

### **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

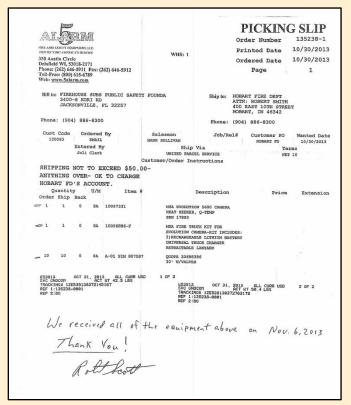


### Process

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

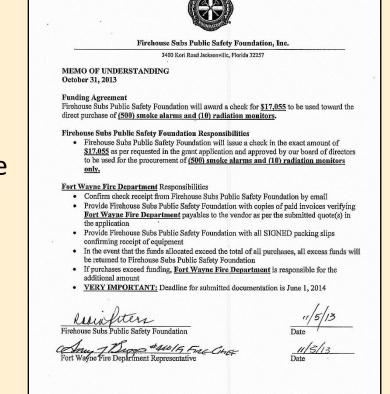


#### Packing Slip Sample



### 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

#### Robin Peters, Executive Director

Phone: (904) 886-8300, ext. 223 rpeters@firehousesubs.com

Meghan Vargas, Development Manager Phone: (904) 629-5036 mvargas@firehousesubs.com Jacquelyn Gubbins, Foundation Programs Manager

> Phone: (904) 886-8300, ext. 227

Jacquelyn.gubbins@firehousesubs.com

Brady Rigdon, Procurement Specialist Phone: (904) 886-8300, ext. 264 Brady.Rigdon@firehousesubs.com

