



Harvesters—The Community Food Network Application for Partnership

Thank you for your interest in applying for partnership with Harvesters—The Community Food Network. Harvesters is a private, nonprofit organization that collects, secures, and distributes donated food to more than 620 community partners in 10 counties in northwestern Missouri and 16 northeastern Kansas counties. We accept applications monthly and pursue partnerships with those that exhibit thoughtful and organized intentions that align with our mission to end hunger across our service area.

Please read the following documents carefully and in their **entirety** before submitting your application. In this packet, you will find contact information for our Agency Services staff, a checklist for documents that must be included in the application, an explanation of operational requirements, and general information about Harvesters and how we operate.

Harvesters receives many requests for partnership each year, and we cannot guarantee that every applicant will be accepted into the network. It is in your best interest to complete every applicable part of the application with as much detail as possible.

We understand that every organization is different and you may have questions about the way certain parts of the application should be completed. Our staff is more than happy to help you with this process and will be available for appointments at Harvesters or by phone and email (see following pages for contact information). Additionally, if you feel you need more information about Harvesters before applying, you are welcome to contact any of our Agency Services staff.

We look forward to learning more about the work you do in the community and the ways that we can partner to help you accomplish your goals of serving the community. Harvesters is proud to be a part of a network that works passionately to end hunger in our area, and we thank you for your efforts to join this cause.

Sincerely,

Ryan Kepley
Agency Services Manager – Kansas City
816.929.3041 | rkepley@harvesters.org

Heidi Tanner
Agency Services Manager – Topeka
785.861.7704 | htanner@harvesters.org

What You Need to Know to Become a Partner Agency

Your agency must reside within the Harvesters service area. The following is a listing of the counties Harvesters serves:



Kansas Counties

Clay, Douglas, Franklin, Jackson, Jefferson, Johnson, Marshall, Miami, Nemaha, Osage, Pottawatomie, Riley, Shawnee, Wabaunsee, Washington, Wyandotte

Missouri Counties

Bates, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Platte, Ray

If you have questions about partnership with Harvesters please contact the Harvesters Agency Services Team at 877-353-6639 or email customercare@harvesters.org.

Applications are accepted throughout the year. Harvesters' Agency Services team will review applications in February and August with new agency training offered in March and September. We realize that not all feeding programs are exactly the same. Please do not hesitate to contact us if you have any questions after reading the application information.

Please note: Completion of the application does not guarantee partnership. We reserve the right to refuse partnership to programs not meeting our criteria. The application may be put on a waiting list if there are no partnership openings in your geographical area at the time of application.

Harvesters does *not* partner with organizations for one-time events or special occasions.

Harvesters strives to provide practical support to those partners best able to increase their capacity to serve more people. The programs we partner with that have the greatest capacity to increase their impact in the community are food pantries and kitchen that serve consistently throughout the year.

Missouri Location

Harvesters—The Community Food Network

3801 Topping Avenue
Kansas City, MO 64129

www.harvesters.org | 877.353.6639

Kansas Location

Harvesters—The Community Food Network

215 SE Quincy Street
Topeka, KS 66603

www.harvesters.org | 877.353.6639

About Harvesters—The Community Food Network

Harvesters' Vision: We envision a time when everyone in our community will have access to enough nutritious food to maintain a healthy lifestyle.

Harvesters' Mission: Harvesters—The Community Food Network feeds hungry people today and works to end hunger tomorrow.

What we do: As we move forward, what is certain about Harvesters is that we will **Feed** people in need by safely providing the healthiest food available; we will **Partner** with new and existing organizations to provide services that help stabilize families economically and health wise; we will **Advocate** for programs and legislation that recognize and help meet the needs of food insecure people; and we will **Operate** our organization in a spirit of excellence, working toward the day when everyone in our community will have access to enough nutritious food to maintain a healthy lifestyle.

Benefits of Partnership

Partnership with Harvesters offers many benefits:

- We work with you to help accomplish your mission to feed the hungry.
- You become one of more than 620 partner agencies that all work towards the same goal.
- Access to Harvesters' Express, the online ordering menu, as well as fresh produce to distribute at your agency.
- Your Agency will have opportunities to work with Harvesters in a variety of ways that will increase capacity and provide comprehensive services, including:
 - Food Drives
 - Volunteer Engagement
 - Fund Raising
 - SNAP Outreach
 - Nutrition Services
 - Other programs designed to end hunger
- Access to a full time Agency Services and Customer Service Department.
- Knowledge of food bank industry best practices.

Description of Agency Partnerships

- **Food Pantry** - A pantry is where individuals visit the program site and receive groceries to prepare at home. The groceries also could be delivered to the clients.
- **Onsite** - An onsite is where individuals receive a prepared meal to consume onsite. Prepared meals also can be delivered to home bound clients. Programs are referred to as "onsite feeding programs" and could include:
 - **Community Kitchens** - open to the general public. Sometimes referred to as "soup kitchens".
 - **Residential Program** - A meal that serves residents of an in-house program.
 - **Shelter** - Facilities include family shelters, shelters for battered women, homeless shelters, and other facilities whose primary purpose is to provide temporary residential shelter to homeless families with or without children.
- **Mobile Food Pantry** - A mobile pantry is a method of direct client distribution in an organized format managed either by food bank or agency staff that utilizes a dry/refrigerated vehicle to provide food to people in need. The mission of the Mobile

Pantry Program is to meet the needs of hungry clients in urban and rural areas by providing food directly in their communities.

- Harvesters also offers multiple programs for seniors and children. If you are interested in learning more about BackSnack, School Pantries, Kids Cafe, or USDA commodity programs, please contact Customer Care at 877.353.6639 or customercare@harvesters.org.

Operational Requirements for Partnership

The following items are the minimum operational requirements to become a partner with Harvesters:

- All agency partners must provide food for the ill, needy or infants (minor children).
- Must have an established food assistance program with a history of helping those in need for six months or longer.
- Must have its own 501(c)(3) designation from the IRS or operate under the umbrella of another 501(c)(3) designated agency.
 - Unincorporated churches meeting the IRS definition of a church also are eligible to apply to be a partner agency.
- Must be located in the Harvesters service area: Kansas Counties – Clay, Douglas, Franklin, Jackson, Jefferson, Johnson, Marshall, Miami, Nemaha, Osage, Pottawatomie, Riley, Shawnee, Wabaunsee, Washington, Wyandotte; Missouri Counties -- Bates, Carroll, Cass, Clay, Henry, Jackson, Johnson, Lafayette, Platte, Ray.
- Cannot be run out of a person's home.
- Must have a minimum of two contacts with working emails and phone numbers who are accountable for record keeping, food safety and inventory control.
- Must maintain records for three years, plus current year, on site.
- Must have proper and adequate temperature controlled physical storage space.
- Must operate regularly scheduled hours and be open a minimum of two to five hours per week serving no less than:
 - 100 households per month for pantries.
 - 200 meals per month for on sites.
 - We recognize the difference in serving communities that are located in urban and rural counties. If you are from a rural county, please contact Harvesters to discuss the programming options.
- Must participate in a yearly compliance site visit.
- Must have reliable access to the internet for ordering food, submitting monthly reports and participating in ongoing training and communication with Harvesters.
- Must have the ability to pay statements in a timely manner.
- Must utilize sign-in sheets and or another tracking system to keep track of the individuals served.
- Must establish criteria for the individuals served. Criteria must be consistent and be posted at your agency location.
- Must adhere to food safety guidelines at all times, including the use of active or passive refrigeration when transporting refrigerated or frozen product..

Site Inspections and Ongoing Monitoring Visits

Harvesters and Feeding America require that before an agency can be approved for partnership, it must pass a site inspection. After approval, the site will continue to schedule yearly monitoring visits with Harvesters' Agency Service Staff.

What do we look for in a site inspection?

- Food and non-food household items are stored separately.
- You have a clean storage area, proper temperature and a secure room.
- You practice "First In, First Out" food distribution.
- All food is stored 6 inches off the floor, 10 inches from the ceiling, 4 inches from the wall
- You have working thermometers and use temperature logs.
 - 32 – 40 degrees for a refrigerator
 - Zero (0) degrees and below for freezer
- Dry storage must be temperature controlled, 24 hours a day, at 50-70 degrees

Handling Fees – Shared Maintenance Costs

Harvesters does not sell food. The nominal handling fees for costs incurred are regulated by Feeding America and allowed by the IRS. Handling fees help offset some of the costs of collecting, sorting, packaging, handling, and storing food and household products. Agencies should not use the term "buy" when referring to Harvesters' handling fees. The current fee is \$.16/lb. The handling fee may be adjusted by Harvesters' board of directors based on changes in need, product availability, and product storage and product transportation costs.

Additional costs may be incurred by partner agencies who select products acquired through co-operative (co-op) purchase. As a convenience to partners, Harvesters may purchase products that a majority of partners have indicated are high priority items, if we do not receive donations of these items. In these cases, we pass the wholesale cost along to those partner agencies who access the product. We can generally secure the items at a competitive price and can provide the added convenience of one-stop shopping. Examples of items purchased co-operatively include canned fruit, peanut butter, beans and tuna.

Agency Orientation

Every agency, upon approval of partnership, must attend the New Agency Orientation which outlines the policies and procedures for being a Partner Agency with Harvesters. The agency program's **Director**, **Primary**, and **Secondary Contact** must attend. A minimum of two people from each agency is required to attend the orientation. If your food distribution is managed by someone other than the aforementioned representatives, please plan on their attending the training, as well.

Director – Person entrusted with the overall direction of the agency.

Primary/Manager – The person responsible for day-to-day operations of your program.

Secondary – The backup to the Primary Contact.

These orientations will be offered at each of Harvesters two locations and scheduled on an as needed basis throughout the year.

The Following Documents **MUST** be Submitted with Your Application

- Copy of your 501(c)(3) letter of determination – This must be the organization’s 501(c)(3) letter. If you operate under an *umbrella* organization, please include a letter from this organization (on their letterhead) authorizing you to use their 501(c)(3). (see example)
- A completed Church Qualifier (with supporting documents) if your agency does not have a 501(c)(3) designation.
- EIN – If your organization’s 501(c)(3) letter of determination does not list your Employee Identification Number, or if you are operating under another organization’s 501(c)(3), please provide this information.
- Six month record of food distribution leading up to the application deadline for the program you are applying for. Hand-written sign in sheets are most commonly used.
- Two letters of recommendation – Letters can be from other Harvesters’ partner agencies, donors, clients, or community contacts. The content of the letter should describe the impact your program has on the community and should not be pre-written by the applicant.
- If you require your clients to complete an intake form or application that is separate from your sign-in sheet, please provide a blank copy.
- Any guidelines clients must follow before receiving food. (Frequency of visit, income, residency, etc.)
- If your organization is inspected by the Department of Health or other local governing bodies, please include a copy of your latest inspection or current certificate of operation.



Application for Partnership

All submitted applications must be typed

Agency Information	
Agency Name:	
Physical Address (location services are provided):	
Mailing Address: (if different than above)	
Billing Address: (if different than above)	
Phone #'s:	County:
Website:	Facebook or other social media accounts:
Agency Contact Information	
Director:	
Title with Agency (pastor, principal, CEO, etc.)	
Address:	
Phone #:	Email:
Primary Pantry Contact Person:	
Address:	
Title with Agency	
Phone#:	Email:

Billing Contact Person:	
Address:	
Title with Agency:	
Phone #:	Email:
Hours of Distribution and Availability	
How often do you distribute food?	
Weekly	Bi-Weekly
Monthly	Bi-Monthly
Other_____	
Sunday hours open:	
Monday hours open:	
Tuesday hours open:	
Wednesday hours open:	
Thursday hours open:	
Friday hours open:	
Saturday hours open:	
Are you on call for appointments outside of posted distribution hours?	

Agency Background
What type of food program are you applying for partnership with? (Check all that apply)
<input type="checkbox"/> Pantry <input type="checkbox"/> Senior Mobile Food Pantry <input type="checkbox"/> Mobile Food Pantry <input type="checkbox"/> Soup Kitchen <input type="checkbox"/> Residential Site <input type="checkbox"/> Shelter <input type="checkbox"/> Other (please describe on an attached form)
What year did the feeding program start?
Do you have multiple locations? Yes No If yes, are they in the same county?
Is your program implemented by volunteers, paid staff or both?
How many staff members?
How many volunteers?

Client Base

Please describe the clients served by your agency (i.e. Age, income level, physical or mental disabilities, immigrant population).

How do you track the number of households or individuals served monthly through your program?
Please describe...

How will you notify clients of a recalled product?

What kind of food does your agency need most often?

Please describe your food distribution process from start to finish. You may attach additional documentation, if needed.

Services – Meal and or Pantry Programs

What type of food do you serve to your clients? (canned or boxed meals, produce, frozen, dairy etc.)

What is the average number of households served each month?

Does your agency provide home delivery of groceries or meals? Yes No

Does your agency provide food to anyone other than clients directly under your program?

Does your agency provide onsite meals? Yes No

If yes, how often?

 Daily Weekly Monthly Other

Number of people served at each meal?

 Breakfast Lunch Dinner Snacks

Are volunteers eligible to receive services through your program? If so, please explain.

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Food Storage

Describe the storage space that your agency has for its pantry and or meal program. (If you would like to include photos of your storage or meal space, feel free to do so.)

Is the storage space indoors and temperature controlled? Yes No

Do you feel like your designated pantry and or meal space are sufficient? Are there plans for expansion? Please describe.....

Does your agency utilize cold storage? Yes No
Are the units for the exclusive use of the agency or are they shared with another program?
If units are shared, please explain.

How many refrigeration units does your food program use?

How many freezer units does your food program use?

Funding

Do you collect fees, donations, property, or services from your clients during distribution? Yes No

If yes, please explain:

Does your agency do fund raisers? Yes No

If yes, please explain:

Corporate Officers – Board of Directors

President:

Vice President:

Does your agency follow a strategic plan?	
What influence does your board have over the day to day operations of the agency?	
Required Document Checklist: 501(c)(3) Letter of Determination and Letter of Umbrella (if necessary) or Church Qualifier (with supporting documents)	
Authorized Signature	
Director:	
Signature:	Date:
Primary Contact Name:	
Signature:	Date: