

Partner Agency Network Values & Eligibility Criteria Questionnaire

To help determine whether your organization aligns with the eligibility criteria and considerations for new partners of our agency network, please review the questions below and self-identify whether your organization answers “yes” or “no” to each.

Question	Yes	No
Non-Profit Status/Independent Church Status		
Is your organization a 501c3 nonprofit?		
If so, are you chartered in North Carolina?		
If your organization is not a 501c3 nonprofit, would you identify as an Independent Church or other independent religious organization? <i>Please refer to the Independent Church Documentation list to verify your organization would have the required paperwork for partnership.</i>		
If your organization is not a 501c3 nonprofit, would you identify as a church or religious organization that is part of a larger church body?		
Do you have a Board of Directors/Governing Body that meets regularly and supports your food program goals?		
Geographic Location		
Is your organization located farther than one mile away from an existing partner agency providing similar services? <i>Please refer to the Find Help/Agency Locator tool on the Food Bank website.</i>		
If your organization is located within one mile, do you distribute/serve different days or times than the other organization?		
If your organization is located within one mile, do you collaborate with the other agency?		
Operations		
Is your organization currently operating a food assistance program? (Ideally already in existence for at least 6 months)		
If you are a food pantry/conducting a public distribution, do you: Distribute to your community on a regular schedule of at least twice a month?		
If you are a food pantry/conducting a public distribution, do you: Serve at least 25 households a month?		
If you are an onsite program (shelter, soup kitchen, cooking meals, etc), do you: Cook meals at least once per week?		
If you are an onsite program (shelter, soup kitchen, cooking meals, etc), do you: Serve at least 25 meals per week?		
Food/Non-Food Sourcing		
Does your organization have more than one source of food/non-food donations?		
Does your organization have a desire/willingness to provide your clients a variety of foods including refrigerated, frozen, and dry food?		
Storage/Facility		
Does your organization have a locked storage area that can be dedicated to securely holding Food Bank product?		
Does your organization have secure shelving units that are at least 6 inches off the ground and away from walls?		
Does your organization have a temperature-controlled refrigerator(s) for refrigerated product?		
Does your organization have a temperature-controlled freezer(s) for frozen product?		
If your organization stores food in an outside storage unit, is that storage unit climate controlled to protect product integrity?		
Does your organization have a professional pest control service that services your facility at least once every six months?		

Partner Agency Network Values & Eligibility Criteria Questionnaire

Question	Yes	No
Funding		
Does your organization have more than one source of funding?		
Does your organization have a dedicated budget/funding source for running your food program?		
Is your organization willing to spend money on food, non-food, transportation, and/or equipment to support your food program?		
Staff/Volunteers		
Do you have dedicated staff/volunteers who can: Act as agency director and main Food Bank agency representative		
Do you have dedicated staff/volunteers who can: Be available to assist during distributions and/or meal service		
Do you have dedicated staff/volunteers who can: Travel locally to pick up food donations on a routine basis		
Do you have dedicated staff/volunteers who can: Fundraise		
Do you have dedicated staff/volunteers who can: Submit monthly reports via websites/email		
Do you have dedicated staff/volunteers who can: Attend regional Food Bank meetings and training sessions		
Does your organization have a written volunteer recruitment and retention plan?		
Does your organization have a written succession plan?		
Client-Focused		
Does your organization agree to feed the "ill, the needy, or infants" (based on requirements of donee organization from IRS Code 170(e)(3)(A)(i)). Infants are defined as minor children.		
Does your organization have a clear, identifiable population or geographical area you intend to serve?		
Does your organization agree to not charge fees for meals, food boxes/bags, or individual products from the Food Bank?		
Will your organization follow our discrimination policy that states you will not engage in discrimination in the provision of service against any person because of their race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, immigrant status, past criminal status, and unfavorable discharge from the military or status as a protected veteran?		
Is your organization willing to participate in Nutrition Education learning opportunities and/or programs?		
Is your organization willing to participate in Food & Nutrition Services/Three Squares learning opportunities and/or programs? Food & Nutrition Services is the Food Stamp program in North Carolina.		

Based upon your answers above:

If your organization said "yes" to more than half of the criteria questions above, we encourage you to consider attending a Food Bank Open House. More information about the Open House can be found on the Food Bank website.

If your organization said "no" to more than half of the criteria questions above, partnering with the Food Bank directly may not be the best fit for your organization or our network at this point in time. However, we encourage you to continue to fight hunger in your communities and therefore suggest contacting existing Food Bank partner agencies to see if you may combine resources and partner together locally. A list of current partner agencies can be found on the Food Bank website.