



# FOOD for Lane County PARTNER AGENCY APPLICATION

OFB use only:

Application Form	_____
LA Agreement (1A)	_____
Form of Release	_____
501(c) 3 Status	_____
On-site Evaluation	_____
USDA SDA Agreement	_____
NEP Agreement	_____
Other:	_____

Service Category: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_



*Note: With this application, you are applying to be both a Partner Agency of FOOD for Lane County (FFLC) and of Oregon Food Bank, the statewide network of food banks. An on-site visit by the FFLC Agency Relations Coordinator to assess your agency's ability to store and distribute food is a required part of the screening process. Upon receiving the application, the Agency Relations Coordinator will call you to schedule an appointment for this visit.*

### General Information:

Date: \_\_\_\_\_

1. AGENCY NAME: \_\_\_\_\_
2. PHONE NUMBER (S): \_\_\_\_\_  
 FAX NUMBER (S): \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
3. AGENCY ADDRESS: \_\_\_\_\_ (service site address)  
 CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_
4. MAILING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_
5. CONTACT PERSON: \_\_\_\_\_  
 TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_
6. AGENCY HOURS: \_\_\_\_\_ DAYS: \_\_\_\_\_
7. AREA SERVED/SERVICE BOUNDARIES: \_\_\_\_\_ (if applicable)
8. FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_ (if applicable)

### Eligibility

1. Is your program or agency a 501(c)3 organization? Yes \_\_\_\_ No \_\_\_\_  
 If YES, please provide a copy of your IRS Letter of Determination.  
 (State of Oregon charitable status does not fulfill this requirement.)

Or does your program/agency function under the sponsorship (umbrella) of a 501(c)3 organization?  
 Yes \_\_\_\_ No \_\_\_\_  
 If YES, name of organization: \_\_\_\_\_  
 Please attach copy of sponsoring organization's Letter of Determination and letter from their executive director authorizing your program to operate under that organization's auspices.

If your program is sponsored by a church without 501(c)3 status, see below.

Or is your program/agency a program of a recognized church without 501(c)3 status?

Yes \_\_\_ No \_\_\_

Or is your program/agency under the sponsorship (umbrella) of a recognized church without 501(c)3 status?

Yes \_\_\_ No \_\_\_

If YES, name of the church: \_\_\_\_\_

Please attach a letter from the pastor or minister or chief executive officer authorizing your program to operate under that organization's auspices and affirming that the organization is a church and has not been denied 501(c)3 status and essentially meets the spirit of the 14 criteria employed by the IRS in defining a church. (See last page for details.)

**FOR EXTRA HELPING PROGRAM APPLICANTS:** If you are applying to be an Extra Helping program site and you are not a 501(c)3 organization, please attach evidence that you serve a limited-income population.

2. If you are approved as a Partner Agency of FOOD for Lane County, can you confirm and adhere to all of the following?

You will use the donated product only as related to your agency's purpose, as stated in your Articles of Incorporation. This purpose must be related to the care of the ill, needy, or infants (minor children). \_\_\_\_\_ Yes \_\_\_\_\_ No

You will use the products only for the care of the ill, needy, or infants. \_\_\_\_\_ Yes \_\_\_\_\_ No

You will not charge a fee to any one receiving the products. \_\_\_\_\_ Yes \_\_\_\_\_ No

You will meet all IRS requirements and will maintain records to total amounts of donated product received and distributed. \_\_\_\_\_ Yes \_\_\_\_\_ No

You will adhere to all FOOD for Lane County, Oregon Food Bank, and Feeding America policies regarding the receipt, storage, and distribution of donated product. \_\_\_\_\_ Yes \_\_\_\_\_ No

You agree to allow FOOD for Lane County representatives to conduct on-site monitoring visits to ensure compliance with FOOD for Lane County, Oregon Food Bank, and Feeding America regulations. \_\_\_\_\_ Yes \_\_\_\_\_ No

You have appropriate, adequate, and safe areas and equipment for any food storage and handling that will be necessary for your proposed food distribution program.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Other Information**

3. How long have you been distributing food or serving meals or snacks? \_\_\_\_\_

4. Present sources of food: \_\_\_\_\_% purchased \_\_\_\_\_% donated

5. List food donors (to prevent duplication of solicitation):



**NOTE: IRS tax regulation clearly prohibits any program from charging individuals for food. If your program operates on a fee-for-service basis, you must be able to document that the fees are used for other services, not for food. It is never permissible to require a donation as a condition of receiving food.**

12. RESTRICTIONS (Guidelines a client must meet in order to be served):

13. Do you have adequate storage for the following food items (check all that apply):

Dry goods?\_\_\_\_\_ Refrigerated?\_\_\_\_\_ Frozen?\_\_\_\_\_

14. Do you have transportation to pick up food from FFLC?\_\_\_\_\_

15. Oregon Food Bank and FOOD for Lane County depend on shared maintenance contributions to operate. Share maintenance contribution is a per pound assessment on product received to help defray storage and distribution costs.

Can your organization afford to meet the requirement for Shared Maintenance Contribution?  
Yes\_\_\_\_\_ No\_\_\_\_\_

**PLEASE ENCLOSE WITH YOUR APPLICATION:**

1. \_\_\_ A copy of your IRS Letter of Determination of non-profit status or other confirming documentation.
2. \_\_\_ A copy of your Food Program Budget.
3. \_\_\_ A copy of the form you are using for data collection. (if applicable)
4. \_\_\_ A fact sheet or pamphlet describing your organization. (if available)

**PLEASE READ AND SIGN:**

I understand that falsification or misrepresentation on this form or on my agency's information sheet/pamphlet is grounds for immediate expulsion or rejection from FOOD for Lane County.

Agency Director/Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DOCUMENTATION OF 501(c)3 IRS TAX EXEMPT STATUS

Applicants are required to provide one of the following required documentations to affirm their 501(c)3 status:

1. An IRS letter of 501(c)3 status determination
2. For the purpose of documenting the 501(c)3 status of a partner agency that is a church sponsored program or is umbrella-ed by a church organization (in instances where an IRS 501(c)3 ruling letter is not available):

A letter from the church, on its letterhead and signed by its chief executive office, affirming that the organization is, in fact, a church, and has not been denied 501(c)3 status by the IRS or had 501(c)3 status revoked, and essentially meets the spirit of the 14 criteria employed by the IRS in defining a church:

1. A distinct legal existence
2. A recognized creed and form of worship
3. A definite and distinct ecclesiastical government
4. A formal code of doctrine and discipline
5. A distinct religious history
6. A membership not associated with any (other) church or denomination
7. A complete organization of ordained ministers ministering to their congregations
8. Ordained ministers elected after completing prescribed courses of study
9. A literature of its own
10. Established places of worship
11. Regular congregations
12. Regular religious services
13. Sunday schools for religious instruction for the young
14. Schools for the preparation of its ministers.

The IRS recognizes that not all legitimate churches will necessarily meet all 14 criteria (e.g., an independent church which is not part of a larger denomination may not have a school for preparing ministers, a Friends (Quaker) Meeting won't have a minister, etc.) What the letter and the FFLC monitoring needs to establish is that the organization is a church within the spirit of the IRS guidelines. The letter from the church should address each of the above criteria by answering yes or no to each one and providing specific information e.g. place of worship, schedule of services, and other information as applicable.

Finally, for agencies that are under the sponsorship of another organization's 501(c)3, it is necessary to have on file a letter from the sponsoring organization signed by the Board Chair or the Chief Executive Officer (i.e. the program's director or church's pastor), that confirms their relationship and indicates acceptance of the responsibilities of sponsorship. The 501(c)3 agency must be programmatically, fiscally and legally responsible for the donated product handling/distribution activities of the designated group.