



Loaves & Fishes

25 Woods Lake Road, Suite 812
Greenville, SC 29607
(864) 232-3595 | Fax: (864) 235-7722
foodrescue@loavesandfishesgreenville.org
www.loavesandfishesgreenville.org

Dear Prospective Partner Agency,

Thank you for your interest in becoming a Loaves & Fishes Partner Agency. It is our mission to assist people by rescuing perishable food and delivering it to organizations and agencies in Greenville County and the surrounding areas.

As a Partner Agency, your program can receive deliveries of perishable food rescued by our staff and volunteers. There is no cost to receive our food.

In order to become a Partner Agency, we ask that your organization complete a simple application process. Kindly assemble and return the following:

- Completed Partner Agency Application
- Signed Partner Agency Agreement
- Copy of IRS 501(c)3 letter OR
 "Section 8" certification letter from U.S. HUD OR
 meet nine of the characteristics listed on the church qualifier form AND
 an original letter on church letter indicating church sponsorship of the food assistance program.

When you have compiled these documents, please mail them to our office or email them to foodrescue@loavesandfishesgreenville.org. Once we receive and review your application, we will contact you to make an appointment to visit your organization. If you have any questions, please call us at (864) 232-3595.

Thank you.

Sincerely,

Brooke Jones
Operations Coordinator



Partner Agency Pre-Screening

Organizations must meet the following qualifications:

The Partner Agency Must:

- Have an established food assistance program that feeds the hungry.
- Be located in Greenville County, South Carolina.
- Provide Loaves & Fishes with a current copy of:
 - IRS 501(c)3 letter OR
 - "Section 8" certification letter from U.S. HUD OR
 - meet nine of the characteristics listed on the church qualifier form AND
 - an original letter on church letter indicating church sponsorship of the food assistance program.
- Have a physical address for the food assistance program that is not a private residence, a mailing address, and an active email address that is monitored regularly.
- Be able to receive deliveries in a three hour time window on a mutually agreed upon day of the week.

Other Considerations:

- Any food provided by Loaves & Fishes may only be used for approved food assistance programs.
- The agency must provide monthly service reports to Loaves & Fishes by the 5th of the following month.



Bringing the Hungry Fresh Food Daily
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Partner Agency Application

- Agency Name: _____
- Mailing Address: _____
- Delivery Address: _____
- Location and directions from nearest major street or intersection:

- Agency Phone: _____ Agency Fax: _____
- Agency Director Name and Title: _____
- AD Phone: _____ AD Email: _____
- Food Program Contact: _____
- FP Phone: _____ FP Email: _____
- Additional Contact: _____
- Additional Phone: _____ Additional Email: _____
- Website: _____
- Program Mission Statement:

- Which of the following best describes your program(s)? (Check all that apply.)
 - Child and/or Youth (After-school, day care, summer) ***# in Program:** _____
 - Emergency Shelter (Domestic or homeless shelter, group home) ***# of Beds:** _____
 - Food Pantry ***Average # Served Each Month:** _____
 - Housing (Senior and/or low income apartments) ***# of Apartments:** _____
 - Single Meal (Soup kitchen, breakfast) ***Average # Served Each Month:** _____
 - Support Group (Rehabilitation, senior citizens) ***# in Program:** _____
 - Other ***Please describe:** _____

- Who do you serve?
 - Anyone who requests assistance regardless of their membership status
 - Only members of your organization or church or residents of your shelter or housing complex

- What is the screening process for those seeking food assistance from your program?

***Do you ask and record:**

- | | | |
|------------------------|------------------------------|-----------------------------|
| Age? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Gender? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ethnicity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Zip Code of Residence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proof of Income? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- How often can an individual receive food assistance from your program?

***Are there exceptions to this policy?** Yes No

- Do you inquire if those seeking assistance have applied for Food Stamps, WIC, Meals on Wheels or for Free or Reduced School Breakfasts and Lunches?

Yes No

***If yes, do you**

assist with applications? Yes No

refer for assistance with these processes? Yes No

***If no, is your agency interested in setting up a referral system?** Yes No

- When do you operate the program you are requesting food for?

Time of Day		Time of Day	
Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

- Type of Delivery Schedule:
 Regular Schedule As Needed Basis ***Call when you have a need for assistance.**

- Special delivery instructions:

- When is **staff** available to receive food?

Time of Day		Time of Day	
Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

- What types of food can your program accept? (Check all that apply.)
 - Cakes, pies & cupcakes
 - Deli breads: rye, sourdough, bagels, pumpernickel
 - Frozen raw meats and poultry (*freezer capacity on-site required*)
 - Juices, milk & other dairy (*refrigeration capacity on-site required*)
 - Loaf bread, hamburger & hot dog buns
 - Prepared foods (*refrigeration and reheating capacity on-site required*)
 - Raw vegetables & fruits

- How much refrigeration, freezer and reheating capacity does your facility have?

- What percentage of your annual operating budget is your food budget? _____

- What dollar amount does this percentage represent on a yearly basis? _____

- Is your program affiliated with the United Way of Greenville County or any other United Way organizations?
 Yes No
- Does your program receive food from other sources?
 Yes No
- Has your program ever received assistance from Loaves & Fishes?
 Yes No
- May we publicize your participation as a Loaves & Fishes Partner Agency?
 Yes No
- May we refer individuals to your organization for food assistance?
 Yes No

Because of high demand and limited resources, not all applications will be approved. We will contact you to schedule a site visit at a mutually convenient time. You will be notified by letter if your partner agency application has been approved or declined. If your request is declined, you may apply again in one year. Deliveries are made based on donations received. If you have a particular need, you may call and place a request with the Operations Coordinator, but no request is guaranteed. Requests are granted to the best of our ability on a first come, first served basis. All requests should be made as early as possible, but no later than seven days prior to need. We appreciate your patience and assistance with these matters. Loaves & Fishes does not discriminate on the basis of race, color, national origin, gender, age or handicap in referring donations.

Partner Agency Signature

Date

Loaves & Fishes Signature



Church Qualifier Form

PLEASE NOTE: This form should only be used by religious organizations that do not hold a Federal 501(c)3 charitable tax exempt status with the Internal Revenue Service.

The Internal Revenue Service uses fourteen characteristics to determine whether an organization qualifies as a church. In accordance with this provision, Loaves & Fishes has established a policy which requires that an organization that functions as an independent, unincorporated church must certify that at least nine of these characteristics are evident in their program.

The characteristics are as follows. Please check all that apply.

- A distinct legal existence
- A recognized creed and form of worship
- A definite and distinct ecclesiastical government
- A formal code of doctrine and discipline
- A membership not associated with any other church or denomination
- A distinct religious history
- A complete organization of ordained ministers ministering to their congregation
- Ordained ministered elected after completing prescribed courses of study
- Origination from some religiously-based document (Koran, Bible, Talmud, etc)
- Established places of worship
- An established congregation
- Regular religious services
- Religious instruction for the youth it ministers
- Schools for the preparation of its ministers

As authorized officers of _____, we certify that this

<NAME OF CHURCH>

organization meets at least nine of the requirements indicated for identification as a church. Furthermore, this organization has not applied for and been denied 501(c)3 status by the IRS, nor has it had such status revoked at any time.

Print Name of Pastor: _____

Pastor Signature: _____

Date: _____

Loaves & Fishes Partner Agency Agreement

Loaves & Fishes and _____ have agreed to the following:
(hereinafter called "the recipient")

This agreement details the conditions under which Loaves & Fishes agrees to provide donated perishable and other food items to the recipient. The recipient, in turn, will use these donated perishable and other food items in programs that serve those in need.

Use and Liability

The recipient agrees that:

1. The recipient named above operates as a charitable organization with 501(c)3 status or as a Church or Temple incorporated by the State of South Carolina or certified low-income housing facility.
2. Donated food items will NOT be transferred in exchange for money, property, services or other valuable consideration.
3. Donated items will be used ONLY in a manner that is in accordance with the tax-exempt purpose of the recipient organization.
4. Donated items will not be used for the personal use of recipient staff or organization members, except for those meeting the recipient's criteria for service.
5. Items will be accepted "as is" and will be properly stored in accordance with recognized food safety handling standards including refrigeration and freezer storage where appropriate.
6. The recipient releases the original donor and Loaves & Fishes from any liability and hereby indemnifies the original donor and Loaves & Fishes against any damage or liability that may arise for the use or condition of donated items.
7. Recipients that receive food donations in reusable containers are responsible for washing and returning these containers to Loaves & Fishes at the time of the next regularly scheduled donation delivery. Failure to return reusable containers will result in suspension of donations.
8. Recipient agrees to on-site visits by Loaves & Fishes personnel, with or without notice.
9. Recipient agrees to forward a monthly report no later than the 5th of each month.

Conditions

Both parties agree to the following:

1. Both parties enter into this agreement on a voluntary basis.
2. Either party may terminate this agreement by so notifying the other party.
3. Loaves & Fishes reserves the right to limit donations based on demonstrated use, adherence to food safety guidelines and need as well as availability of donations.
4. Loaves & Fishes reserves the right to terminate donations should recipient agency fail to comply with their obligations as outlined in this agreement.

Agreed to on this date _____ by

For the Partner Agency/Title

For Loaves & Fishes/Title



“Did You Remember?” Application Checklist

PLEASE NOTE: Applications will not be considered without these items!

Non-Profit:

- Application filled out in its entirety and signed in the appropriate places
- Copy of 501(c)3 determination letter

Housing:

- Application filled out in its entirety and signed in the appropriate places
- HUD “Section 8” certification letter

Churches or Church Sponsored Programs:

- Application filled out in its entirety and signed in the appropriate places
- Copy of 501(c)3 determination letter OR completed church qualifier form and letter of intent on church letterhead signed by pastor

Please submit the completed application with all the proper documentation to:

Loaves & Fishes

25 Woods Lake Road, Suite 812 | Greenville, SC 29607

E: foodrescue@loavesandfishesgreenville.org | F: 864.235.7722