

## AGENDA RESERVATION REQUEST

### CITY OF FRANKLIN

### BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

<b>Date Submitted:</b>	10/16/19	<b>Meeting Date:</b>	10/21/19
<b>Contact Information:</b>			
<b>Requested by:</b>	Chief Dan McElyea		
<b>On Behalf of Organization or Individual:</b>		Fire Department	
<b>Telephone:</b>	346-1220 or 736-3650		
<b>Email address:</b>	<a href="mailto:dmcelyea@franklin.in.gov">dmcelyea@franklin.in.gov</a>		
<b>Mailing Address:</b>	1800 Thornburg Lane		
<b>Describe Request:</b>			
Request to apply for Firehouse Subs Grant			
<b>List Supporting Documentation Provided:</b>			
Grant Application			
<b>Who will present the request?</b>			
<b>Name:</b>	Chief Dan McElyea	<b>Telephone:</b>	346-1220 or 736-3650

*The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.*

SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.



**Firehouse Subs Public Safety Foundation  
Grant Application**

**SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.**  
**Congratulations! Your organization has met Firehouse Subs Public Safety Foundation's pre-qualification criteria to be considered for a grant.**  
***STOP HERE & PRINT THIS PAGE.***  
***You will not be able to return to this page.***

Thank you for your interest in Firehouse Subs Public Safety Foundation, where we are committed to giving back to communities by supporting first responders and public safety organizations with lifesaving equipment and funding resources.

Grants are considered on a quarterly basis by the Foundation's Board of Directors, and ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline.

**PLEASE APPLY EARLY**

Due to the large number of applications, assistance is available at [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com) until two weeks before the deadline. Any inquiries received after that time will not be addressed until the next grant cycle.

**PLEASE:**

- **DO NOT** send email inquiries to the Firehouse Subs Care Center or through the Firehouse Subs EMS survey.
- **DO NOT** phone the Firehouse Subs main office or Firehouse Subs restaurants with grant inquiries.

*The grant process is a partnership. We greatly appreciate your cooperation and compliance.*

**A PRINTABLE COPY OF THE APPLICATION FORM CAN BE DOWNLOADED HERE.**  
**THE PDF IS AVAILABLE AS A REFERENCE FOR YOUR CONVENIENCE, IT IS NOT MEANT TO BE SUBMITTED.**

SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.

## APPLICATION GUIDELINES AND REQUIRED ATTACHMENTS

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Please prepare the following attachments before you continue. We cannot consider your application if any of the required information is missing.

- **Background/History**

- Brief history of your department or organization, and how this grant will benefit your community

- **Vendor Equipment Quote/Bid**

*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 name of a contact person from your organization must be included
- Only one vendor quote can be submitted, our organization no longer accepts multiple quotes. If more than one quote is submitted, your application will be marked incomplete
- 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
- Include sales tax if applicable and an estimated freight charge 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

Note: When requesting a quote/bid 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.

- **Most Recent Financial Information**

*Financials must show revenue and expenses and list 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

- **Equipment Inventory**

- 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)

*For more details, please reference the **FREQUENTLY ASKED QUESTIONS & TIPS** on the next page.*

SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.  
**FREQUENTLY ASKED QUESTIONS & TIPS**

*STOP HERE & PRINT THIS PAGE.  
You will not be able to return to this page.*

**Please Apply Early.**

Assistance is available through [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com) until two weeks prior to the grant deadline. Please **do not** contact area restaurants or Firehouse Subs Care center with grants questions.

**What does the Firehouse Subs Public Safety Foundation support?**

Our Mission is to impact the lifesaving capabilities, and the lives of local heroes and their communities. This is accomplished by providing lifesaving equipment and prevention education tools to first responders and public safety organizations. Requests such as event sponsorships, exercise equipment, and family support services are not supported by our Foundation. See below for more information regarding items that are not supported by our grants program.

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

No. Law enforcement, EMS, public safety organizations, non-profits and schools are encouraged to apply for lifesaving equipment.

**If my organization has received a grant award from Firehouse Subs Public Safety Foundation in the past, when can we reapply?**

We ask that grant recipients wait a minimum of two years from the date of approval before reapplying.

**Does the Foundation provide reimbursements for purchased equipment?**

Our program DOES NOT provide reimbursements for purchased equipment. If your organization has already purchased the equipment and is requesting reimbursement, please DO NOT apply.

**What are the most common reasons a grant application is marked incomplete?**

- Quote is missing vendor sales representative first and last name & vendor email address
- Quote is missing name & physical address of the applying organization, and a contact person from the organization
- Online quotes are not permissible
- Quote does not match the dollar amount or quantity requested in the grant application
- Quote includes item(s) that are not being requested in the grant
- Attachments are uploaded that don't pertain to the grant
- Attachments are missing
- Attachments that are not saved as .doc, .pdf, .jpeg or .xlsx
- Financials are outdated or do not include both revenues and expenses
- Alternate contact information is the same contact information as the main contact information
- The requested equipment does not fall within the Foundation's funding guidelines

**Can my organization submit multiple grant applications?**

No, the Foundation does not accept more than one grant request per organization.



**SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.**

**Can an individual apply for a fire school or police academy scholarship?**

No, however, the Foundation may partner with accredited schools for scholarship programs for individuals pursuing or advancing their career in the public safety sector.

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

There are no matching funds involved in our organization's grants program.

**If my request is more or less than \$20,000 will it be denied?**

\$15,000-\$25,000 is a guideline. Requests exceeding \$50,000 will not be accepted.

**What financial information should we provide?**

*Financials must show revenue and expenses and list 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

**What is needed for the required vendor quote/bid attachment?**

*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 name of a contact person from your organization must be included
- Only one vendor quote can be submitted, our organization no longer accepts multiple quotes. If more than one quote is submitted, your application will be marked incomplete
- 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
- Include sales tax if applicable and an estimated freight charge 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

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.

**What inventory information should I provide?**

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)

**SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.**

**If my department is located more than 60 miles from a Firehouse Subs restaurant, should I still apply?**

Our Foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We recognize the need of rural and volunteer departments throughout the country, and will consider applications outside of the 60-mile guideline.

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

ALL applicants will be notified of a decision regarding their application within two months of the close of the grant deadline. Please do not contact restaurants or the Firehouse Subs Care Center with questions regarding your grant. For technical assistance or questions other than grant status, email [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com). We offer assistance until two weeks before the grant deadline.

**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 via [firehousesubsfoundation.org/about-us/funding-areas](http://firehousesubsfoundation.org/about-us/funding-areas). Examples of items that are not supported by our board of directors at this time include drones, body cameras, power load systems, exercise equipment, radar detectors, uniforms, recording devices, Narcan, safety education robots and costumes, building exhaust removal systems, security systems, and use of force equipment. The Foundation does not accept requests for refurbished, pre-owned equipment or patent-pending products.

Note: Our organization is unable to accept requests for Philips automated external defibrillator FRx models or Scott SCBA Model AP50 at this time. All other Philips and Scott product requests are acceptable.

**Does the Foundation only work with specific equipment vendors?**

No, the Firehouse Subs Public Safety Foundation does not endorse any specific equipment vendor or brand. It is up to the grant applicant to submit a quote/bid for the requested equipment which will include the brand and manufacturer. As needed, the Foundation's procurement team will evaluate pricing and reach out to other distributors of the same manufacturer and brand.

**Does the Foundation fund requests for refurbished equipment?**

No, our organization does not accept grant requests for refurbished or pre-owned equipment.

**Does the Foundation fund requests for patent-pending equipment?**

No, our organization does not accept grant requests for patent-pending products.

**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 ask that you include a note about the project and the secured funding as part of your organization's background/history attachment if submitting a request for partial funding.

**If approved, what is required by the recipient?**

Documentation must be submitted to verify that the grant award was received. More details will be provided if approved.

SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.

## ACCOUNT REGISTRATION

Applicant First Name\* \_\_\_\_\_

Applicant Last Name\* \_\_\_\_\_

Applicant Title\* \_\_\_\_\_

Email\* \_\_\_\_\_ (we prefer an official email address for your organization/department)

\*Please note, this information cannot be edited once submitted.

## APPLICANT and DEPARTMENT INFORMATION

### Firehouse Subs Public Safety Foundation Grant Application

Organization/Department: (this must be your organization's official name) \_\_\_\_\_

Department Tax ID # (xx-xxxxxxx): \_\_\_\_\_

Mailing Address 1: \_\_\_\_\_

Mailing Address 2: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Organization Phone Ext: \_\_\_\_\_

Alternate Contact Name: (must be different from applicant name) \_\_\_\_\_

Alternate Contact Phone Number: (must be different from applicant phone number) \_\_\_\_\_

Alternate Contact Ext: \_\_\_\_\_

Alternate Contact Email Address: (must be different from applicant email) \_\_\_\_\_

Communities Served: \_\_\_\_\_

Population: \_\_\_\_\_

Number of Runs/Calls for Service per Year (for fire, EMS and police only): \_\_\_\_\_

**Local Approval Pre-Qualifications** (Select the option that applies to your department/organization)

- ☐ As required by our community, this request has been presented and approved by our local government as part of our process when applying for external funding.
- ☐ Our jurisdiction requires approval from local officials once the award is granted.
- ☐ Our jurisdiction does not require pre-approval from local officials.



SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.  
**APPLICATION REQUEST INFORMATION**

*Please select the type of grant you are requesting:*

☒ **Equipment Donation/Prevention Education Items**

☐ **Scholarships/Continuing Education**

- Please note, our Foundation only reviews scholarship/continuing education grants connected with accredited schools
- For all-terrain wheelchair grant applications, email [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com) to request a paper all-terrain wheelchair grant application, and please title the email All-Terrain Wheelchair Grant Request

**EQUIPMENT DONATION/PREVENTION EDUCATION ITEMS**

**The Foundation will determine the procurement method if your grant is approved. The equipment purchase will be implemented in one of two ways:**

**1) The Foundation Team will purchase the requested equipment on your behalf, and the vendor will ship it directly to your organization. Upon delivery, you must email a *signed & dated* copy of the packing slip to the Foundation.**

OR

**2) You will receive a Memo of Understanding from the Foundation.** Once it is signed by both parties, you will receive a check to make your purchase according to the vendor quote. After you receive your equipment, you must email *signed and dated* copies of all invoices to the Foundation within one week of delivery.

What Equipment are you requesting? Please include the quantity of each item. \_\_\_\_\_

Vendor company name: \_\_\_\_\_

Sales representative first and last name: \_\_\_\_\_

Sales representative email address: \_\_\_\_\_

What is the TOTAL cost of the equipment?

Include sales tax and shipping, where applicable. Requests exceeding \$50,000 will not be accepted.

☐ I understand that in order to be considered for funding, the total dollar amount and equipment quantities listed on the submitted quote/bid must match the total above.

Has your department applied for this specific request in the past and been denied?

\_\_\_\_ Yes \_\_\_\_ No

If yes, how many times, prior to this application, has this request been submitted? \_\_\_\_\_

Briefly explain how the equipment will benefit your community and your department.

This would have a direct impact on more than \_\_\_\_\_ children and \_\_\_\_\_ senior citizens in our community. (For prevention education items.)

SAMPLE- Visit [FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org) to apply online.  
**COMMUNITY IMPACT (equipment & prevention education requests)**

Have you unsuccessfully reached out to the city for funds to purchase the equipment?

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Was there a particular instance where a life would have been positively impacted if you would have had the equipment available?

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What positive effects will the equipment specifically have? Please describe how the requested equipment or funding would benefit your local community. We ask that you do not cite national statistics.

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**SCHOLARSHIPS/CONTINUED EDUCATION REQUESTS**

**Please note:**

Our Foundation only reviews scholarships/continuing education grants connected with accredited schools.

For all-terrain wheelchair grant applications, please email [foundation@firehousesubs.com](mailto:foundation@firehousesubs.com) to request a paper All-Terrain Wheelchair Grant Request.

If you are requesting funds for scholarships or continued education:

How do you plan to use the funds requested? \_\_\_\_\_

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What is the amount of funding you are requesting? \_\_\_\_\_

How many scholarships would the requested funding provide? \_\_\_\_\_

Please describe the selection and distribution process for the requested scholarship funding. \_\_\_\_\_

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Has your department applied for this specific request in the past and been denied? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many times, prior to this application, has this request been submitted? \_\_\_\_\_

Please provide a detailed description of how the funding will assist your organization:

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SAMPLE- Visit FirehouseSubsFoundation.org to apply online.  
**COMMUNITY IMPACT (scholarship/funding requests)**

What positive effects will the funds specifically have? Please describe how the requested funding would benefit your local community. We ask that you do not cite national statistics.

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## **FIREHOUSE SUBS RELATIONSHIP**

Address of Firehouse Subs location nearest you:

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How far is this location from your department? \_\_\_\_\_ Miles

How did you hear about our organization? \_\_\_\_\_

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Has your department received funding from Firehouse Subs Public Safety Foundation in the past two years?  
This information will be verified, if submitted incorrectly it will result in an automatic denial. ☒ Yes ☐ No

It is strongly recommended and greatly appreciated 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.

If approved for funding we may facilitate a media presentation/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.

By applying, you grant Firehouse Subs Public Safety Foundation (the "Foundation") permission to use your organization's name and identifying trademarks in connection with this application and in connection with the Foundation's solicitations for support.

Initial Acceptance

PIO (Public Information Officer) Name: \_\_\_\_\_

(If you do not have a PIO, please list a contact for event planning and publicity. This individual will need to be readily available by email and phone.)

PIO e-mail: \_\_\_\_\_ PIO phone number: \_\_\_\_\_

SAMPLE- Visit FirehouseSubsFoundation.org to apply online.  
**FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION**  
**PRINT/VIDEO RELEASE**

Applicant First and Last Name: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned representing the organization listed above, and its members, hereby grants Firehouse Subs Public Safety Foundation, Inc., Firehouse Restaurant Group, Inc. (including its subsidiaries and affiliates) and its officers, directors, nominees, designees, successors, and assigns (hereinafter called "Producer"), permission to use, sell, assign, convey, reproduce, copyright, and publish images or visual likenesses, names, and/or voices ("Personal Information") in any motion picture, videotape, photograph, sound or other recording, and/or other media for commercial, informational, educational, advertising, or promotional purposes.

I hereby waive any right that I may have to inspect or approve the finished product or the advertising copy which may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, and agree to hold harmless Producer from any liability of any nature or description by virtue of any use whatsoever of my Personal Information, whether intentional or otherwise, including but not limited to any change that may occur or be produced in the taking of said pictures or images or in the recording of any sound, or in any processing in connection with the completion of the finished product.



I Accept the Terms of the Agreement

## APPLICATION CHECKLIST

*Note for Discovertec: for equipment donation/prevention education requests only)*

**Before submitting, please check that your application has been submitted completely by reviewing the checklist below. Your application will not be considered if any of information requested throughout the application is missing.**

### Applicant & Alternate Contact Information

- ☐ Main applicant contact information differs from alternate contact information
  - o First and last name, email address and phone number must differ

### Background/History Attachment

Has the following documentation been submitted?

- ☐ Background/History- Brief history of your department or organization, and how this grant will benefit your community

### Vendor Equipment Quote/Bid

Does the submitted vendor equipment quote/bid include the following information?

- ☐ Vendor sales representative first and last name
- ☐ Vendor email address
- ☐ The name & *physical* address of your organization
- ☐ The name of a contact person from your organization
- ☐ Only one vendor quote has been submitted
- ☐ The quote is dated within six months of the application deadline
- ☐ The quote *only* includes item(s) pertaining to your grant request
- ☐ The total dollar amount and equipment quantities in the vendor quote **MATCH** the total that your department is requesting
- ☐ Sales tax and an estimated freight charge are included, if applicable

Please note: The cost of maintenance plans and extended warranties are not permissible and should not be included in submitted quotes.

### Most Recent Financial Information

Does the submitted financial information include the following information?

- ☐ The organization, city or county name
- ☐ Both revenue and expenses
- ☐ One of the following:
  - o 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

**Equipment Inventory**

Does the submitted equipment inventory include the following information?

- ☐ Organization name
- ☐ A list of your organization's apparatus, vehicles and other specialized equipment