Any 501(c)(3) non-profit organization in our service area (visible at <FeedWM.org/need/by-county>) can host Mobile Food Pantries. Host agencies are responsible for recruiting and supervising volunteers, reporting statistics, and paying handling fees.

For the distributions themselves, you’ll need to arrange to use a parking lot (setup described in our Mobile Pantry Policies and Procedures document), which you can probably “borrow” for an afternoon from a church, school, or office park. You’ll also need 8 to 12 folding banquet tables and 12 to 20 volunteers to help unload food, answer questions, direct traffic and clean-up.

**Documents to Include with Application** (can be found at [FeedWM.org/mobilepantry/documents](https://www.feedwm.org/mobilepantry/documents))

Use the following checklist to confirm your application is complete. All supporting documents are also available on the webpage listed above.

$100 non-refundable application fee paid with check from the 501(c)(3), church or sponsor.

Complete application

Signed agency agreement

Initialed policies and procedures

USDA agreement

Proof of tax exempt status (one of the following)

* Copy of IRS/US Dept. of Treasury letter of Determination stating your 501(c)(3) tax exempt status
* Proof of denomination affiliation
* Proof of tribal affiliation
* Letter containing the information necessary to meet the IRS criteria specified in Publication 1828. This information is outlined in the 14 point letter breakdown.

Sample outreach materials (how people learn about your programs)

Send copies (keep your originals) along with the agency check for $100, to:

Programs Team   
Feeding America West Michigan   
864 West River Center Drive NE  
Comstock Park, MI 49321-8955

Applications may also be emailed to the following contacts. If you have any questions, they should be directed to them as well.

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Phone** |
| Shay Krick | ShayK@FeedWM.org. | 616-432-6966 |
| Abigail LaLonde | AbigailL@FeedWM.org | 616-389-6365 |

Legal Organization Name:

Billing Address:

Executive Director: Phone Number:

Program Name:

Address of Program:

Primary Contact: Title:

Office Phone: Email:

Cell phone for driver to use if delayed:

Secondary Contact: Title:

Office Phone: Email:

Cell phone for driver to use if delayed:

Accounts Payable Contact: Title:

Office phone: Email:

**A. Program Description**

1. Briefly describe your program or services:

1. When did you begin these services?

1. Geographic area or population served:

1. Does your agency provide other services besides food?

**B. Service Goals**

1. Are your program(s) open to anyone in need? Mobile Pantries are open to the public, and you **may not** turn away anyone away.  Yes  No
2. How often are you planning to host Mobile Pantries? (Monthly, bi-monthly, etc.)

**C. Food, Storage and Transportation**

1. List specific food needed for your program:

1. What is your plan for leftover food at the end of the distribution?

Note: If another agency is receiving leftover food, they must have pre-approved storage inspected by Feeding America West Michigan staff.

**USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sec, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English (continued on next page).

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [**http://ascr.usda.gov/complaint\_filing\_cust.html**](http://ascr.usda.gov/complaint_filing_cust.html)

and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

1. Fax: (202) 690-7442
2. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)