

**From:** Firehouse Subs Public Safety Foundation <[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)>  
**Sent:** Monday, January 9, 2023 4:46 PM  
**To:** [kiddyk@colonialheightsva.gov](mailto:kiddyk@colonialheightsva.gov); [lheureuxm@colonialheightsva.gov](mailto:lheureuxm@colonialheightsva.gov)  
**Cc:** Matthew Lintz <[matthew.lintz@firehousesubs.com](mailto:matthew.lintz@firehousesubs.com)>; Mustafa, Moses <[moses.mustafa@firehousesubs.com](mailto:moses.mustafa@firehousesubs.com)>;  
Firehouse Subs Public Safety Foundation <[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)>; Ty Lowry <[ty.lowry@firehousesubs.com](mailto:ty.lowry@firehousesubs.com)>  
**Subject:** APPROVED: Q1 2023 Firehouse Subs Public Safety Foundation Grant

Dear Kevin & Madison,

We are pleased to announce that the Firehouse Subs Public Safety Foundation Board of Directors has awarded the **City of Colonial Heights, VA, on behalf of Colonial Heights Fire Department in Colonial Heights, VA** the requested **15 Ballistic Vests, Plates & Accessories** valued at up to **\$19,224.78**. If your grant award must be approved by your city council, please add this item to the agenda immediately, and contact us with the meeting date.

**PROCUREMENT:**

We will contact you no later than Friday, March 10, 2023, to initiate the procurement process. There are two possible methods for procurement, to be determined by our Foundation:

- Direct Purchase made by the Foundation  
OR
- Memo of Understanding. NOTE: Our Foundation provides funding via ACH transfer only. We are unable to fund a grant award by paper check.

**Do not make advanced purchases, as failure to adhere to our chosen method will jeopardize your grant award.** If you have any fulfillment questions, please email [Procurementfoundation@firehousesubs.com](mailto:Procurementfoundation@firehousesubs.com).

**PUBLIC RELATIONS (PR) NOTES**

- PR announcements from your organization regarding the grant award are optional. If you choose to share the good news, please use the attached press release template and/or social media post template and send it back to [Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com) for review and approval (allowing for 72 hours turnaround time). *Please do not pitch or post before receiving approval from the Foundation team.*

Use of the Firehouse Subs Public Safety Foundation logo:

- We ask that your organization acknowledges the grant by displaying our Foundation logo on granted items/equipment whenever possible. Our Foundation logo is attached for your convenience. Please note that the final artwork will need to be approved by our Foundation via [Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com) before being displayed.

Did you know?

More than 70% of the funds raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand? Please consider supporting a Firehouse Subs restaurant near you.

We are very excited to assist your organization and ultimately improve the lifesaving capabilities of your community.

**Firehouse Subs Public Safety Foundation**  
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[FirehouseSubsFoundation.org](http://FirehouseSubsFoundation.org)