



## LAFD Foundation Grant Guidelines Adopt-A-Fire-Station (AAFS) Accounts

- 1. Grant Submissions** – AAFS funds can only be used by the station when a Grant request is submitted at [supportlafd.submittable.com/submit](https://supportlafd.submittable.com/submit). If an item is on sale for a limited time, follow up with an email to [robin@supportlafd.org](mailto:robin@supportlafd.org) with details about the sale. Providing links to the requested products will expedite the ordering process.
- 2. Purchases Not Allowed by the Foundation** - The Foundation does not provide funding from AAFS accounts for any of the following items:
  - Fire station apparel and merchandise
  - Artwork for the station
  - Food, drink & toiletries
  - Monthly subscriptions and memberships
  - Saunas and hot tubs, cold plunges
- 3. Reimbursements** – All reimbursements **MUST** be approved before you make a purchase or repair. The Foundation will typically only provide reimbursements for emergency situations such as a repair or replacement of a critical appliance/equipment (ice machine, washer/dryer, refrigerator, etc). In order to get a reimbursement of expenses approved, a grant request along with an email (sent to [Robin@supportLAFD.org](mailto:Robin@supportLAFD.org)) making the request must be submitted prior to the purchase/payment.
- 4. Damaged Shipments** - When equipment is purchased by the Foundation for your station, the items must be inspected for damage before you sign the delivery receipt. Items that are damaged and signed for may be the responsibility of the station.
- 5. Confirming Receipt** – Once your station has received an item ordered by the Foundation, please email [robin@supportlafd.org](mailto:robin@supportlafd.org) to confirm the item has been received and is in good working order. Please provide pictures of the items in use as well.
- 6. Recognition** --- Please share photos and/or testimonials of the item that has been funded (with station members in the pictures) with [robin@supportlafd.org](mailto:robin@supportlafd.org). The Foundation often uses your photos and quotes to encourage additional contributions from our funders.
- 7. Apparel Purchases** - The LAFD Foundation is the only **officially licensed apparel provider** for your uniform t-shirts and branded LAFD merchandise. When you shop with the LAFD Foundation, your purchases help to support the Adopt-A-Fire Station program and other equipment requests for the LAFD. Visit [LAFDpersonnel.shop](https://lafdpersonnel.shop) and use the password (LAFD2020) for discount pricing for LAFD members. If your station would like to place a large order, the Foundation will arrange for the merchandise van to visit your station.