



Mobile Food Pantry Application

Feeding America West Michigan works with organizations that possess a valid 501(c)3 or have recognized equivalent status according to the IRS tax code. Proof of this status is required.

EIN Number: _____

Please attach a copy of your Letter of Determination or a 14-point Letter. Applicants who do not include this documentation will automatically be rejected.

Organization Information

Legal Name of Organization: _____

Complete Address of Organization: _____

Type of Organization:

- ☐ Faith-Based Institution
- ☐ School
- ☐ Community Organization
- ☐ Other: _____

What other services, if any, does your agency currently offer to the community? Please check all that apply.

- ☐ Healthcare
- ☐ Housing Assistance
- ☐ Clothing
- ☐ Maternal & Infant Services
- ☐ Workforce Development
- ☐ Transportation Assistance
- ☐ Educational Support
- ☐ Other: _____

What language(s) are commonly spoken by the population you serve? Please check all that apply.

- ☐ English
- ☐ Spanish
- ☐ Arabic
- ☐ Mandarin
- ☐ Other: _____

Is there anything else regarding your organization or the services you provide that you would like us to know?



Agency Contact Information

Primary Contact Name and Title: _____

Cell Phone Number: _____ Email Address: _____

Complete Billing Address: _____

Secondary Contact Name and Title: _____

Cell Phone Number: _____ Email Address: _____

Accounts Payable Contact Name and Title: _____

Cell Phone Number: _____ Email Address: _____

Preferred Contact Method:

- ☐ Phone Call
- ☐ Email
- ☐ Text Message

Site Specific Information

Site Name and Address: _____

Do you own this space?

- ☐ Yes
- ☐ No

If no, please provide the name and contact information for your contact with the site. Please include an email address: _____

Ice and snow removal are the responsibility of the partner. We reserve the right to refuse delivery if the site is not plowed and salted properly. What is your plan for ice and snow removal? _____

Distributions are not allowed to occur in the street or to backup/impede traffic flow. What is your plan for parking and car flow? _____



Distribution Information

Which distribution method do you plan to use?

- ☐ Walk-Up
- ☐ Drive-Thru

How many households do you plan to serve at each distribution?

- ☐ 50-75
- ☐ 75-110
- ☐ 110-160
- ☐ 160-220
- ☐ 220-350
- ☐ 350+

How many distributions do you plan to host in a calendar year and at what frequency?

*There is a minimum requirement of four to be hosted in a calendar year

Financial Commitment

We ask agencies to participate financially in support of the program to whatever degree is plausible. This contribution will not be due all at once, or in advance of the program. However, such a pledge will assist the food bank in targeting its own fundraising efforts for the program. No one will be denied partnership based on the size of their pledged contribution alone.

Your pledge represents your financial contribution toward your program(s). You will be asked to reaffirm your annual pledge contribution when you submit your annual scheduling form. \$0.00, "to be determined," or "grant funded" notes in lieu of a pledge will not be accepted.

If you know what your annual pledge contribution will be, please disclose it below.

\$_____

If you have any questions about the pledge model, please feel free to contact the Fund Development Team.



Civil Rights Training

As an agency partner, you will be held to the highest standards regarding the treatment of our neighbors in need. To help ensure you have all the tools you need, Feeding America West Michigan has provided a Civil Rights training program. Coordinators are required to complete the full training program once a year.

In addition, coordinators are responsible for ensuring their volunteers and staff also complete the Civil Rights training once a year. To facilitate this task in an easy and accessible way, Feeding America West Michigan has created a shortened version of the training program that is available as a handout. All volunteers and staff should read and sign the shortened document, and it should be kept on file for the current year.

As a reminder, you must serve all those who attend, regardless of address, race, gender identity, religion, color, national origin, age, sexual orientation, or disability. Our expectation is that each neighbor who visits a Mobile Food Pantry will be treated with dignity, respect, and absolute kindness. Adherence to our Civil Rights training requirements, as well as our policies and procedures, is mandatory. Violation of these policies could result in your termination from program participation.

For Programs Staff Use Only

Documents Received:

- ☐ Agency Agreement
- ☐ USDA Agreement
- ☐ Policies and Procedures

Trainings Completed

- ☐ How to Run a Mobile Food Pantry
- ☐ Civil Rights

Programs Representative Review: _____