

# Good Shepherd Food Bank Child Hunger Program Application Packet

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## Helpful hints:

- Read through the entire packet before filling out the application.
- Review what program model best suits your community.
- If you are applying to be a School Pantry or Backpack Program site, please review our program tool kits.
- Use the application checklist to ensure your application is complete.
- If you need additional room to fill out information, please attach a separate page.
- Make sure all forms are signed by the Program Director or School Principal before turning them in.
- **Make a copy of the Application for your files.**

## Application Procedure:

1. School program and/or community nonprofit completes and returns application packet to Good Shepherd Food Bank.
2. Child Hunger team reviews the application and contacts you to arrange an initial site visit (pre-monitor), if necessary.\*
3. After the site visit, the Child Hunger team finishes processing the application and notifies you of partnership status. *If the program or school is not selected the Child Hunger team will notify you and you will be put onto a waiting list and partnership will be assessed again in the future.*
4. Program and/or school staff that will be shopping/ordering will schedule a time with their regional distribution center (Biddeford, Auburn, Brewer or Caribou) to have a shopping orientation and/or will schedule a phone call with Agency Services to be trained on online ordering.
5. Agency will designate at least one staff member as responsible for food safety and will submit food safety credentials or participate in one of Good Shepherd Food Bank's Food Safety Training workshops.

\*Good Shepherd Food Bank reserves the right to give priority to underserved areas - this may be grounds for refusing your agency's Application.

## Good Shepherd Food Bank, Child Hunger Programs Team:

**CHILD HUNGER PROGRAMS MANAGER**  
Shannon Coffin

**CHILD HUNGER PROGRAMS COORDINATOR**  
Laura Higgins

# School & Afterschool Based Program Models

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## BackPack Program Sites

Good Shepherd Food Bank's BackPack Program Sites provide children who are suffering the effects of chronic hunger with nutritious, easy-to-prepare food to eat during weekends and school vacations when crucial school meals are unavailable. Every Friday students receive at least one source of grain, fruit, vegetable, and protein through a variety of staple meal items, breakfast foods, and healthy snacks in discreet, resealable bags. Good Shepherd Food Bank rotates through four BackPack menus throughout the school year and the food offered is consistent, providing reliability for participating families.

## School Pantry Program Sites

School Pantry Program Sites provide emergency food for food insecure students and families inside and outside of the classroom. A fully stocked food pantry located in the school allows teachers and school staff to send home snacks and meals with students facing chronic hunger. Additionally, many School Pantry sites offer monthly fresh produce distributions for students and their families. The School Pantry Program offers flexibility to both staff and students and allows each school to tailor their program to the needs of their community. The School Pantry Program can operate as an emergency supply of food sent home with chronically hungry children and/or as regular food distribution site at the school for families in need.

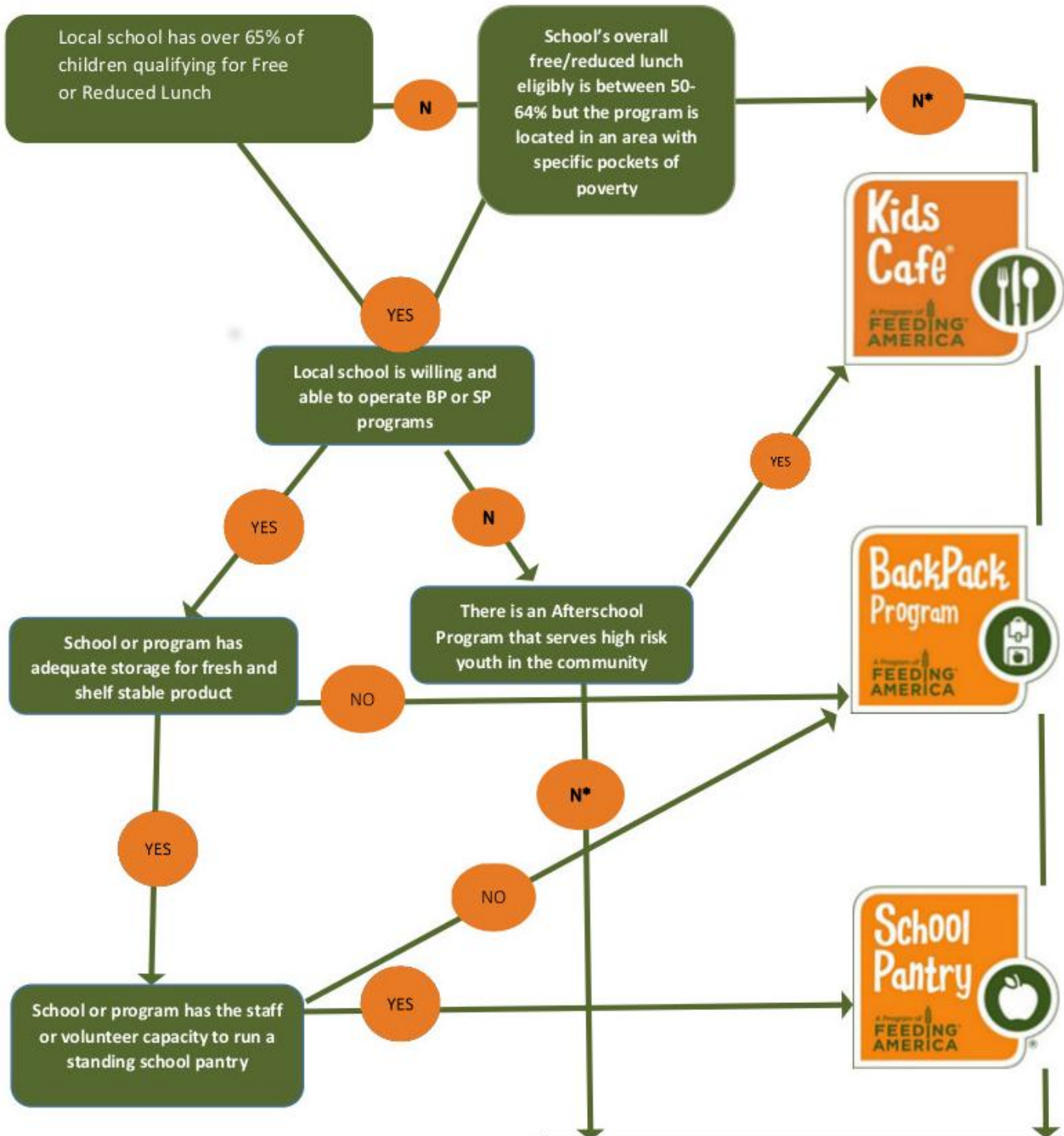
School Pantry sites can be operated in one of two ways. **Community Sponsored School Pantry Sites** are managed and funded as programs of a community based 501c3 nonprofit incorporated to serve the ill, needy, or children or a church. **GSFB Sponsored School Pantry Sites** are managed and funded as direct programs of the Food Bank. Only schools with free and reduced lunch rates 70% or higher are eligible to apply to be a direct program of Good Shepherd Food Bank and selection will be highly competitive due to limited capacity and resources.

## Kids Café Program Sites

Kid's Café Program sites provide highly nutritious, kid friendly snacks and meals paired with monthly nutrition education classes and afterschool enrichment programs. The program not only provides kids with nutritious dinners every day after school, but also a safe place with adult supervision, so they can work on homework, learn about healthy life choices and nutrition, explore new interests, or just hang out with friends in a wholesome environment.

Afterschool programs managed by 501c3 nonprofits incorporated to serve the ill, needy, or children or a church, are eligible to apply to be Good Shepherd Food Bank Kid's Café Program Sites. As a Kids Café site, your agency will be able to utilize low to no cost food from the Food Bank to support your operations in addition to being eligible to apply for any Kids Café grant opportunities.

# Choosing the Right Program for your Community



\* Unfortunately your community is not eligible for partnership with GSFB at this time. We encourage you to read our program toolkits and case studies to create your own school based program models. Feel free to contact our team for guidance.

Please print clearly



## GOOD SHEPHERD FOOD BANK SCHOOL & AFTERSCHOOL PROGRAM SITE APPLICATION

### PART ONE: PLEASE SELECT THE PROGRAM YOU WOULD LIKE TO PARTICIPATE IN

<input type="checkbox"/>	Community Sponsored School Pantry Site	<input type="checkbox"/>	GSFB Sponsored School Pantry Site*
<input type="checkbox"/>	BackPack Program Site	<input type="checkbox"/>	Kids Café Site

*\*Only schools with Free and Reduced Lunch Eligibility rates over 70% qualify to apply to be direct School Pantry programs of GSFB (no community 501(c)3 nonprofit partner required). Due to limited capacity and funding, selection of these sites will be highly competitive.*

### PART TWO: SCHOOL/AFTERSCHOOL PROGRAM INFORMATION

School/Afterschool Program Name:

Address:

City: Zip:

County: Website:

Phone: Fax:

Billing/Mailing Address:  
(if different from above)

City: Zip:

Free & Reduced Lunch Eligibility Rate:

Distance to nearest Food Pantry\*:

*\*To find out how far you are from the closest food pantry visit our food map at [www.gsfb.org/help/food-map/](http://www.gsfb.org/help/food-map/)*

### PART THREE: SCHOOL/AFTERSCHOOL PROGRAM STAFF

Principal/Executive Director Name:

Email: Phone:

Site Coordinator Name:

( This person will be considered the contact person for communication from the GSFB )

Email: Phone:

You may list up to four people who will be authorized shoppers, able to order or purchase product on your school/afterschool program's behalf below.

Name: Email:

Name: Email:

Name: Email:

Name: Email:

### PART FOUR: SPONSORSHIP INFORMATION

*(You may skip this section if you are applying to be a GSFB Sponsored School Pantry or BackPack Site)*

Nonprofit Community Sponsor\*:

Executive Director Name	
Email:	Phone:
Address:	
City:	Zip:
County:	Website:
Phone:	Fax:
<p><i>Your nonprofit community sponsor must have a 501c3 IRS designation and be incorporated for the ill, needy, or children or be sponsored by a church to qualify for partnership with Good Shepherd Food Bank.</i></p> <p><i>Please note: Parent Teacher Organizations or Associations are typically incorporated for education and therefore ineligible to be community sponsors for School Pantry Sites.</i></p>	

**PART FIVE: COMMUNITY INFORMATION**

Please describe any additional information addressing the community need for a school based or afterschool food program (including free/reduce lunch data, student population, barriers to current food relief programs, etc.

## PART SIX: DISTRIBUTION PLANS

Please describe how you plan to distribute food/meals to at risk youth in your community through your program. Include details such as how students/families will be selected for participation, what community outreach you will do to make sure families know the program is available, and how you will protect the privacy and dignity of those who receive food from your site.

Do you plan on hosting monthly produce distributions?  
*(Applicable to School Party Site Applicants Only)*

Yes

No

## PART SEVEN: FINANCIAL INFORMATION

Please describe how you plan to fundraise to support this program. How are you planning to ensure the long-term sustainability of your program? Be specific about how you will calculate your yearly budget and your plans to secure the money needed for your operations.

**PART EIGHT: VOLUNTEER ENGAGEMENT & STAFFING**

Please describe how you will engage community volunteers and/or staff from your school or afterschool program to ensure that your efforts are successful?

**PART NINE: TRANSPORTATION & LOGISTICS**

Please describe how you plan to transport food ordered from Good Shepherd Food Bank's Warehouses to your site.

**PART TEN: FOOD STORAGE CAPACITY**

Please describe the storage area you intend to use for dry, shelf-stable foods (shelves, cabinets, pallets, etc):

Please indicate below how many refrigerators, coolers and freezers you will have access too.

If program serves meals on-site, describe the food preparation, kitchen area (*Kid's Café Only*):

I certify that the above application is complete and the information is true and correct to the best of my knowledge. I understand that false information on this application may be grounds for non-approval of the agency application or termination of your organization's participation with Good Shepherd Food Bank.

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Signature of Principal/Executive Director

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Date

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Signature of Nonprofit Sponsor Director (if applicable)

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Date



## Application Checklist:

Your completed application packet should include:

- Completed and signed original Child Hunger Program Site Application Form
- Copy of Community Nonprofits IRS 501(c)3 determination letter, or alternative proof of nonprofit status (see below)

**Please make copies of your Application and Contract for your own records.**

Return completed application packet to:

*Good Shepherd Food Bank  
Attn: Shannon Coffin, Child Hunger Programs Manager  
PO Box 1807  
Auburn, ME 04211-1807*

Applications should be submitted for consideration during one of the following two review periods:

- November 17, 2014 to January 21, 2015 (For sites wishing to launch the second part of this school year)
- May 1, 2015 to June 30, 2015 (For sites wishing to launch the beginning of next school year)

## Alternative proof of non-profit status requirements:

If your fiscal sponsor is not registered with the IRS as a 501(c)3 nonprofit organization, you may still be eligible for partnership with Good Shepherd Food Bank. One exception exists.

In accordance with the internal revenue code, if your sponsoring organization is wholly owned by a church – you may qualify as churches are tax exempt. Please have the Pastor/Director of the church send a written note on letterhead affirming that the church meets 9 of the following 14 criteria the IRS uses to designate a church:

- Has a distinct legal residence
- Has a recognized creed and form of worship
- Has a definite and distinct ecclesiastical government
- Has a formal code of doctrine and discipline
- Has a distinct religious history
- Has a membership not associated with any (other) church or denomination
- Has a complete organization of ordained ministers ministering to their congregations
- Ordained ministers elected after completing prescribed courses of study
- A literature of its own
- Established places of worship
- Regular congregations
- Regular religious services
- Sunday schools for religious instruction for the young
- Schools for the preparation of its ministers