

### **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<br>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                                 |

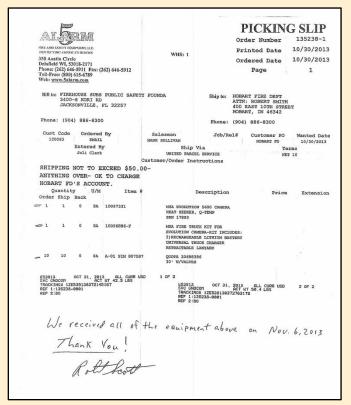


### Process

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 (Please note: our accounting department requires this documentation prior to paying invoices)

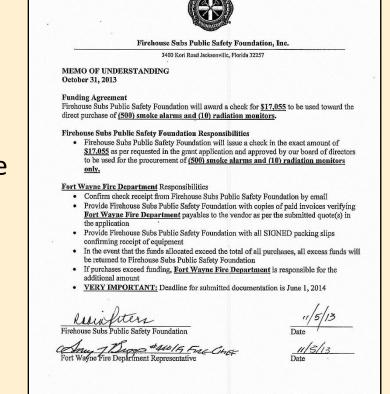


#### Packing Slip Sample



### 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



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 <u>FirehouseSubs@zimmerman.com</u> (850) 668-2222 CC: <u>Foundation@firehousesubs.com</u>



## **Donation Acknowledgement**

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





### Communicate

foundation@firehousesubs.com

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