

## RFP Snapshot

Proposals Due	May 24, 2021 at 5:00 PM
RFP Info Session	May 7, 2021 at 2:00 PM
Technical Assistance Session ( <i>Registration Required</i> )	May 13 and 14, 1:00 – 3:00 PM
Grant Award Range	\$75,000 – \$150,000
Application Portal	<a href="https://fooddepository.grantplatform.com">https://fooddepository.grantplatform.com</a>
Site Visits	May 31 - June 11, 2021
Grant Award Notification	June 30, 2021

## The Challenge: Food Insecurity in Our Community

Food insecurity and hunger are complex problems, resulting from myriad factors. Those who are experiencing these issues are also facing other challenges. The impact of the global COVID-19 pandemic and the resulting economic recession exacerbated the problems, creating unprecedented and urgent need.

In 2020, food pantries served 120% more people compared to the prior year. Black and Latino communities and households with children continue to have the sharpest increases in need. Economists confirm that 1 in 3 households with children continue to report food insecurity. To meet this need, the Greater Chicago Food Depository supported food pantries in targeted communities of need by providing operational and capacity building needs using an equity approach. The long-term public health, community and economic recovery requires the Food Depository's ongoing commitment to strengthening the emergency food system by creating access to food where communities need it, ensure more people are served in a culturally relevant and dignified manner, and support the development of robust community partnerships.

## The Opportunity: An Equitable Start for New Pantries

The mission of the Greater Chicago Food Depository is to end hunger in our community. We are committed to ensuring that food access is one less challenge in the lives of people who have been impacted by systemic racism, poverty, and inequality. The Equitable Start grant program to establish new pantries in high-need communities extends the Food Depository's commitment of increasing access to food and offering new services in a manner that does not replicate systemic inequities borne by Black and Brown communities.

## The Communities: Priority Areas

Recent research identified several high-need areas of which the following were selected to focus investment efforts for new pantries:

1. Chicago Lawn/Ashburn
2. Gage Park/West Elsdon
3. Hermosa
4. Woodlawn
5. Riverdale (Suburb)
6. Melrose Park/Stone Park

### **Grant Requirements**

Organizations with an established presence and capacity to operate a pantry that have not previously been funded are welcome to apply for the Equitable Start Spring 2021 start-up grant program.

### **Pantry Program Requirements**

Proposed plans for a new pantry must include the following:

- Pantry location (not just host organization) must be in a target community area
- Pantry program space must be located in a dedicated physical space that is not shared with any other program or retail space.
- Ability to operationalize food distribution within six-months of grant notification
- Pantry must operate in a dedicated program space a minimum of 3 days per week, for no less than 2 hours each day, and operating times must include at least one weekend day, and one evening time – i.e., 5:00 PM and later
- Serve a minimum of 100 unduplicated people per week
- Distribute a nutritious blend of food including fresh produce, protein, dairy, and shelf stable items
- Source majority of food from Greater Chicago Food Depository
- Must include home delivery services
- Demonstrate plan for sustaining pantry operations for three or more years
- Must have a dedicated staff person as Pantry Director (FTE or PTE)
- Ability to utilize Link2Feed software for service tracking and evaluation
- Demonstrated ability to provide nutrition education and benefits enrollment (i.e., SNAP)
- Adhere to COVID and food safety regulations per GCFD, CDC and applicable Departments of Public Health

### **Grant Support**

Grant funds are to be used for start-up costs within six months of notification to establish the new pantry. Grants are for one year and not renewable. Grant awards must be used for the needs and communities as described in the funded proposal.

### **New Pantry Grants**

#### **Start-Up Costs**

The grant will provide support for start-up costs of establishing a new pantry that is intended to serve the community for a minimum of three years. Costs that are eligible for use of grant funds are:

- Rent/lease costs of pantry location
- Build-out of space to accommodate pantry including welcome/waiting areas, check-out, nutrition/benefits support areas, and storage
- Renovations/improvements for ADA accessibility and public safety
- Electrical and energy efficiency for cold storage, temperature regulation, enhanced lighting
- Salary and benefits for Pantry Director (FTE or PTE)



Grant funds must **not** be used for the following costs:

- Purchase of food
- Support of current staff of other programs not related to new pantry
- Support of management staff time
- General organizational management and overhead costs
- Marketing activities not specific to launch of new pantry

**Selection Criteria**

*The Equitable Start grant program to establish new pantries in high-need communities extends the Food Depository’s commitment of increasing access to food and offering new services in a manner that does not replicate systemic inequities borne by Black and Brown communities.*

Organizations applying to establish a new food pantry in an identified high-need community will be considered on how strongly the proposed plan and vision meet the intended goals of the grant program. Applications for start-up pantry proposals will be evaluated on the following criteria:

- Clear vision for increasing access to food and delivering culturally relevant and dignified services specific to the community, and innovative service delivery that addresses neighborhood inequities
- Plan for sustaining pantry in identified community, increase access to food including offering a balanced menu of shelf staples, proteins, dairy and produce, support nutrition education and public benefits (i.e., SNAP) enrollment and support
- Organizational capacity to develop and launch a major new program within 6 months
- Ability to serve 100 unduplicated people per month
- Commitment to operate pantry for a minimum of three days per week, including evening and weekend hours, for a minimum of two hours each day
- Commitment to fully partner with the Greater Chicago Food Depository for food sourcing, program development, and evaluation and continuous improvement
- Ability to adhere to COVID and food safety regulations per GCFD, CDC and applicable Departments of Public Health

**APPLICATION PROCESS**

<b>May 7 at 2:00 PM</b>	RFP Information Session	
<b>May 13 and 14 1:00 – 3:00 PM</b> <i>Variable 20-minute time slots</i>	Technical Assistance Sessions	20-minute sessions with Food Depository team Register Required via email to <a href="mailto:FoodDepositoryGrants@gcfd.org">FoodDepositoryGrants@gcfd.org</a> Subject Line: New Pantry TA Session
<b>May 24 at 5:00 PM</b>	Submit written application online	<a href="https://fooddepository.grantplatform.com">https://fooddepository.grantplatform.com</a> *Email Registration required Select Equitable Start Spring 2021
<b>May 31 – June 11</b>	Site Visit	If selected for a site visit, virtual visits and location walk-thrus will be scheduled
<b>June 30</b>	All applicants notified of final decision by	

Full consideration is given to applications submitted with all required attachments.

## FREQUENTLY ASKED QUESTIONS

### 1. What is the goal of the New Pantry Equitable Start-Up program?

The New Pantry Equitable Start Program is seeking to open new pantries in identified high-need communities disproportionately impacted by food insecurity, poverty, unemployment, and historic economic disinvestment throughout Cook County. In partnership with the Food Depository, new pantries are expected to increase the availability of food, specifically fresh produce, and protein, and enhance the overall pantry experience for the public.

### 2. Which organizations are eligible to apply for the Equitable Start New Pantry Spring 2021 start-up grants?

Community organizations with established relationships and a proven track of establishing and sustain new services with a clear vision, and a focused and sustainable plan are eligible to submit an application. Organizations previously funded by the Equitable Start New Pantry grant program are not eligible.

### 3. What are the target communities for new pantries?

The following communities are the locations we are inviting to apply for this current RFP process.

- 1) Chicago Lawn/Ashburn
- 2) Gage Park/West Elsdon
- 3) Hermosa
- 4) Woodlawn
- 5) Riverdale (Suburb)
- 6) Melrose Park/Stone Park

### 4. How much can be requested?

Grant amounts range between \$75,000 and \$150,000. The grant period is July 1, 2021 – June 30, 2022. Grant notifications will be made by June 30, 2021.

### 5. How will requests be reviewed and evaluated?

Organizations applying to establish a new food pantry in an identified high-need community will be considered on how strongly the proposed plan and vision meet the intended goals of the grant program and requirements of a new pantry program.

### 6. What type of technical support will be provided by the Food Depository?

Food Depository team members will be a resource throughout the new pantry set-up process and work with organizations to develop the appropriate evaluation framework for measuring success. Applicants should be prepared to participate in the grant program information session scheduled for Friday, May 7, 2021 at 2:00 PM CST via Zoom.

## FREQUENTLY ASKED QUESTIONS

### 7. Will there be a site visit?

Site visits will be conducted between May 31 and June 11, 2021. Site visits will include a virtual call and an in-person, on location visit by Food Depository team members. All COVID-19 and social distancing protocols will be observed.

### 8. Are new pantry operators required to track client visits to the pantry and use a specific technology? If so, how do we access it?

Yes, to meet our needs of both public and private funders of pantry programs we are required to track the number of people served at pantries including demographic information as well as collect data on their food insecurity needs. The data collected is confidential and is stored in the Food Depository's client intake tool Link2Feed. As a part of our partnership agreement, all community partners are required to track food distribution and help all of us measure the impact of this grant program and our mission of reducing hunger. Please note Food Depository provides technology and technical support to partners for using Link2Feed.

### 9. Is funding for salaries an eligible request?

Salaries for a Pantry Director for the new pantry is an eligible use of grant funds.

### 10. Are we eligible to apply if it may take more than six months to open the New Pantry?

Yes. We encourage grant award recipients to ensure pantries are open and operational as soon as possible. With the recognition that some pantry set-up processes may take longer than others, organizations should provide information on how they will distribute Food Depository provided food resources to the identified community prior to the opening of the new pantry.

### 11. When is the proposal due and when will grants will be disbursed?

Proposals are due on Monday, May 24, 2021 at 5:00 PM CST.  
All applicants will be notified of final decisions by June 30, 2021.

### 12. How do I access the online grant application?

Visit <https://fooddepository.grantplatform.com> and *Select Equitable Start* to begin an application. You will be asked to register and confirm your email address. An auto-generated notification that the application has been submitted will be emailed to the registration email -please check Spam/Clutter folders for the message.

### 13. Who do we contact for additional questions?

You may email your questions to [FoodDepositoryGrants@gcfd.org](mailto:FoodDepositoryGrants@gcfd.org). Please include a phone number where you can easily be reached.



# FOOD ACCESS PARTNER AGREEMENT

GREATER CHICAGO FOOD DEPOSITORY

The Greater Chicago FOOD DEPOSITORY (hereinafter “FOOD DEPOSITORY” or “GCFD”) serves as the food bank for the State of Illinois’ Emergency Food Program (EFP) for Cook County. The EFP makes United States Department of Agriculture (USDA) commodities available to food pantries, soup kitchens and homeless shelters to help feed low-income households. The guidelines for participation in this program are noted in this agreement under Appendix E. Please be informed that the FOOD DEPOSITORY reserves the right to change the information in this agreement at any time without advance notice.

The food access partner (hereinafter “Partner” or, in the plural, “Partners”) must adhere to the following:

## **GENERAL BUSINESS PRACTICES**

1. Have a not-for profit status by the Federal Internal Revenue Service (IRS) under section 501(c)(3).

A copy of this certification must be provided to the FOOD DEPOSITORY for its records. Please note that it is no longer permissible for a Partner to use a fiscal agent if it does not have its own 501(c)(3). Please call 1-888-361-9445 for information on the application procedures. Furthermore, please be informed that the FOOD DEPOSITORY does not permit Partners to establish/operate food distribution or hot meal programs from homes or apartments or other buildings zones as residential properties.

2. Have a written, concise mission (goal) that supports the need for a food program in the community.
3. Actively collaborate, network and support other social service organizations and food access programs in your community with the goal of providing a stronger network of supports and services for the residents of the community you serve.
4. Maintain satisfactory program operations in terms of:
  - Food resources (supplementary)
  - Financial plan and sufficient budget to support a food program
  - Volunteers and staff (the average food program has at least four to six people to assist with unloading food, organizing the food in the storage area, preparing for distribution)
  - Transportation plan, as needed, to include sufficient funds budgeted for gasoline, insurance, maintenance, and/or truck rental expenses. Transportation plan will be critical for programs picking up retail food donations and/or running home delivery food programs.

5. A Partner may not use the FOOD DEPOSITORY’s logo for co-branding purposes with written consent.

## **ADVOCACY**

As part of the FOOD DEPOSITORY’s mission, “Providing food for hungry people while striving to end hunger in our community”, the Partner must support the FOOD DEPOSITORY’s advocacy efforts. Advocacy opportunities include attending lobby days in Springfield, participating in local and national work, e.g. Hunger Study, advocating to Legislative representatives and supporting State and Federal safety nets (e.g. SNAP).

## **BENEFIT OUTREACH**

The Food Depository recognizes that State and Federal safety net programs, such as SNAP and WIC, are critical hunger relief strategies. In coordination and with support from the FOOD DEPOSITORY, the PARTNER agrees to support efforts to increase awareness of public benefits and services provided by the FOOD DEPOSITORY'S benefits team, to individuals who are eligible but not enrolled in benefits.

Partner agrees to the following:

- Promote benefits hotline, online and via marketing materials (distribution of flyers to individuals and display posters onsite)
- Refer individuals to benefits hotline
- Invite benefits team to participate in public events held by the Partner
- Host onsite enrollment events, and if available, provide office space to assist with enrollment on a regular basis
- Explore the possibility of having the FOOD DEPOSITORY train Agency volunteers and/or staff on SNAP policy and onsite application process

### **NUTRITION AND HEALTH**

The Food Depository not only strives to end hunger but aims to help people thrive in their communities. The organization's vision is that everyone in the community will have access to the food they need to lead healthy, stable lives. This is aided by an environment that supports nutrition and health across populations. We know that good nutrition is associated with a reduction in chronic disease, and that policy, systems, and environmental changes which make healthy food choices easy and accessible have the greatest public health impact. Increased food access combined with improved diet quality through the consumption of nutritious foods will help reduce poor health outcomes. Nutrition education is a key component of this strategy. Partners will work in partnership with the FOOD DEPOSITORY or other partners to identify opportunities to address inequities in access to nutritious food and nutrition education resources at their programs.

### **COMMUNITY PARTNERSHIP**

The Partner agrees to work with the FOOD DEPOSITORY to build community capacity through partnership and collaboration in support and service of the individuals served by our programs.

### **GUEST GUIDELINES**

1. Distribute food to those who are eligible within the community at large. Service must be given regardless of race, color, citizenship, ethnic origin, national origin, ancestry, religion, sex, marital status, pregnancy, disability, age, sexual orientation including gender identity, unfavorable discharges from the military or any group membership.
2. Distribute food received from the FOOD DEPOSITORY for the sole purpose of feeding those in need of emergency food assistance. **Any other use of the food received from the FOOD DEPOSITORY is prohibited.**
3. Volunteers, who find it necessary to receive food assistance, are to receive food after the distribution. Volunteers are not allowed to pre-pack their bags before or during distribution (if the site does not have left over product then the volunteers do not receive anything). Also, volunteers must adhere to the same distribution cycle as clients, i.e., if the Partner allows clients to visit the program once every 30 days, then the volunteer may only receive food once every 30 days.

Note: The EFP prohibits discrimination of any kind.

4. Food and all other products distributed to Partners by the FOOD DEPOSITORY must be **given to recipients free of charge**. The Partner **may not**:
  - Charge or solicit membership dues, fees, or donations from clients for food and products in any way, for any reason.
  - Require membership or organizational affiliation as a condition for receipt of products. Nor must the Partner require or conduct activities that might be interpreted as requiring membership or affiliation in any organization (church, political, fraternal, union, block club, etc.) or attendance of the same as a requisite for receipt of products and services.
  - Place any financial or volunteer requirements upon clients in exchange for food.
  - Sell food in any way. Food cannot be exchanged for money, services rendered, or other considerations.
  - Partner volunteers may not receive more, better, or substantially different products than the Partner's clients.
5. Distribute all food for the expressed purpose, and only that purpose, approved by the FOOD DEPOSITORY at the time of membership application and approval. Partners may be terminated by the FOOD DEPOSITORY for non-approved food use and distribution. Examples of such non-approved use include, but is not limited to, the following: vacation Bible school (or other religious retreats), block parties, back-to-school events, volunteer thank-you parties, church picnics, or dinners, fundraising events, community events, and use at locations not approved by the food bank.
6. Agree to clearly distinguish between foods and products designated for the emergency feeding program from any other foods or products that may be used for unrelated programming or activities, e.g. church dinners or volunteer luncheons.
7. Partners must not directly tie inherently religious activities, such as worship, religious instruction or proselytization of food distribution.
8. Faith-based services must begin one hour after the food distribution ends or the faith-based services must end one hour before the start of the food distribution.
9. Numbers (a line/crowd control strategy) may not be passed out more than 15-minutes prior to the start of the Partner's posted distribution time.
10. Have regular/established days and hours of operation for services. The Partner must provide written documentation to the FOOD DEPOSITORY in changes occur. Partners must agree to be open, at minimum, once a week for two consecutive hours for mass distribution unless otherwise approved by the FOOD DEPOSITORY. The FOOD DEPOSITORY may terminate a Partner's membership if the Partner drops below its approved weekly schedule.
  - Pantries: Must be open once a week for a minimum of two hours
  - Soup Kitchens: Must have regular hours of operation posted to the general public
  - Homeless Shelters: Mealtimes must be clearly identified to guests and the FOOD DEPOSITORYEven if a food program is not eligible for USDA commodities, it must operate once a week for two consecutive hours for mass distribution unless otherwise approved by the FOOD DEPOSITORY.
11. Pantries must distribute food using the client choice model.



12. Agree to participate in research studies commissioned by Feeding America, the FOOD DEPOSITORY, or any governmental Partner.
13. Have written guidelines for providing or refusing guest services. Make this information available for guests/potential guests on posters or flyers.  
Example:
  - No client will be served while intoxicated
  - Shelter house rules, day care program guidelines, etc.
14. Have a telephone accessible for referral and security purposes.
15. Have a reliable computer and internet access onsite. As well as an active email address.

## **FOOD STORAGE**

1. Store food in a locked area.
2. Store food separately for each program or purpose.  
Example:
  - Pantry program food may not be stored with food that is used for a church fundraiser (for example, spaghetti dinner supplies must be stored separately from pantry products).
3. Store food in a clean, dry (50 to 60% humidity), and rodent and insect-free storage area. All food must be stored in an appropriate area approved by the FOOD DEPOSITORY during site inspections. The FOOD DEPOSITORY does not allow storage of food in garages, sheds, storefronts, for-profit businesses, non-profit organizations, or buildings that are not part of the food distribution/hot meal program. Food must be stored in a temperate regulated environment that has a constant temperature of 50 to 70 degrees Fahrenheit.
4. Have a contract with a professional exterminator for a pest control plan.
5. Store food six (6) inches off the floor on pallets or shelves.  
Example:
  - Do not store food in a boiler room or garage.
6. Store packaged foods (cornmeal, rice, beans, cereal, etc.) in pest resistant containers. Acceptable containers include enclosed metal cabinets, clean standard food-service containers, labeled plastic or metal bins with tight fitting lids. These containers should be used exclusively for the food.
7. Have cold storage space available for refrigerated and frozen items. Store refrigerated and frozen items in the appropriate units at the temperatures required by law. Refrigerators must have a temperature below 41 degrees Fahrenheit. Freezers must be maintained between 0 to -10 degrees Fahrenheit. Each cold storage unit/compartments must have a thermometer that indicates the temperature of each unit/compartments.  
Example:
  - A refrigerator/freezer (or combination) unit requires two thermometers – one for the refrigerator compartment and one for the freezer compartment.
8. Rotate all stock. Distribute food based on the First-In, First-Out (FIFO) method.
9. No repacking food items received through the food bank, i.e., repacking of meat into smaller packages.

10. Program staff and/or volunteers must complete a safe food handler's course, as required by Feeding America.
11. Store chemical products (shampoo, bleach, laundry soap, etc.) separately from food.

Example:

- Store perishables on top portions of shelves and store chemical products on the bottom portion of shelves.

## **PROGRAMS**

The FOOD DEPOSITORY utilizes different channels of distribution for food to support specific populations, such as youth, older adults, veterans, people with disabilities and individuals living to chronic health conditions. Partners will work in coordination with the Food Depository to support these food access programs as needed and feasible.

## **RECORD KEEPING**

1. Maintain accurate, up-to-date records, which indicate the amount of food received from the FOOD DEPOSITORY and guest participation in Partner programs. **Records should be kept on-hand for a minimum of one year.**

Noe: The EFP requires that participating organizations maintain records for a period of one year from the close of the federal fiscal year to which they pertain.

2. Food Pantries must use Link 2 Feed for the intake tool during their distributions.
3. Meal programs (soup kitchens and shelters) will use a sign-in sheet and submit a monthly menu with survey.
  - Monthly menu is due the 1<sup>st</sup> of the month
    - Example: October's menu is due October 1
  - Survey is due on the 10<sup>th</sup> of the following month
    - Example: October's survey is due by November 10

The data collected should include the number of households served and the number of individuals served.

4. Send monthly service survey form, reporting your Partner's service statistics for the month for all distributions to the FOOD DEPOSITORY by the 10<sup>th</sup> of each month. Surveys may be faxed to (773) 927-8398, emailed to [communityrelations@gcfd.org](mailto:communityrelations@gcfd.org) or mailed to the food bank.

### **Meal programs submit menu with monthly survey.**

Blank forms will be provided upon request to the member Partner for this purpose. This form is due whether or not the FOOD DEPOSITORY's food was distributed that month. Please be sure to keep a duplicate of the survey for Partner records. After the 10<sup>th</sup> of the month, the Partner's order process will be blocked until the survey is received.

## **FOOD DEPOSITORY MONITORING AND PARTNER PARTICIPATION**

1. Agree to announced and unannounced site visits by a representative(s) of the FOOD DEPOSITORY. The Partner must agree to continuous site visits during hours of operation while a member. Note: photos of your distribution may be taken during site visits (not of clients). The purpose of these visits will be to verify food safety standards are being maintained and that the client experience and all agreed upon activities outlined in the partnership agreement are being upheld.

2. Agree to provide site visitor with requested documents as a part of the monitoring process, as needed.

Example:

- 501(c)(3), mission statement or program description, pest control documentation, certified food handler's license, monthly survey, etc.).

Note: The EFP requires participating organizations to provide access to records.

3. Agree to have primary coordinator (include their job description) from the Partner attend all required trainings before becoming a member and send the same representative to on-going meetings and/or trainings as needed or required.
4. Inform the FOOD DEPOSITORY, in writing immediately of the following circumstances:
  - *A move from one location to another.* In some cases, moving a Partner from one area to another may disqualify the Partner from membership. Any change in location or physical storage area requires a site visit from the FOOD DEPOSITORY.
  - *Changes in telephone numbers or email addresses.* The FOOD DEPOSITORY must be able to reach Partners quickly in the event of a product recall or other emergency situations.
  - *Change in director, coordinator, contact person, or licensed food handler.* The Partner must endure the FOOD DEPOSITORY review this change for appropriate training.
5. Partner agrees to place an order from the menu at least once a month. If a Partner fails to meet this requirement, the FOOD DEPOSITORY may terminate the membership.
6. Partner agrees to receive all deliveries of food from FOOD DEPOSITORY.
7. When a Partner is not in compliance with these eligibility requirements or those of other programs offered by the FOOD DEPOSITORY, the Partner may be placed on HOLD from all food ordering eligibility.

Example:

- Pest infestation, , failure to comply with site visits, failure to submit monthly surveys, misuse of food, etc.

Partners on HOLD are blocked from ordering and may be blocked from other FOOD DEPOSITORY program participation. The HOLD is meant to give a Partner the opportunity to correct the circumstance that created the HOLD. If after three months the Partner has not contacted the FOOD DEPOSITORY, the membership termination process will begin.

A Partner may request a HOLD status if it wishes to reorganize or reevaluate its program. Self-selected HOLD status requires a site visit. Self-selected HOLD can continue without negative consequences to membership for up to three months.

8. If a Partner does not comply with membership eligibility or program requirements, or if it fails to respond to contacts from the FOOD DEPOSITORY, its membership may be terminated. A six-month waiting period is required for an Partner that wishes to reactivate membership. The reactivation process is the same as the original membership application process.
9. Partner agrees to adhere to any additional donor stipulations as directed, provided such stipulations do not conflict with this agreement.

10. The Partner must have keys to unlock dry storage areas and cold storage units available during distribution hours.
11. Partner agrees to distribute within an assigned community area. However, the Partner agrees not to turn another in need away.

## **FEES**

The Partner agrees to contribute, as necessary, to certain FOOD DEPOSITORY's fees. While the FOOD DEPOSITORY offers purchased food (food purchased by the FOOD DEPOSITORY through private funding) at no cost/free, certain purchased food will be offered to the Partner at cost when certain donated food is not available.

The FOOD DEPOSITORY purchases 18 core food items for its menu, all usage guidelines and requirements apply to purchased products, as well as donated products available from the FOOD DEPOSITORY.

Certain FOOD DEPOSITORY classes/training programs may require the Partner to pay a specified fee.

Note: All Partners are issued a specific credit limit. A Partner will be placed on HOLD if it constantly exceeds its established limit, or if it remits non-sufficient funds (NSF) checks. There will be a fee charged to the Partner's account for returned checks.

If a Partner is terminated, it must pay its outstanding balance before its membership is reinstated.

## **DONATIONS and GRANTS**

In the event the FOOD DEPOSITORY collects cash donations on behalf of the Partner, these donations become grants to purchase food. Use of these grants for other purposes must be approved in advance by the FOOD DEPOSITORY. Partner designated cash donations that turn into grants are expected to be used within a twelve-month period, after the donation date.

Other grants, such as Labor Credits, are also turned into grants that Partners can use to purchase food.

All grants will be subject to an expiration date, which will be no later than **TWELVE MONTHS FROM THE DATE IT WAS MADE.**

All donations made to the FOOD DEPOSITORY for the benefit of a Partner are considered temporarily restricted gifts. These donations are both time and purpose restricted and must be used to benefit a Partner (i.e. food, capacity building grants, etc.). The FOOD DEPOSITORY will make reasonable efforts to utilize these funds for the designated purposes, but reserves the right to reallocate unused grants and cash donations to support other FOOD DEPOSITORY work.

## **GENERAL**

Indemnification: To the fullest extent permitted by law, the Partner and the FOOD DEPOSITORY agree to indemnify, defend and hold the other and Feeding America harmless from any liability arising out of this agreement and resulting from or claimed to result, in whole or in part, from the indemnifying party's (or its agents') acts or omissions.

The Partner agrees to release the original donor, the FOOD DEPOSITORY and Feeding America (the National Office) from any liability, including the following:

1. Any liabilities resulting from the donated goods;
2. Any claims or obligations in regard to the Partner or the donated goods; and

The FOOD DEPOSITORY does not offer, and the Partner shall not offer, any express warranties in relation to the gift of goods.

Additionally, the Partner agrees to each of the following:

3. The safe and proper handling of the donated goods, in conformance with all local, state and Federal regulations.
4. The Partner will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, sex, national or ethnic origin, ancestry, age, marital status, pregnancy, disability, sexual orientation including gender identity, unfavorable discharges from the military or status as a protected veteran.

The Partner gives consent to the FOOD DEPOSITORY to utilize the Partner's name and information for external communications, marketing and advocacy, as directed. The Partner agrees to display appropriate membership signage of the FOOD DEPOSITORY, as directed.

#### **CHANGES IN POLICY**

FOOD DEPOSITORY membership guidelines and eligibility requirements are subject to change at any time. The FOOD DEPOSITORY shall communicate significant policy and procedural changes to its member Partners in writing.

DRAFT

The member Partner of the Greater Chicago FOOD DEPOSITORY listed here indicated by signature of an authorized person that he/she has read and understands the "Partner Membership Agreement" and agrees to comply with all FOOD DEPOSITORY eligibility and operational requirements stated therein.

Upon reading and understanding the above requirements, I/we agree to comply with the terms of this agreement:

Partner Number: \_\_\_\_\_ Program Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Partner: \_\_\_\_\_

Tax EIN: \_\_\_\_\_

Partner Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Partner Website: \_\_\_\_\_

Assigned Area in community for distribution: \_\_\_\_\_

Partner Telephone: \_\_\_\_\_

Signature of Partner Coordinator: Primary: \_\_\_\_\_

Print Name of Coordinator: Primary: \_\_\_\_\_

Signature of Partner Coordinator: Secondary: \_\_\_\_\_

Print Name of Coordinator: Secondary: \_\_\_\_\_

Title of Coordinator: \_\_\_\_\_

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

Signature of Director/Pastor: \_\_\_\_\_

Title: \_\_\_\_\_ Emergency Telephone: \_\_\_\_\_

(Should not be same as Partner telephone number)

Sign this agreement form acknowledging your intent and accepting the responsibilities of Partner membership explained herein.

**Keep a copy of this agreement for your Partner files.**