



GOOD FOODS IN THE GOOD FIGHT AGAINST HUNGER

Partner Agency Application

Thank you for your interest in becoming a partner of The Food Group, an innovative food bank dedicated to serving the hunger needs of our changing communities. THE FOOD GROUP is a full service food bank, providing quality, nutritious food and support services to hunger relief partners, including food shelves and on-site meal programs throughout the state. Partner agencies receive free donations from THE FOOD GROUP and have access to purchasing basic staples at or below wholesale cost through THE FOOD GROUP's bulk purchasing program.

Please complete the attached application and send it back to us via mail, email, or fax. The enclosed application includes contact information for your agency, a summary of the benefits to joining THE FOOD GROUP, and a series of questions describing your agency services. After completing the application please be sure to include a copy of the documentation requested in the last question. If you need any assistance during the application process please contact Trica Leland, Agency Relations Specialist at 763.450.3895 or tleland@thefoodgroupmn.org. Applications can also be submitted to the attention of Trica.

Within a week after receiving your completed application, THE FOOD GROUP staff member will be in contact with you about your application status. If THE FOOD GROUP membership is a good fit for your agency and THE FOOD GROUP staff person will schedule a site visit and begin the process of setting up your agency for membership. We look forward to receiving your application and beginning the process of partnership.

Please submit application to THE FOOD GROUP
Attention: Agency Relations Specialist
8501 54th Ave N, New Hope, MN 55428
Hennepin County Based orgs: Maria_mbonilla@thefoodgroupmn.org
All other orgs: Fun_Fun_fcheng@thefoodgroupmn.org
Ph: 763-450-3860 Fax: 763-450-3895

The Food Group Partner Agency Application

Agency Contact Information

Agency Name:	
Agency Address (if multiple locations please list all):	
County:	
Agency Phone:	
Agency Fax:	
Agency Website:	

Applicant Contact Information

Name of Applicant:	
Position:	
Direct Phone:	
Email:	

Benefits to Becoming a Partner Agency

THE FOOD GROUP is an innovative food bank dedicated to serving the hunger needs of our changing communities. In order to achieve this mission, THE FOOD GROUP partners with organizations such as yours to maximize the sharing of food, resources, and support services. Below is a summary of the resources and benefits we provide to our Agency Partners.

Bulk Purchasing

Partner Agencies have access to ordering a variety of staple items on a weekly basis. THE FOOD GROUP buys these items in bulk and offers them to Partner Agencies at below retail costs. Partner Agencies can choose from a wide selection of food staples, including: fresh produce, frozen meats, culturally specific food items and hygiene and household necessities. THE FOOD GROUP is committed to offering quality food items with a specific focus on nutrition. Free delivery is available to Partner Agencies that purchase more than 400 lbs.

Free Food and Inkind Donations

THE FOOD GROUP recognizes that food budgets are tight for our Partner Agencies. Because of this we solicit free food and inkind donations from a variety of sources. Anything THE FOOD GROUP receives for free is available to our Partner Agencies at no cost.

Non-perishables: THE FOOD GROUP receives and sorts donated non-perishable food for our Partner Agencies. This food can be accessed through weekly Bulk Purchasing orders as it is available.

Fresh Produce: THE FOOD GROUP is strongly committed to providing access to fresh produce. We have two main programs that offer fresh produce to our Partner Agencies at no cost. The Lost Harvest Program rescues produce grown in excess from the Southwestern regions of the United States. The Harvest for the Hungry Program partners with Community Supported Agriculture (CSA) farms in MN to provide local produce to our Partner Agencies. All produce can be accessed through the Bulk Purchasing order form as it is available.

Other: In addition to produce and non-perishables, THE FOOD GROUP actively seeks out donations of hygiene items, household goods, office supplies, dairy products, and frozen meats. As we receive these donations they are available to our Partner Agencies at no cost through Bulk Purchasing.

Support Services

Partner Agencies have access to THE FOOD GROUP's computers, printers, scanners, laminators, and other media equipment. THE FOOD GROUP also provides access to a client intake and statistic tracking software, developed and supported by THE FOOD GROUP. Agencies are invited to attend quarterly informational meetings at THE FOOD GROUP in order to network, learn, and share best practices. Additionally, THE FOOD GROUP's staff members are available for site visits, brainstorming, and resources on areas such as volunteer coordination, grant writing, and marketing.

Partner Agency Application

1. Why are you interested in partnering with THE FOOD GROUP? What do you hope to gain?
2. What type of program does your agency operate? Food shelf, meal program, snack program, other.
3. What are your service boundaries?
4. Describe the population you serve.
5. How many total individuals did you serve in the most recent calendar year?
6. What are your hours of operation?
7. Describe your intake process. How often do you conduct a formal intake?
8. Does your food shelf operate using a choice model? If no, why?
9. How many years has your agency been in operation?
10. What is your annual operating budget for food purchases?

Partner Agency Application

11. What types of food does your food shelf generally distribute? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Non-perishable | <input type="checkbox"/> Fresh produce |
| <input type="checkbox"/> Frozen meats | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Culturally specific | <input type="checkbox"/> Kid friendly |
| <input type="checkbox"/> Other, please describe_____ | |

12. What are your current food sources? Retail rescue, wholesale purchasing, food banks...

13. What other services does your agency offer? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Thanksgiving Packages | <input type="checkbox"/> December Packages |
| <input type="checkbox"/> Birthday Packages | <input type="checkbox"/> Nutrition Classes |
| <input type="checkbox"/> Hygiene Packages | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Mass Food Distributions | <input type="checkbox"/> Bus Tokens/Transportation Assistance |
| <input type="checkbox"/> Back to School Packages | <input type="checkbox"/> Tax Assistance |
| <input type="checkbox"/> Short-Term Loans | <input type="checkbox"/> Housing Assistance |
| <input type="checkbox"/> Car Repair Vouchers | <input type="checkbox"/> On-Site Meal Program |
| <input type="checkbox"/> Translation Services | <input type="checkbox"/> Financial Education and/or Counseling |
| <input type="checkbox"/> Food Support Outreach | <input type="checkbox"/> Other: _____ |

14. How many staff work for your agency? How many specifically work in the food shelf?

15. Do you utilize volunteers? If so, how many?

16. What languages do your staff or volunteers speak?

17. Does your food shelf have any current violations from the City Health Department? If yes, what action has been taken to resolve the problem?

18. Does your food shelf have all of the below? If yes, check the corresponding box and attach a copy.

- | |
|--|
| <input type="checkbox"/> Written policy for refusing services to clients |
| <input type="checkbox"/> Written grievance policy |
| <input type="checkbox"/> Established 501(c)(3) tax exempt status |
| <input type="checkbox"/> Current Department of Health Food Shelf License, if required by city/county |

