



Administration

# GRANT APPLICATION

## FREQUENTLY ASKED QUESTIONS & TIPS

STOP HERE AND PRINT THIS PAGE FOR YOUR RECORDS.  
YOU WILL NOT BE ABLE TO RETURN TO THIS PAGE AFTER THIS POINT.

Please apply early.

Due to the large amount of grant requests received on a daily basis, we have created FAQs below to assist you in the grant application process. We recommend you print this page for your records before beginning the grant application process.

### Is this grant only available for Fire Departments?

No, law enforcement and EMS are encouraged to apply. Public Safety organizations and non-profits 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.

### Is the Firehouse Subs Public Safety Foundation grant a matching grant?

No, it is not a matching grant. There are no matching funds involved in our organization's grants program.

### What are the most common reasons a grant application is marked incomplete? (Common but not limited to)

- Attached quote does not match dollar amount or quantity requested for in grant application or is missing pertinent vendor and/or applicant contact information
- Incorrect attachments
- Financials not including both revenues and expenses

### What is acceptable documentation for recent financial information?

Our Board of Directors is looking for a balance of funds and financial stability. We recommend you reach out to your organization or city's accounting department for these requirements. Please note, revenue and expenses must be included in financials.

This is best shown with:

1. A balance sheet which consists of Assets (Cash Accounts, Accounts Receivables) and Liabilities (this is what you owe; Accounts Payables, Debt)

And/Or

2. A Profit & Loss Statement also called an income statement. This statement will list your income accounts and expense accounts.
  - a. A budget showing income and expenses will also fulfill this requirement.
  - b. A previous year's audit report will usually include everything needed. This is best when you are an organization that is funded by the city or county. If your organization is funded by a local government you may only have a budget for your department. If this is the case, please submit the local government's audited financials (normally found on their website) along with your specific department's budget.

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**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 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 my request is more than \$25,000 will it be denied?**

\$15,000 - \$25,000 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 not a funding area our Foundation serves.

**When can we expect to find out if our grant has been approved or denied?**

Depending on the date of the Board of Directors meeting, you can expect to hear back from the Foundation approximately six weeks after the deadline as to whether you have been approved or denied for funding. Please do not email inquiries on grant status.

**Does Firehouse Subs Public Safety Foundation fund requests for "use of force"?**

As per our guidelines, Firehouse Subs Public Safety Foundation does not accept grant requests for "use of force" items such as guns or tasers.

**Are there items that your Foundation does not support?**

All requests must fall within our Foundation's funding guidelines which can be found on our website. Examples of items that are not supported by our board of directors at this time include power load systems, exercise equipment, radar detectors and use of force equipment.

**Does the Foundation accept requests for partial funding?**

The Foundation does consider request for partial funding, however, the balance of funds must already be secured and outlined within your grant request. We recommend including a note about the project and the secured funding as part of your organization's background/history attachment.

DO NOT send email inquiries to the Firehouse Subs Care Center or through the EMS survey.

DO NOT phone the main office or restaurants with grant inquiries.

E-mail [Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com) (mailto:Foundation@firehousesubs.com) for assistance. Technical assistance will be available up until two weeks of the deadline. Due to the large number of applications submitted, any inquiries received after that time will not be addressed.

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