



Firehouse Subs Public Safety Foundation
Grant Pre-qualifications

Please take a moment to review the following:

- Recommend that the organization is located within 60 miles of a Firehouse Subs restaurant
- Our average funding range is from \$10,000-\$20,000 however requests can exceed this amount
- Must be a direct request (not a second party applicant)
- All applications must be mailed and received by the closing date, **No email or faxed applications will be accepted**
- If your organization has already received funding from our Foundation, you must wait a minimum of one year before submitting another application

Frequently Asked Questions

Due to the large amount of grant application requests received on a daily basis, we have created FAQ's below to assist in your grant application process.

Please do not e-mail or phone the Firehouse Subs Public Safety Foundation about grant status. Your organization will be contacted whether approved or denied for funds. If your grant application is incomplete the Foundation will NOT notify you so please be sure to read all grant requirements prior to submitting.

Note: If your grant application is incomplete the Foundation will NOT notify you of the status of your department's grant application, be sure to read all grant requirements prior to submitting.

Is this grant only available for Fire Departments?

No, law enforcement and EMS are encouraged to apply. Public Safety organizations and non-profits with a focus on public safety 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.

What is acceptable documentation for recent financial information?

Our Board of Directors is looking for a balance of funds and financial stability. Examples include: bank statement, financial statement, previous year's audit report or revised budget including a balance sheet. Large financial documents can be consolidated into a budget worksheet.

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 the 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 there is not a Firehouse Subs restaurant in my state or a Firehouse Subs restaurant within 60 miles should I apply?

Our foundation mainly focuses its resources in areas served by Firehouse Subs restaurants. We are definitely looking at continued growth and encourage applicants to continue to check our web-site for new restaurant locations and apply at that time.

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

The \$10,000 - \$20,000 range 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 are not a funding area that our Foundation serves.

Dear Grant Applicant:

Thank you for your interest in Firehouse Subs Public Safety Foundation. Our mission is dedicated to improving the life-saving capabilities of first responders and public safety organizations in communities served by Firehouse Subs by providing funding, resources and support.

Once we receive your application, we will notify you via e-mail within 15 days of receipt. Our distributions are done on a quarterly basis and approved or denied by the Foundation's Board of Directors. All applications will be considered and notified after distributions are made whether support will be granted.

Schedule of distributions:

April 2013 – For all applications received by Friday, March 15, 2013

July 2013 – For all applications received by Thursday, June 13, 2013

October 2013 – For all applications received by Friday, September 13, 2013

January 2014 – For all applications received by Thursday, December 12, 2013

Please fill in all fields on the grant application & include the following attachments. Your application will not be considered for funding unless all necessary information is included:

- ☐ Background information
 - o Background information on department and city, brief history of department
- ☐ Most recent financial information
 - o Examples include: bank statement, financial statement, previous year's audit report or revised budget including a balance sheet
 - o Our board of directors are looking to view a current balance of funds
- ☐ Current operating budget
- ☐ Current inventory of major equipment (for all public safety entities)
- ☐ Recent quote for **ALL** requested equipment from a vendor
 - o Includes sales tax where applicable (our Foundation is tax exempt in CO, FL, IN, IL, MA, MI, MN, MO, NV, NM, OH, PA, TN, TX, UT, VA, WV, Puerto Rico) and an estimated freight charge. Grant applications without tax (when applicable) and shipping charge will be disqualified
 - o If approved for funding Firehouse Subs Public Safety Foundation will not exceed the dollar amount quoted
 - o Include sales representative's name and contact information
 - o Note: If approved for funding our Foundation will use this exact quote to purchase the items requested. Firehouse Subs Public Safety Foundation will not be responsible for any restocking fees or costs if the quote is incorrect. Our Foundation will not cover the cost of any maintenance plans or extended warranties.
- ☐ Photo release
 - o If approved for funding we will host a celebratory dedication event at a Firehouse Subs restaurant
 - o This release gives your permission to use photos taken at the event for marketing, fundraising, etc.
- ☐ Firehouse Subs Restaurant Contact and Community Information (optional)

Once your application is complete, please return completed grant to:

Firehouse Subs Public Safety Foundation

Attn: Grant Request

3400-8 Kori Road

Jacksonville, FL 32257

We appreciate your interest in the Firehouse Subs Public Safety Foundation. If you need any assistance with the application or general questions about the Foundation, please contact the Foundation via e-mail at Foundation@Firehousesubs.com.

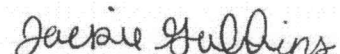
Sincerely,



Robin Peters
Executive Director



Meghan Bender
Community Programs Manager



Jacquelyn Gubbins
Foundation Coordinator

**Firehouse Subs Public Safety Foundation
Grant Application**

Date of completion: 6/1/2013

Name of Organization: City of Crossville Fire Department

EIN/Federal ID Number (*Mandatory, grant will be disqualified if left blank): 18223

Contact Person: Chris Hall

Title/Position Description: Public Information Officer

Mailing Address: 141 Henry Ave

Physical Address: 141 Henry Ave

City, State & Zip Code: Crossville, Tn 38555

Daytime Phone Number: 931-484-7571

Mobile Phone Number: 931-200-5587

Email: chris.hall@crossvilletn.gov

Community(s) Served: City of Crossville, Cumberland and surrounding counties

Population of Community(s): Crossville-12,000 & 50,000 Transient. Cumberland Co.-50,000

Runs per year (if applicable): 2200

If you are requesting life saving equipment (if approved for equipment, the Firehouse Subs Public Safety Foundation will work with your preferred vendor to purchase the equipment and have it shipped to your location. Once the equipment arrives, a signed and dated copy of the packing slip must be sent to the Foundation as verification of receipt for the equipment. The Foundation will then pay the invoice):

What equipment are you requesting for your department? 2013 Polaris Ranger Crew 800
Rescue Complete Turn Key Package from RKO Enterprises

- What is the **exact** cost of the equipment? \$25,100
- Briefly explain how the equipment will benefit your community and your department. The Crossville Fire Department serves as a regional response team to hazardous materials, structural collapse, trench rescue, rope rescue, and storm response incidents. The requested equipment will greatly increase our team's ability to respond quicker and more efficiently to such incidents.

If you are requesting prevention/education materials:

- What materials are you requesting for your department? N/A
- What is the **exact** cost of the equipment? _____
- 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.

If you are requesting scholarship and/or continued education funding (if approved for funding, the Foundation will issue a check to the organization for the requested funding. A very detailed description for funding must accompany the application. Funding will **only** be considered if there is no option for the Foundation to purchase the requested items):

- What is the amount of funding you are requesting? N/A
- Please provide a detailed description of how the funding will assist your department: _____

Address & name of franchisee of the Firehouse Subs location in your community?

Chetan Patel, 670 S Jefferson Ave Cookeville, Tn 38501

How far is this location from your department? 35 Miles

How did you hear about our organization? 2012 9/11 Memorial Stair Climb Nashville, Tn

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

Yes

Was there a particular instance or life that would have been positively impacted if you would have had the equipment available? Yes, most recently, February 2012 a tornado impacted a community in Cumberland County Tn. The Crossville Fire Department Responded to help gain access to critically injured patients. The equipment we are requesting would have made it much easier to gain access to these patients

What positive effects will the equipment specifically have? Please use statistics when possible.

The Crossville Fire Department responds to a large number of technical response incidents each year. This equipment will be an extremely valuable resource for emergency response as well as the numerous public events hosted by the City of Crossville.

If approved for funding, we will host a press event at a Firehouse Subs restaurant near you. Please note that the event may acknowledge multiple grant recipients and may take place at a Firehouse Subs outside of your jurisdiction. We ask that all PR be coordinated by our Foundation, but of course we will work in conjunction with your PR team as well as the PIO of your department. Initial Acceptance

PIO (Public Information Officer) Name: Chris Hall

PIO e-mail: chris.hall@crossvilletn.gov PIO phone number: 931-200-5587

If you do not have a PIO, please list a contact for event planning and publicity. This individual should be readily available by e-mail and phone.

PRINT/VIDEO RELEASE FOR USE OF NAME AND LIKENESS



Organization Name: City of Crossville Fire Department

Date: 6/1/2013

Our organization hereby grants Firehouse Subs Public Safety Foundation (hereinafter called "Producer"), their nominees, designees, successors, and assigns of those for whom they are acting, full authorization and the absolute right and permission to sell, assign, convey, reproduce, copyright, use or publish motion picture, video tape, photos, sound or other recordings of our participation, appearance or performance on television, radio or any other broadcast or print-related media in which our organization may be included in whole, in part or in composite, or in which character or form is distorted, in conjunction with our own or any other picture, person or name, throughout the United States, in perpetuity, to be used for art, advertising, commerce, business or trade.

If we should receive any print, negative or other copy thereof, we shall not authorize its use by anyone else.

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

We hereby release, discharge and agree to hold harmless Producer, its nominees, designees, successors and assigns, or others from whom they are acting, from any liability or any nature or description by virtue of any use whatsoever, whether intentional or otherwise, from any change that may occur or be produced in the taking of said pictures or images or in the recording of any sound, in any processing tending toward the completion of the finished product, unless it can be shown that said use or change is solely for the purpose of subjecting me to conspicuous ridicule, scandal, scorn or indignity.

I as our organization's representative am over the age of 21.

(Representative Signature)

(Print Name)

141 Henry Ave

(Address)

Crossville, TN 38555

(City, State, Zip)

931-484-7571

(Phone Number)

**** Please note all fields must be filled in and all attachments must be present for application to be considered. All incomplete applications will be discarded without further consideration.
No e-mailed or faxed applications will be accepted. ****

FHS PSF Attachment – A
Today's Date: _____



Firehouse Subs Restaurant Contact and Community Information

Name of Department: _____

Please have the contact at your local Firehouse Subs Restaurant complete the information below. This form is recommended but not required.

1. Is this department located in your immediate community? _____
2. How long have you known this department? _____
3. Has this department assisted in Fire Safety Month programs? _____
4. Have you partnered with this department on other events? _____

5. Is this department a frequent visitor to your restaurant? _____
6. Are you assisting this department with this grant submission? _____
7. Additional comments: _____

FHS Contact Name: _____ Title: _____

Phone: _____ City/State: _____

Restaurant #: _____ Area Representative: _____

**FHS Restaurant: Please fax or email this form directly to PSF, 904-886-2111 or
foundation@firehousesubs.com**

Background Information

The Crossville Fire Department, established in 1927, is a combination department with 26 career personnel and 10 volunteer firefighters. The Department offers the citizens of Crossville, Cumberland and surrounding counties a variety of emergency services including fire protection, medical first response, hazardous material response, high-angle rescue, structural collapse, trench rescue, confined space rescue, storm response, and a dive rescue team. The department currently holds an Insurance Services Organization rating of Class 4. The department operates out of two stations and provides fire protection for a resident population of 12,500 and a transient population of approximately 50,000.

Current Inventory

2 Stations
26 Career Personnel
10 Volunteer Personnel
4 Engines
1 Ariel
1 Squad
2 Support vehicles
Hazardous Materials Response Trailer
Technical Rescue Response Trailer
Dive Team Response Trailer
Mobile Air Supply Trailer
Mobile Command Center

110-General Fund
Fire Protection
DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
42200-121 Wages	1,140,360.00	1,145,360.00	46,739.07	897,817.11	0.00	247,542.89	78.39
42200-129 Volunteer Bonus, Banquet	2,000.00	2,500.00	0.00	2,496.00	0.00	4.00	99.84
42200-135 Mgmt Education & Trainin	750.00	750.00	0.00	555.00	0.00	195.00	74.00
42200-141 Social Security Taxes	87,050.00	87,050.00	0.00	63,706.49	0.00	23,343.51	73.18
42200-142 Employee Insurance	199,200.00	199,200.00	14,832.80	169,800.00	0.00	29,400.00	85.24
42200-143 Retirement	155,700.00	155,700.00	0.00	116,027.87	0.00	39,672.13	74.52
42200-146 Workmen's Compensation	49,100.00	49,100.00	28.45	43,675.22	0.00	5,424.78	88.95
42200-147 Unemployment Insurance	3,800.00	3,800.00	0.00	2,509.08	0.00	1,290.92	66.03
42200-148 Employee Education & Tra	15,000.00	15,000.00	287.00	5,529.92	7,000.00	2,470.08	83.53
42200-162 Volunteer Firemen Wages	15,000.00	15,000.00	0.00	14,186.00	0.00	814.00	94.57
42200-163 Fire Explorer Program	1,000.00	1,000.00	0.00	584.00	0.00	416.00	58.40
TOTAL PERSONNEL SERVICES	1,668,960.00	1,674,460.00	61,887.32	1,316,886.69	7,000.00	350,573.31	79.06
CONTRACTUAL SERVICES							
42200-211 Postage	0.00	0.00	0.00	32.27	0.00	32.27	0.00
42200-219 Internet/Networking Acce	2,000.00	2,000.00	71.95	1,672.04	0.00	327.96	83.60
42200-230 Publicity, Dues & Subscr	3,000.00	3,000.00	74.00	2,581.82	67.95	350.23	88.33
42200-236 Public Relations	1,200.00	1,200.00	0.00	125.00	0.00	1,075.00	10.42
42200-241 Electric	15,000.00	15,000.00	416.18	7,854.12	0.00	7,145.88	52.36
42200-242 Water	2,000.00	2,000.00	175.94	1,105.08	0.00	894.92	55.25
42200-244 Natural Gas	11,000.00	8,000.00	0.00	6,135.22	0.00	1,864.78	76.69
42200-245 Telephone	6,000.00	6,000.00	374.85	4,133.75	0.00	1,866.25	68.90
42200-249 Garbage Pickup	1,500.00	1,500.00	167.00	860.00	0.00	640.00	57.33
42200-261 Vehicle Maintenance	36,000.00	36,000.00	1,456.83	16,034.49	338.39	19,627.12	45.48
42200-262 Equipment Maintenance	7,000.00	7,000.00	0.00	2,295.33	0.00	4,704.67	32.79
42200-267 Facility Maintenance	9,800.00	9,800.00	0.00	7,412.55	37.00	2,350.45	76.02
42200-280 Travel	6,000.00	6,000.00	0.00	5,620.46	0.00	379.54	93.67
42200-290 Contractual Services	15,000.00	17,100.00	333.00	8,113.76	100.00	8,886.24	48.03
42200-291 Central Communications	72,050.00	72,050.00	0.00	35,885.09	0.00	36,164.91	49.81
TOTAL CONTRACTUAL SERVICES	187,550.00	186,650.00	3,069.75	99,860.98	543.34	86,245.68	53.79
SUPPLIES							
42200-310 Office Supplies	3,000.00	3,000.00	0.00	2,246.07	64.75	689.18	77.03
42200-312 Computers & Related Equi	1,200.00	1,200.00	0.00	760.81	727.81	288.62	124.05
42200-320 Operating Supplies	34,000.00	31,400.00	19.71	13,924.15	2,192.63	15,283.22	51.33
42200-322 Haz Materials/Rescue Sup	5,000.00	6,000.00	0.00	5,041.43	0.00	958.57	84.02
42200-325 Bunker/Turn Out Gear	60,000.00	60,000.00	0.00	7,041.10	0.00	52,958.90	11.74
42200-326 Uniforms	15,000.00	15,000.00	0.00	14,408.65	0.00	591.35	96.06
42200-327 Volunteer Firemen Unifor	2,000.00	2,000.00	0.00	1,400.20	0.00	599.80	70.01
42200-328 Educational Supplies	100.00	100.00	0.00	0.00	0.00	100.00	0.00
42200-329 Medical Supplies	20,000.00	20,000.00	0.00	5,151.41	302.00	14,546.59	27.27
42200-330 Respiratory Protect Prog	7,100.00	7,100.00	0.00	0.00	0.00	7,100.00	0.00
42200-331 Gas, Oil, Etc	35,000.00	35,000.00	0.00	18,654.24	0.00	16,345.76	53.30
42200-344 Safety Supplies/Training	0.00	2,000.00	0.00	1,826.29	400.00	226.29	111.31
TOTAL SUPPLIES	182,400.00	182,800.00	19.71	70,454.35	3,687.19	108,658.46	40.56

C I T Y O F C R O S S V I L L E
REVENUE & EXPENSE REPORT - UNAUDITED
AS OF: MAY 14, 2013

110-General Fund
Fire Protection
DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	CURRENT BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FIXED CHARGES							
42200-533 Rental: Machinery & Equi	1,300.00	1,300.00	0.00	36.20	67.55	1,196.25	7.98
TOTAL FIXED CHARGES	1,300.00	1,300.00	0.00	36.20	67.55	1,196.25	7.98
GRANTS, CONTR., & OTHERS							
42200-720-001 Emergency Management Age	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00	100.00
42200-720-002 Cumb Co Rescue Squad	8,000.00	8,000.00	0.00	8,000.00	0.00	0.00	100.00
TOTAL GRANTS, CONTR., & OTHERS	33,000.00	33,000.00	0.00	33,000.00	0.00	0.00	100.00
CAPITAL OUTLAY							
42200-930-003 Station 1 Improvements	24,900.00	24,900.00	2,976.90	7,502.00	4,912.01	12,485.99	49.86
TOTAL CAPITAL OUTLAY	24,900.00	24,900.00	2,976.90	7,502.00	4,912.01	12,485.99	49.86
TOTAL Fire Protection	2,098,110.00	2,103,110.00	67,953.68	1,527,740.22	16,210.09	559,159.69	73.41



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2850 Clifty Drive, Madison, IN 47250 • 812-273-8813, Fax 812-273-5145



**Deluxe RKO POLARIS RANGER 6 X 6 Rescue COMPLETE, Red
(Turn Key Package)**

Prepared For:

Crossville Fire Department

141 Henry Ave.

Crossville, TN 38555

Attn: Fire Fighter/EMT Chris Hall

Cell# 931-200-5587

Email: chris.hall@crossvilletn.gov

04 June 2013

Quote# 13-215B

-
- **2013 Polaris Solar Red Crew 800cc EFI Engine,
aluminum wheels, poly roof, multi mount winch,
Poly Windshield**
 - **RKO Custom Aluminum bed system**

- (2) Chain saw holders
- Heavy Duty suspension on the rear of vehicle
- Junkin JSA200 stokes basket with Floats and Mounting Hardware on one side of bed
- Storage on the other side of bed with compartment and slide out drawer
- Base coat clear coat paint to your code on bed
- RKO Water tight wiring system
- (4) Grote Brightwhite LED work lights
- Department Decals
- Whelen 100 w siren/ PA and (8) Whelen Vertex Surge Led Red Emergency Flashing Lights
- Whelen Super LED UTV Red Flashing Lightbar
- Stop and Tail Lights

TERMS: 75/25 with signed purchase agreement, 75% paid before order 25% paid after unit is finished with photos furnished before shipment

LEAD TIME: 18 to 20 weeks from receipt of first payment

EX WORKS RKO FACILITY MADISON, IN

PRICE: \$ 25,100

Need to order by Friday June 7 2013

Polaris is going to start 2014 Models