



GRANT APPLICATION

REQUIRED DOCUMENTS

Attachments must be in the form of Word document, PDF, JPEG or Excel file (.doc, .pdf, .jpeg or .xlsx)

Background/History

Brief history of your department or organization, and how this grant will benefit your community. If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

UPLOAD FILE

Vendor Equipment Quote/Bid

Online quotes will not be accepted.

NOTE: Our organization accepts one vendor quote per application, multiple quotes will not be accepted. You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes **MUST** meet the requirements below, please read carefully

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & *physical* address of your organization must be included
- The first and last name of a contact person from your organization must be included
- Only one vendor quote can be submitted. Your application will be marked incomplete if more than one quote is submitted.
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- 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
- Sales tax and freight charges are included, 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

Information

The first four documents are required to complete the application.

If you need to replace an uploaded file, click the upload file button and choose the updated attachment you would like to upload. This will automatically delete the previous file and replace it with your new attachment.

NOTE: When requesting a quote from a vendor, we highly 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.

UPLOAD FILE

Most recent financial information

If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

Financials must show revenue and expenses and must include the name of your organization, city or county. 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

UPLOAD FILE

Equipment Inventory

If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

Please include a list of apparatus, vehicles and other specialized equipment. Submitted equipment inventory documentation must include the name of your organization. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE)

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