



**Firehouse Subs
Public Safety Foundation
Approved Grant Reference Guide**



Congratulations!

Your organization has been approved
for funding from our
Firehouse Subs Public Safety Foundation!

We thank you in advance for
your cooperation throughout our
grant allocation process.



Timeline

Action	Time
Approval e-mail is sent to recipient	Post grant application deadline & board meeting
Recipient works directly with our PR agency on donation announcement in newsletters and media	1-2 weeks after approval date
Procurement process begins based on submitted quote included with application	2-6 weeks after approval date
Items delivered to recipient	After quote is approved
Recipient sends Foundation a signed & dated copy of the packing slip(s) for backup and auditing purposes	Immediately after donated items are received
Foundation remits payment to vendor	After the equipment and backup documentation has been received
Celebratory dedication event is planned and facilitated at a local Firehouse Subs restaurant	1-12 months post approval date



Process

The process for purchasing and taking delivery of your equipment will be implemented in one of two ways:

1) The Foundation Team will purchase the equipment directly from your preferred manufacturer based on your submitted quote

- The vendor will ship the equipment directly to your organization
- **VERY IMPORTANT:** upon delivery, you will need to send a signed & dated copy of the packing slip to our Foundation via e-mail (Foundation@firehousesubs.com) or fax ([904 886-2111](tel:9048862111)) (Please note: our accounting department requires this documentation prior to paying invoices)

ALFORM		PICKING SLIP			
FIRE AND SAFETY EQUIPMENT LLC PROTECTING AMERICA'S HEROES 350 Austin Circle DeLand FL 32918-2171 Phone: (321) 646-5911 Fax: (262) 646-5912 Toll-Free: (800) 615-6789 Web: www.Salarn.com		WHIS: 1	Order Number 135238-1 Printed Date 10/30/2013 Ordered Date 10/30/2013 Page 1		
Bill to: FIREHOUSE SUBS PUBLIC SAFETY FOUNDA 3400-S KORI RD JACKSONVILLE, FL 32257		Ship to: HOBART FIRE DEPT ATTN: ROBERT SMITH 400 EAST 10TH STREET HOBART, IN 46342			
Phone: (904) 886-8300		Phone: (904) 886-8300			
Cust Code 120063	Ordered By EMAIL	Salesman MARK SULLIVAN	Job/Rel# HOBART FD		
Entered By Joli Clark	Ship Via UNITED PARCEL SERVICE	Customer PO HOBART FD	Wanted Date 10/30/2013		
Customer/Order Instructions		Terms NET 10			
SHIPPING NOT TO EXCEED \$50.00- ANYTHING OVER- OK TO CHARGE HOBART FD'S ACCOUNT.					
Quantity	U/M	Item #	Description	Price	Extension
1	0	EA 10097331	MSA EVOLUTION 5600 CAMERA HEAT SEEKER, Q-TEMP SNW 17893		
1	0	EA 10096886-P	MSA FIRE TRUCK KIT FOR EVOLUTION CAMERA-KIT INCLUDES: 2 RECHARGEABLE LITHIUM BATTERIES UNIVERSAL TRUCK CHARGER RETRACTABLE LANYARD		
10	0	EA A-01 SIM 807587	QUOTE 20698386 30" W/VALVES		
E53913 OCT 31, 2013 ALL CURR USD 1 OF 2		SVC ONDCOR OCT 31, 2013 ALL CURR USD 2 OF 2			
TRACKING# 12E538138372145167 NET WT 42.3 LBS		SVC ONDCOR OCT 31, 2013 ALL CURR USD 2 OF 2			
REF 1:135238-0001		TRACKING# 12E538138372762176 NET WT 58.4 LBS			
REF 2:150		REF 1:135238-0001			
		REF 2:150			
<p>We received all of the equipment above on Nov. 6, 2013 Thank You! <i>Robert Smith</i></p>					


Packing Slip Sample



Process

2) The Foundation Team will draft a memo of understanding for both parties to sign and send your organization a check directly.

- VERY IMPORTANT: Once the items have been received, you must send us all invoices signed and dated for auditing purposes to our Foundation via e-mail (Foundation@firehousesubs.com) or fax [\(904\) 886-2111](tel:9048862111)



Firehouse Subs Public Safety Foundation, Inc.
3400 Kori Road Jacksonville, Florida 32257

MEMO OF UNDERSTANDING
October 31, 2013

Funding Agreement
Firehouse Subs Public Safety Foundation will award a check for \$17,055 to be used toward the direct purchase of (500) smoke alarms and (10) radiation monitors.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will issue a check in the exact amount of \$17,055 as per requested in the grant application and approved by our board of directors to be used for the procurement of (500) smoke alarms and (10) radiation monitors only.

Fort Wayne Fire Department Responsibilities

- Confirm check receipt from Firehouse Subs Public Safety Foundation by email
- Provide Firehouse Subs Public Safety Foundation with copies of paid invoices verifying Fort Wayne Fire Department payables to the vendor as per the submitted quote(s) in the application
- Provide Firehouse Subs Public Safety Foundation with all SIGNED packing slips confirming receipt of equipment
- In the event that the funds allocated exceed the total of all purchases, all excess funds will be returned to Firehouse Subs Public Safety Foundation
- If purchases exceed funding, Fort Wayne Fire Department is responsible for the additional amount
- **VERY IMPORTANT:** Deadline for submitted documentation is June 1, 2014

Reinifers

Firehouse Subs Public Safety Foundation

Anthony J. Deppa #44019 Fire Chief

Fort Wayne Fire Department Representative

11/5/13

Date

11/5/13

Date

NOTE: It will be up to our Foundation to determine which procurement method will be used. Our team will reach out to you in 2-6 weeks to begin the procurement process.



Public Relations

- Once you verify the equipment was received, we will be in touch to plan a press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation.
- It may take up to a year depending on location and donation delivery timeframe.
- In the meantime, we ask that any immediate media announcements regarding the grant award be approved by the Foundation.
- We ask that you communicate news of the donation to your entire organization via newsletter, press release, etc.

Contact: The Zimmerman Agency

FirehouseSubs@zimmerman.com

(850) 668-2222

CC: Foundation@firehousesubs.com



Donation Acknowledgement

- It is an expectation that your organization acknowledges the donation by displaying our Foundation logo on donated items/equipment whenever possible.
- Please note that the artwork will need to be approved by our Foundation team before being displayed.



Communicate

foundation@firehousesubs.com

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