

# Agency Partner Application





Thank you for your interest in joining the Food Bank of Delaware in our fight to end hunger in Delaware. Our Programs are designed to serve the needs of food-insecure adults and children. The Food Bank of Delaware is a member of the Feeding America network. In order to access food items through the Food Bank of Delaware, you must apply for and be approved for membership. New members must be a federally exempt 501(c)(3) organization, church, school, or a program designed to serve food-insecure Delawareans. The New Member Application Packet explains how to qualify as a Food Bank of Delaware Partner Agency. For more information on becoming a partner, please contact:

**Lisa A. Gibbs**

*Agency Experience Manager*

*mgibbs@fbd.org*

*Office: (302) 424-3301 ext 128*

*Cell: (302) 393-5275*

**Newark Warehouse**

*222 Lake Drive  
Newark, DE 19702*

**Milford Warehouse**

*102 Delaware Veterans Blvd.  
Milford, DE 19963*

# Agency Partner Checklist

In order to become a new member we need the following from your agency:

- Completed New Membership Application
- Completed Agreement
- Copy of 501(c)(3) Tax Exempt Verification or Church Exemption Form
- Release and Indemnification Document signed
- ServSafe® Certification Training Certifications\*
- Insurance certificate for all sites distributing food
- Pest control information for all sites distributing food
- TEFAP Application

\*All agencies must have one individual trained on ServSafe® Food Handling Course. This course can be accessed online and the certification is good for three years. To complete training, please visit: [www.servsafe.com](http://www.servsafe.com). The course can be accessed for \$15.

# Agency Partner Application

Please put "N/A" if not applicable to your site

## Agency Information:

Organization Name: \_\_\_\_\_

Type of Organization (Check Off):

501(c)(3)  Church  School  Other: \_\_\_\_\_

Program Name: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Street Address

City

State

ZIP Code

Mailing Address: \_\_\_\_\_

Street Address

City

State

ZIP Code

Do you have more than one physical location for food distribution?:

NO

YES

*If yes, please attach a copy of letterhead with all addresses to be used for food distribution.*

## Hours of Operations:

*If you have more than one food distribution site please attach information onto organization leaderhead*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Frequency of Operations:

Daily  Weekly  Bi-Weekly  Monthly  Other: \_\_\_\_\_

## Storage/Capacity Information:

What type of food storage equipment is available at your site?:

Dry(Shelves/Cabinets)  Refrigeration  Freezer

Expected Agency Client Base:

1-25 Clients  26-50 Clients  51- 100 Clients  100+ Clients

Would you like to include your agency and hours of operation on our website so community members know of your services?

Pantry address: \_\_\_\_\_  Yes  No

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*Please put "N/A" if not applicable to your site*

## Contact Information:

### Primary Contact

### Secondary Contact

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Programs Information:

Please describe what services your agency offers:

# HOW WE CAN PARTNER TO SERVE YOUR COMMUNITY



## SENIOR DISTRIBUTION

Your agency can distribute free food boxes monthly to seniors in need.



## AGENCY PARTNER

Become a partner agency and receive food to distribute to those in need.



## MOBILE PANTRY

Your site can serve as a location for a mobile pantry distribution. (Separate application required)



## HOME DELIVERY

You can refer clients to home delivery options at the Food Bank or serve as DoorDash hub where drivers will pick up boxes for delivery.



## TRAINING PROGRAMS

We train adults for careers in food service and warehousing/logistics. Your agency can refer adults to the free program.



## NUTRITION EDUCATION

We educate neighbors about healthy eating, encourage nutritious food donations and work with food closets to ensure a healthy variety.



## STAND BY ME

We provide financial coaching to help with budgeting, savings, debt-relief and more. Your agency can refer clients to the program.



## BENEFITS OUTREACH

We screen Delawareans for SNAP and WIC benefits and assist them with the SNAP application process. Your agency can refer clients!

**FOR MORE INFORMATION:**  
(302) 424-3301 ext 128  
[partners@fbd.org](mailto:partners@fbd.org)

**Please identify the program(s) your organization wishes to provide with our services to the community (Please refer to Programs Page prior for more information):**

- Food to assist with emergency food pantry operations
- The Emergency Food Assistance Program (TEFAP)
- Commodity Supplemental Food Program (CSFP)
- Referral Process for Home Delivery Clients
- Mobile Pantries (Separate Application Required)
- Nutrition Education Assistance for Clients and agencies
- Benefits Outreach Services for Clients
- Stand By Me Financial Coaching for Clients
- More information regarding our two training programs, The Culinary School and L.O.G.I.C. (warehouse/logistics)