			City		
Address Line 2			State		Zip
Shipping Address Line 1			Shipping City		
Shipping Address Line 2			Shipping State		Shipping Zip
Organization Phone Number	Alternate Contact Number		Communities Served	Population	Number of Runs Per Year
Local Approval Pre-qualifications					

APPLICATION REQUEST INFORMATION

The type of grant you are requesting:		What is the EXACT cost of the equipment?	
Variances in the amounts requested will be the responsibility of the grant recipient to pay directly?			
What Equipment are you requesting for your department?		Briefly explain how the equipment will benefit your community and your department.	
This would have a direct impact on more than ____ children in our community.		This would have a direct impact on more than ____ senior citizens in our community.	
What materials are you requesting for your department?			
What is the amount of funding you are requesting?	Please provide a detailed description of how the funding will assist your department:		

COMMUNITY IMPACT

Have you successfully reached out to the city for funds to purchase the equipment?	Was there a particular instance where a life 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.	

FIREHOUSE SUBS RELATIONSHIP

Address of Firehouse Subs location nearest you.		How far is this location from your department? ____ Miles
How did you hear about our organization?	Has your department received funding from Firehouse Subs Public Safety Foundation in the past?	

If approved for funding, we will host a press event at the Firehouse Subs restaurant nearest you. 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 Email:
PIO (Public Information Officer) Name:	PIO Phone Number:

Please note, there are different categories of funding within the grant application, therefore the printed PDF document may contain some open blank fields.
Please do not contact the Foundation if fields appear blank.