



Second Harvest Food Bank of Central Florida

Application for Partnership

Thank you for your interest in applying for partnership with the Second Harvest Food Bank of Central Florida. Second Harvest is a private, nonprofit organization that collects, secures, and distributes donated food to more than 550 feeding partners in six Central Florida counties: Brevard, Lake, Orange, Osceola, Seminole and Volusia. We accept applications three times a year and pursue partnerships with those that exhibit thoughtful and organized intentions that align with our mission to end hunger in Central Florida.

Please read the following documents carefully and in their **entirety** before submitting your application. In this packet, you will find contact information for our Agency Relations staff, a checklist for documents that must be included in the application, an explanation of operational requirements, and general information about Second Harvest Food Bank and how we operate.

Our Food Bank receives many requests for partnership each year and we cannot guarantee that every applicant will be accepted into the network. It is in your best interest to complete every applicable part of the application with as much detail as possible.

We understand that every organization is different and you may have questions about the way certain parts of the application should be completed. Our staff is more than happy to help you with this process and will be available for appointments at our Food Bank or by phone and email (see following pages for contact information). Additionally, if you feel you need more information about Second Harvest before applying, you are welcome to contact any of our representatives.

We look forward to learning more about the work you do in the community and the ways that our Food Bank can help you accomplish your goals. Second Harvest Food Bank of Central Florida is proud to be a part of a network that works passionately to end hunger in our area, and we thank you for your efforts to join our cause.

Sincerely,

A handwritten signature in black ink that reads "Patti DeLaCruz". The signature is written in a cursive style.

Patti DeLaCruz

Agency Relations Manager



What You Need to Know to Become a Partner Agency

Applications for all counties may be submitted during the months of July, August, and September. Anything submitted after this period will be saved for the following application period.

Once your application has been received you will be notified of application status. You can expect a site visit to be scheduled within 2-3 weeks of application submission. A site visit will then be scheduled and conducted and upon site approval you will be invited to the next available Agency Orientation.

We understand that not all food programs are exactly the same. Please do not hesitate to contact us if you have any questions after reading the attached information.

Please note: Completion of the application does not guarantee membership. We reserve the right to refuse membership to programs not meeting our criteria. Application may be put on a waiting list if there are no membership openings in your geographical area at the time of application.

Second Harvest Food Bank *does not* partner with organizations for events or special occasions.



Brevard Branch
6928A Vickie Circle
West Melbourne, FL 32904

Orlando Branch
411 Mercy Drive
Orlando, FL 32805

Volusia Branch
320 North Street
Daytona Beach, FL 32114

The following documents **MUST** be submitted with your Application

- **Copy of your 501c3 letter of determination** – This must be the organization’s 501c3. If you operate under an *umbrella* organization, please include a letter from this organization (on their letterhead) authorizing you to use their 501c3.
- **EIN** – If your organization’s 501c3 does not list your Employee Identification Number, or if you are operating under another organization’s 501c3, please provide this information.
- **Copy of the state tax exemption** – This is only necessary if you plan to purchase non-food items such as paper products, toiletries, etc.
- **Documentation of prior food distribution** leading up to the application deadline for the program you are applying for; handwritten sign-in sheets are most commonly used.
- **3 letters of recommendation** – Letters can be from volunteers, donors, clients, or business contacts. The content of the letter should describe the impact your program has on the community and should not be pre-written by the applicant.
- **Safe Food Handling certificate** - This class can be found online at [Safewayclasses.com](https://www.safewayclasses.com). The cost is \$10 (payable by credit card) and lasts for three years. If you have any trouble with registration or the test, please contact **Safeway**. We are not affiliated with this provider and cannot assist you in registration or answering questions. This certification covers the person taking the class, not the organization. If the certificate holder leaves the organization, a new certificate must be submitted.
- If you require your clients to complete an **intake form or application** that is separate from your sign-in sheet, please provide a blank copy.
- If your organization is inspected by the Department of Health or the Agency for Persons with Disabilities, please include a copy of **your latest inspection or current certificate of operation**.

About Second Harvest Food Bank of Central Florida

Vision: Inspiring and engaging our community to end hunger.

Mission: To create hope and nourish lives through a powerful hunger relief network, while multiplying the generosity of a caring community.

What we do: Second Harvest Food Bank of Central Florida exists to serve agencies who distribute food to the area's men, women, children and seniors facing hunger on a daily basis. We are a distribution organization helping to move food from donors to Partner Agencies.

Benefits of Partnership

Partnership with Second Harvest Food Bank of Central Florida offers many benefits:

- We work with you to help you accomplish your mission to feed the hungry.
- Your Agency will have opportunities to work with other Second Harvest programs like Benefits Connections, Grocery Alliance, Childhood Hunger and Nutrition.
- Great customer service from a knowledgeable and friendly staff.

Types of Agencies We Serve

- **Emergency Pantry:** A pantry is where individuals visit the program site and receive bags of groceries to prepare at home. The groceries could also be delivered to the clients.
- **Meal Program:** Partner Agency that serves prepared meals on site to individuals in need. All meal programs are held to the Department of Health Standards.
 - **Residential Program:** A type of meal program that serves permanent or temporary residents of a program. Any residential facility must be inspected and held to Department of Health Standards.

Operational Requirements for Membership

The following items are the minimum operational requirements to become a partner of Second Harvest Food Bank of Central Florida. All agency partners must provide food for an underprivileged or underserved population:

- You must be located in Central Florida area in the counties we serve: Orange, Osceola, Lake, Seminole, Volusia or Brevard.
- An organization ordering food from Second Harvest Food Bank of Central Florida cannot be run out of a person's home or any other shared space.
- You must have responsible personnel who are accountable for record keeping and inventory control.
- You must have proper and adequate physical storage space that meets Second Harvest Food Bank of Central Florida's guidelines.
- You must operate regularly scheduled hours and be open at least monthly for a minimum of two hours each time.
- Your site must pass a site inspection prior to approval and will be subject to another inspection 6 months after partnership.
- You must have the ability and willingness to access and submit information via the internet.
- You must be willing to pay shared maintenance handling fees. You need to utilize sign-in sheets or another tracking system to keep track of the individuals served.
- You are required to adhere to food safety guidelines at all times.
- Redistribution of any product received from Second Harvest Food Bank of Central Florida in a manner other than community distribution is strictly prohibited.

Site Inspections

Second Harvest Food Bank of Central Florida and Feeding America require that before an agency can be approved for partnership, it must pass a site inspection. After approval, the site will continue to be inspected every year.

What do we look for during an initial site inspection?

- Food and non-food household items are stored separately.
- You have a clean, locked storage area designated for pantry food only, with proper temperature setting, and accessible to authorized personnel only.
- You practice “First In, First Out” food distribution.
- All food is stored 6 inches off the floor, 10 inches from the ceiling, 2 inches from the wall and shelving has a sealed finish.
- You have working thermometers and use temperature logs. Dry storage area must be air conditioned below 80 degrees, year-round and 24 hours a day.
- 32 – 40 degrees for a refrigerator and Zero (0) degrees and below for freezer.

Handling Fees – Shared Maintenance Costs

Partners with Second Harvest Food Bank are not required to pay a membership fee, but there is a small cost associated with partnership. The Food Bank operates on a handling fee (or Shared Maintenance) system. The Shared Maintenance is not the cost of the food, but is associated with acquiring the product, paying for truck maintenance, gas, drivers, salaries, etc.

Any baked goods (e.g. bread, cakes, etc.) or produce is free for Partner Agencies. Canned goods, meat, dairy, and other assorted goods are \$0.19 per pound.

Purchase Program

Our Food Bank’s Power Purchase Center sources large quantities of high demand product at wholesale costs to be stored in the warehouse for our agency’s convenience. The product offered through this program is not donated and is priced very similarly to product found at a Sam’s Club or Costco.

Agency Orientation

Upon approval of partnership, every agency must attend the New Agency Orientation which outlines many of the policies and procedures for being a Partner Agency of Second Harvest Food Bank of Central Florida. Your program’s Main Contact (and any additional Shoppers) must attend. If your food distribution is managed by someone other than the aforementioned representatives, please plan on their attending the training, as well.

Application for Partnership

Second Harvest Food Bank of Central Florida

Agency Information		
Agency Name:		
DBA:		
Physical Address:	Mailing Address:	
City, State, Zip:	City, State, Zip:	
County:	County:	
Food Program Phone #	EIN:	
Contact Information		
Highest Authority:	Main Contact Person:	
Position within Agency (Pastor, CEO, etc.)	Position within Agency (Pantry Manager, Director, etc.)	
Phone:	Phone:	
Email:	Email:	
Hours of Distribution and Availability		
How often do you distribute food? <input type="radio"/> Weekly <input type="radio"/> Bi-Weekly <input type="radio"/> Monthly <input type="radio"/> Bi-Monthly <input type="radio"/> Other _____		
Days:	Times	What type of food program are you applying with?
Monday		<input type="radio"/> Emergency Pantry <input type="radio"/> Meal Program <input type="radio"/> Residential or Transitional Housing <input type="radio"/> Other _____
Tuesday		
Wednesday		
Thursday		
Friday		How often can clients receive food?
Saturday		Date your feeding program began?
Sunday		

Agency Background

Do you have multiple locations? If so, list the addresses.

Does your agency or food program assist other areas outside of your county or country? If yes, please explain where and why

Client Base

Please describe the people served by your agency? Check all that apply.

- Seniors
- Working families/individuals
- People with chronic illness
- Displaced populations or immigrants
- Veterans
- Homeless population
- Please identify any other clients served by your agency?

What do you require of clients in order to receive food?

How many clients does your pantry currently serve?

Services

Describe the type of services provided by your agency or food program. Check all that apply.

- Rent/Utilities Assistance
- Mental Health Services
- Case Management
- GED/ESOL Classes
- Legal Assistance
- Nutrition/Wellness
- Healthcare Services
- Homeless Services
- SNAP Application Assistance (Food Stamps)
- Job Training (Resume Writing, Interview Skills, etc.)
- Clothing
- Children Services
- Veteran Services
- Senior Services
- Homeless Services
- We do not provide additional services
- Other (Please describe below)

Explain your food distribution process from start to finish. You may attach additional documentation, if necessary.

How do you track the number of households or individuals served through your program?

How will you communicate your hours and services to clients?

Services: Pantry Programs

How many volunteers or staff members does your pantry currently have?

How is your feeding program funded?

Authorized Signature

By signing below, you are agreeing to adhere to the policies and guidelines set forth by Second Harvest Food Bank of Central Florida.

Highest Authority:

Signature:

Date:

Contact Name:

Signature:

Date: