

NEW PARTNER AGENCY APPLICATION PACKET



Thank you for your interest in joining Feeding The Valley Food Bank in working to end hunger in West Georgia. Feeding The Valley, is a member of the Feeding America food bank network, distributed more than 7.2 million pounds of food and groceries to partner agencies in our 13 Georgia counties and 1 Alabama county last year. In order to access food items through Feeding The Valley, agencies must apply for and be approved for partnership. **Organizations must be either an IRS designated 501(c) (3) or a qualified church.** The New Partner Agency Application Packet will explain what an organization must do in order to qualify as a Feeding The Valley agency. For more information on becoming an agency, please contact:

Agency Relations
Feeding The Valley
P.O. Box 8904
Columbus, Ga 31908
706-561-4755

Main Warehouse
5928 Coca Cola Blvd
Columbus, Ga.

LaGrange Warehouse
118 Gordon Commercial Drive
LaGrange, Ga.

GLOSSARY OF FOOD BANKING TERMS

Agency

a qualified church or non-profit agency who partners with a food bank (e.g. Feeding The Valley Food Bank) to access product which it will in turn distribute to those in need through food pantries or meal programs. This term is used interchangeably with the term “partner agency”.

Branch

warehouse location in addition to the food bank’s corporate headquarters. A branch serves the same function as the organizational headquarters in a more convenient location.

Client

Someone who visits an agency program (e.g. food pantry, soup kitchen, etc.) for food assistance.

Donor

Individual or organization who gives food, product, or funds to support the work of the food bank.

Feeding America

The national network of more than 200 food banks (formerly known as America’s Second Harvest). Feeding America food banks have operated in the U.S. for over 30 years. Feeding America headquarters are located in Chicago, IL.

Food Bank

Private, nonprofit distribution warehousing organization often affiliated with Feeding America, the national network of food banks. Food banks provide a central location for the receiving of donated food and distribution of food and grocery products to local nonprofits in their communities. (Note: There are some food banks that are not affiliated with the Feeding America network; and some food pantries also use the term “food bank” in their names though they do not fulfill the same function.)

Food Pantry

Community-based, nonprofit food assistance program most often found at churches, synagogues, ministries, and social service agencies. Food pantries are places where those without food receive a supply of food to take home and prepare. Pantries often acquire a substantial portion of their food supply from food banks. Food pantries distribute food to an estimated 90,000 people in Georgia each month.

GNAP (Georgia Nutrition Assistance Program)

State federally funded program administered by the state to provide funds for food banks to purchase high nutrition food products for distribution to children and families with children. Funding approval comes from the state legislature annually. Agencies must sign a contract to participate in GNAP product distribution, and clients must meet income eligibility requirements. Not to be confused with SNAP (Supplemental Nutrition Assistance Program) which was formerly called the Food Stamp Program.

Meal Program

Agency program which provides meals to those in need; meals may be eaten on site, delivered or picked up by clients. Also referred to as congregate feeding program. Examples are soup kitchens, meals on wheels, or backpack programs.

Nonprofit Organizations

refers to those legally constituted, non-governmental entities, incorporated under state law as charitable or not-for-profit corporations that have been set up to serve some public purpose and are tax-exempt according to the IRS. All Feeding America food banks are IRS approved nonprofit agencies under 501(c)(3).

Product

Food and non-food grocery items distributed through a food bank

Salvage

Food or non-food product pulled from retail shelves and/or donated through food drive, not received in whole case quantity.

Service Area

Each Feeding America certified food bank has an assigned service area. Feeding The Valley Georgia's service area is made up of 13 counties in West Georgia and 1 county in Alabama.

Share Fee

Refers to the fee that Feeding America affiliated food bank partner agencies pay per pound of product to help defray the costs of product storage, transportation, and distribution.

Shelter

Place that temporarily houses homeless people, usually overnight; meals are almost always served. Some shelters are for families and others for individuals. Some have a limited time that a family or individual can stay, and others will let people stay for extended periods of time.

United States Department of Agriculture (USDA)

Federal executive department responsible for developing and executing federal government policy on farming, agriculture, forestry, and food.

The Emergency Food Assistance Program (TEFAP)

Program through which federal food commodities made available to state food banks. TEFAP is administered in Georgia through the Department of Education for USDA. Agencies must sign a contract to participate in TEFAP product distribution, and clients must meet income eligibility requirements.

ADDITIONAL REQUIRED APPLICATION INFORMATION

Feeding The Valley New partner Agency Application provides a checklist of partnership requirements. Below are brief definitions of some of the items mentioned in the application.

Federal Employer Identification Number

Number issued by the IRS to organizations for tax purposes. Also known as the EIN. Feeding The Valley must have your organization's EIN so we can report the recipients of donated product to the IRS at the end of the year. The EIN must be present on the application and the IRS Form W-9 at the back of this packet.

IRS 501(c)(3) Determination Letter

A document issued by the Internal Revenue Service to a nonprofit organization confirming its status as an organization exempt from paying federal income taxes and stating the type of exempt organization, for instance 501(c)(3) and the date of that exemption. Feeding The Valley can only distribute to nonprofits and qualified churches. If your agency is a 501(c)(3) organization, please include a copy of your determination letter with your application packet.

Church Qualification Documents

Documents necessary to a church to complete the Feeding The Valley application process if it is not a 501(c)(3) organization.

- These documents must be included:
 - **Church Qualifier Form**: Form which must be completed by the pastor of the church, stating that the agency meets at least 9 of the 14 characteristics of a church set forth by the IRS. Found on page 9 of the application.
 - **Church Qualifier Letter**: Letter written by the pastor on church letterhead following the template provide on page 10 of the application.
 - **Pastor's Ordination Certificated/Minster License**: Copy of the original document. High quality digital photograph or scan is acceptable as well, as long as print on the certificate is legible.

ServSafe Training

ServSafe is a food and beverage safety training/certificate program administered by the National Restaurant Association. All Feeding The Valley partner agencies must complete this food handling/storage training. Submit your completed test with your New Partner Agency Application Packet. If one of your agency volunteers/employees is already ServSafe certified, a copy of that individual's certificate will be sufficient.

Agency Representatives and Officers

These representative appointed by your organization or organizational officers are an agency's "shoppers" and may access product on behalf of the agency.

Basic Agreement

The contractual agreement between the agency and the food bank. (All boxes must be initialed by the pastor or the executive director of the program.)

Check-List for Partnership

Please be sure to answer all questions to the best of your ability. Also should a blank or question not apply to you agency, simply fill in with N/A.

Once completed, please make a copy of this application for your records so that you are aware of all regulations and procedures required of you and Feeding the Valley.

If applying as a Church, we must have all of the following documentation in order to process your application:

- () Completed New Partnership Application
- () Basic Agreement Completed (All Boxes initialed, agreement signed)
- () ServSafe Packet Completed (Return Test or copy of volunteer/employee certification)
- () **Must Provide** Church qualifier form (14 point) and letter from pastor (sample in packet)
- () **Must Provide** Copy of Pastor's certificated of Ordination
- () Signature of Pastor/Director on all lines requiring a signature
- () All letters are typed on church letterhead
- () History of the organization

If applying as a 501 (c) (3), we must have all of the following documentation in order to process your application:

- () Completed New Partnership Application
- () Basic Agreement Completed (All Boxes initialed, agreement signed)
- () ServSafe Packet Completed (Return Test or copy of volunteer/employee certification)
- () Copy of either:
 - 501(c)(3) Tax Exempt Verification form
 - Sponsorship letter (if not a church or 501(c)(3) organization)
- () Signature of Director on all lines requiring a signature
- () All letters are typed on agency letterhead
- () History of the organization

Upon completion of this application, please call (706) 561-4755 ext 3 (Jack Fitts) to schedule a pre-monitoring inspection appointment and then after the inspection a meeting for new Partner Agency orientation. Feeding The Valley staff must perform this inspection of your facility and advise you agency representatives of our company policies prior to you to any new agency orientation.

All shoppers listed on this application must attend an agency representative orientation before shopping for the first time



New Partner Agency Application

Please provide accurate mailing address and email addresses.

For the entire application: If you are a church, the Senior Pastor needs to sign all signature lines. If you are a 501(c) (3) the Executive Director needs to sign all signature lines.

1. Name of Organization (i.e. "First Baptist Church") _____

Physical Address _____

Mailing Address _____

City/State _____ Zip Code _____

County _____ Phone Number (____) _____

Fax Number (____) _____ E-mail _____

2. Name of Feeding Program (i.e. "First Baptist Church"), ***IF DIFFERENT FROM ABOVE***

Physical Address _____

Mailing Address _____

City/State _____ Zip Code _____

County _____ Phone Number (____) _____

Fax Number (____) _____ E-mail _____

3. Name of Primary Contact / Food Director _____

4. Persons authorized to pick-up products from Feeding The Valley Food Bank (Shoppers)

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

****** Please use a separate sheet of paper if there are additional site locations.***

PROGRAM(S) DESCRIPTION:

Check type of program applying:

- (A) _____ Emergency Food Pantry
- (B) _____ Residential Program
- (C) _____ Soup Kitchen
- (D) _____ Shelter
- (E) _____ Abuse Recovery Center
- (F) _____ Buddy Pack Program
- (G) _____ Seasonal Program*
- (H) _____ Other*

*If Seasonal Program or Other, please briefly explain how food received from Feeding The Valley will be used for your program:

Storage Capabilities

Please check the type of food storage equipment available at your site (All storage must be located at agency site).

Dry (Shelves/cabinets) () Refrigerator () Freezer ()

Program Information

Expected Agency Client Base:

1-25 clients () 26-50 clients () 51 – 100 clients () Over 100 clients ()

Do you currently have a regular program in operation () Yes () No

Hours of Operations: (Hours will be published for referrals)

M _____ T _____ W _____ T _____ F _____ Sat _____ Sun _____

Frequency of operation

Daily () Weekly () Bi-Weekly () Monthly () 60 days () 90 days ()

_____/_____/_____
Printed Name of Pastor/Executive Director Signature of Pastor/Executive Director Date

Monitoring Information Guidelines for New Agencies

1. Initial Inspection Monitoring of site(s)

This phase of the application process gives the Food Bank staff a first-hand look at the charity's program(s) and mode of operation. Site visits or monitors are a necessary process because they give the Food Bank an opportunity to meet charity representatives who will be responsible for the day to day operation of your feeding program as well as answer any service questions.

2. What does a monitor look for?

- The existence of all site(s) or program(s) listed on the application.
- Adequate and appropriate storage for food products received from the Food Bank (Dry storage space, refrigerators and freezers).
- The general cleanliness of the food preparation and storage areas.
- Existing record keeping procedures and/or systems.
- Evidence of pest control.

CHURCH QUALIFIER FORM

The Internal Revenue Service has set 14 (fourteen) criteria to determine whether an organization qualifies as a church. In accordance with this provision, Feeding The Valley Food Bank has established a policy that requires an organization, which operates as an independent, unincorporated church, to certify that their program **evidences at least 9 (nine) of the characteristics** from the criteria listed below. Please check the items below that apply to your church:

- _____ 1. A distinct legal existence
- _____ 2. A recognized creed and form of worship
- _____ 3. A definite and distinct ecclesiastical government
- _____ 4. A formal code of doctrine and discipline
- _____ 5. A membership not associated with any other church or denomination
- _____ 6. A distinct religious history
- _____ 7. A complete organization of ordained ministers, ministering to their church
- _____ 8. Ordained ministers elected after completing prescribed course of study
- _____ 9. A literature of its own
- _____ 10. Established place of worship
- _____ 11. Regular congregations
- _____ 12. Regular religious services
- _____ 13. Sunday schools for the religious instruction of the young
- _____ 14. Schools for the preparation of its ministers

As the duly authorized officer of _____ (church name),
I certify that this organization meets the requirements indicated for identification as a church.

Printed Name of Pastor/Director

Signature of Pastor/Director

___/___/___
Date

PLEASE RETYPE THIS LETTER ON YOUR CHURCH'S LETTERHEAD. This letter is ONLY AN EXAMPLE, and is required for churches without 501© (3) certification. When retyping the letter, please fill in the items in parenthesis with the appropriate information of your church. In order to be valid, this letter must be signed by the Pastor of the organization.

CHURCH QUALIFIER LETTER

(YOUR CHURCH NAME)
(Church Address)
(Any town, USA 99999)

(Date)
Feeding the Valley
P.O. Box 8904
Columbus, GA 31908

Attention: Agency Relations

I, (Pastor's name) am the Pastor of **(church's name)**, I am writing to affirm that (church's name) is, in fact, a church. Furthermore, **(church's name)** complies with the spirit of the 14 criteria employed by the Internal Revenue Service in defining a church

(Church's name) is incorporated under the laws of the State of (Georgia/Alabama) as a non-profit organization. Our Articles of Incorporation list our creed and form of worship. We are denominational and not affiliated with any other denomination. In addition, we have a distinct ecclesiastical form of government. We have met as a church for the past (____) years, conducting regular worship services and religious instruction at an established place of worship. We have various Sunday school classes and I, the head Pastor, am an ordained minister.

Sincerely,

(Pastor's signature)

Feeding The Valley Food Bank, Inc. Basic Agreement

Date _____

Whereas, Feeding The Valley Food Bank, inc., herein after known as “FTV”, has offered to provide and supply certain grocery products and related items to _____ (Please print FULL LEGAL NAME as it appears on file with the IRS), a charitable, non-profit corporation or Agency, herein after referred to as “Participant”, and whereas the Participant has warranted to FTV that all items will be duly inspected by a qualified member of their staff and found fit for human consumption or these products will not be accepted; both parties mutually agree to enter into this binding agreement. The Participant also understands that its partnership with FTV may be terminated without notice as a result of any violation of these agreements.

The Participant (*INITIAL EACH BOX FOR EACH AGREEMENT LISTED BELOW; acknowledgement of your understanding of each item is MANDATORY*):

- Must be a charitable, non-profit corporation, Agency, or Church having a tax exempt status with the IRS [having a 501(C)3 determination letter], or be sponsored by an eligible Partner Agency, Church, or 501(C)3 organization.
- Must be a church and/or agency that serves and uses food bank products solely for feeding the needy, ill, or infants, with an emphasis on the needy, herein referred to as “Participant”.
- Participant agrees *not to sell* food boxes, charge for meals, or “require” monetary nor service donations for any product received from FTV. Participant understands and acknowledges that this is a violation of federal and state law and all violations shall incur criminal charges under Section 170(e) (3) of the Internal Revenue Code.
- Participant agrees to accept referrals from FTV who are in need of food assistance.
- Participant must have adequate storage/freezer/refrigerator space for proper and safe food storage until its consumption.
- Participant agrees that their volunteers must have adequate training, expertise, and experience in evaluation, handling, storage, preparation, and distribution of all donated items.
- Participant agrees, if required by law, that they must be licensed by the state and/or city for operation as a food service establishment, according to the services it provides.
- For Participants with approved credit, Participant agrees to remit Shared Maintenance Fee, in the form of an agency check, for the total amount owed for each month no later than the 10th (tenth) of each month. Extension of credit is on a month-to-month basis and is not revolving. Participants will be inactive until entire balance plus late fee has been paid.
- Participant agrees to an NSF (insufficient funds) check fee equal to the greater of \$30.00 or the amount allowed by Georgia state law. Participant understands that funds presented to cover the returned check(s) plus these fees must be made with a bank official check within 5 (five) business days of Participants notification of said returned check(s) by FTV. Also, Participants that have two checks dishonored will be required to remit the Shared Maintenance Fee by bank official check.
- Participant agrees to turn in Monthly Service Reports by the 5th of the month, keep all invoices for a period of 3 (three) years, and maintain a Food Recipient list. Participant agrees to keep these records on file at the agency site. These forms will be accessible to FTV personnel to allow monitoring of agency records, site, and distribution procedures. Failure to comply will result in the Participant being placed on the inactive list, unable to shop, until the problem has been resolved.
- Participant agrees to submit to annual recertification of your agency by FTV personnel and recognizes that said personnel may refuse to recertify an agency or may require a reorganization session as a condition to recertify, if deemed necessary.
- Participant agrees Agency Director and /or Program Director will attend 1 (one) agency meeting per year to discuss programming updates, policies, procedures, and regulations.
- Participant agrees to follow all rules and instructions from FTV staff in regards to safety and food bank procedures. Failure to do so will result in the Participant being suspended from the food bank.
- Participant agrees to allow FTV to use interviews/pictures as part of their Public Relations Materials for promotions, audiovisual presentations, and/or broadcasting.

- Participant agrees it will not solicit any donors that donate to FTV. Solicitation of donors will result in termination of Participant. Participant further agrees to support any events sponsored by FTV, and agrees to work with FTV to positively promote the mission and services provided by FTV within the 14 (fourteen) county service area. Failure to comply with these guidelines as a partner agency will result in termination of partnership privileges with FTV.
- Participant agrees FTV and the Primary Donor have specifically disclaimed any warranties or representation, expressed or implied, as to the purity and fitness for human consumption of any or all such donated items. Furthermore, the Participant will hold FTV and the Primary Donor harmless from any and all liabilities, claims, losses, causes of action, suits of law or inequity, or any obligation whatsoever arising out of, or attributed to, any action by Participant in connection with its storage and/or use of items supplied to it by FTV.
- Participant agrees to accept all items in good faith in as “as is” condition.
- Participant agrees to check all products received against their invoice before leaving FTV. If a mistake has been made, the Participant will notify FTV staff before leaving the facility. By leaving the facility with the product, the Participant is stating that they have received the items they signed for and understand returns will not be accepted.
- Participant agrees that should it be found in violation of the aforementioned requirements of this contract that the Participant will be required to replace and return products of equal or greater value to FTV and/or face prosecution for misuse of product.
- This Agreement represents the complete agreement between Participant and FTV concerning the subject matter hereof and supersedes all prior agreements or understandings, written or oral. No attempted modification or waiver of any of the provisions hereof shall be binding on either party unless in writing and signed by both Participant and FTV. All changes to this contract must be made in writing (typed) on agency letterhead and signed by the agency director or authorized agent and approved by FTV before changes are made active.
- It is the intention of the parties hereto that all questions with respect to the construction and performance of this Agreement shall be determined in accordance with the laws of the State of Georgia.
- In accordance with Federal Law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- Agencies will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
- Agencies will safely and properly handle all of the donated goods, and conform to all local, state, and Federal regulations. Agencies will adhere to additional donor stipulations.
- Participant agrees to allow Feeding The Valley to monitor the Agency regularly.
- Liability release language that the Agency affirms that the original donor, Feeding The Valley and Feeding America: *Are released by the Agency from any liabilities resulting from the donated goods; *Are held harmless from any claims or obligations regard to the Agency or donated goods; and Offer no express warranties in relation to the gift of goods.

Print Name (Pastor/Executive Director)

Sign Name (Pastor/Executive Director)