



**CARE AND SHARE**<sup>SM</sup>  
FOOD BANK FOR SOUTHERN COLORADO

A Member of  
**FEEDING AMERICA**

# PARTNER AGENCY APPLICATION

Dear Prospective Partner,

We are thrilled that you are interested in joining Care and Share Food Bank to feed our neighbors in need across Southern Colorado. Our work wouldn't be possible without the robust network of partner food pantries and meal sites that work alongside us to get food onto the tables of families and individuals facing hunger.

Enclosed is an application packet that will guide you through the steps necessary to become a partner agency. We encourage you to read through the first couple pages of the application packet carefully to help you determine if your organization meets the requirements to become a partner agency. It is advised that you reach out to a Regional Manager to talk through the eligibility requirements before filling out the application.

Once we've received your application packet and reviewed it, we will contact you to discuss the next steps. Please note that submitting an application does not guarantee you will become a partner agency. We will consider your location, hours of service, and any activities unique to your program and how it will complement services provided by our existing partners.

Please feel free to contact us with any questions you may have. We look forward to working with you in the future.



Sincerely,

**Tabi Rackley**  
**Programs Manager**

# ABOUT CARE AND SHARE FOOD BANK

## VISION:

Our vision is a hunger-free Southern Colorado.

## MISSION:

Our mission is to provide food, partnering opportunities, and education to fight hunger and food insecurity in Southern Colorado communities.

## PURPOSE:

Our core purpose is to bridge the gap between hunger and abundance.

## WHAT WE DO:

At Care and Share Food Bank, we believe that no one should go hungry. Every day, we provide food to our partner agencies across Southern Colorado to serve our neighbors in need because well-fed communities are better for us all.

Care and Share exists to ensure that Southern Coloradans at risk of hunger have access to enough healthy and nutritious food to thrive. We know that children without adequate access to food cannot develop successfully, families cannot plan for their future, and seniors find it more difficult to remain independent.

Through our partner agencies, like soup kitchens, shelters, food pantries and senior centers across 31 Southern Colorado counties, we are able to reach 220,000 people who are in need. Food insecurity, the inability to consistently access nutritious and adequate amounts of food necessary for a healthy life, can happen to anyone.

In our 2019-2020 fiscal year, we distributed more than 24.7 million pounds of food throughout our service area, which equates to more than 19.8 million meals.

Our food comes in from a variety of sources. We partner with local farmers, retailers, and grocers to pick up perishable products daily. We also partner nationally with Feeding America, the nation's largest domestic hunger relief charity, to secure truckloads of donated product.

Due to our buying power and efficiencies in procuring food, for every dollar donated, we are able to procure 10 pounds of food, which is the equivalent of 8 meals.

## OUR HISTORY

In 1972, our founder Sister Dominique Pisciotta saw many people in her own community struggling with hunger and decided to do something about it. Hunger wasn't ok with Sister Dominique then and it isn't ok with us now. We know you feel the same way. In the early days, we distributed food baskets throughout Colorado Springs. Now, we provide millions of pounds of food throughout 31 Southern Colorado counties. We have far outgrown our humble beginnings, where we distributed food out of volunteers' basements and a two car garage on S. Wahsatch Street. Today, we have the privilege of running our operation from a well-equipped distribution centers in Colorado Springs and Pueblo. And volunteers, always the lifeblood of our work, have grown in ranks from one committed Sister to more than 43,000 volunteer hours annually!



# PRE-APPLICATION CHECKLIST

Care and Share Food Bank partner agencies are 501(c)3 non-profit organizations or churches that are incorporated for the purpose of serving the ill, needy, or infants (minor children), provide direct service to the hungry, and do not redistribute product to any other entity. The pre-application checklist indicates our minimum requirements. If you do not or cannot meet these requirements, you will not be considered a candidate for membership as a partner agency.

In addition to these minimum requirements, your agency will be reviewed on the number of households and clients you do and can serve, whether there is any network duplication in your service area, and/or whether your service area is an underserved area or serves an underserved population.

In some cases, Care and Share Food Bank may be able to work with an applying agency to meet a requirement they have not fulfilled. *Can you demonstrate:*

- Organization is a 501(c)3
- Care and Share product will only be utilized as related to agency's purpose of serving the ill, needy or minor children, and will not be used within the agency or to feed staff or volunteers
- Facility includes secure and adequate physical storage/preparation/distribution space that is not located in a personal residence
- Operate regularly scheduled hours
- Have staff/volunteers who are accountable for record keeping, inventory control, and a system for keeping track of individuals served
- Have the ability to access and submit information via the internet on a monthly basis
- Adhere to food safety guidelines and complete food safety training
- Ensure clients receive food free of charge with absolutely no conditions levied, implied, or exchanged
- Pass a site inspection prior to membership and allow for appropriate on-going monitoring by Care and Share Food Bank representatives
- Acquire food from Care and Share at least every six months

## BENEFITS OF PARTNERSHIP

Becoming a partner of Care and Share Food Bank offers many benefits:

- We are a partner to help you accomplish your mission of feeding the hungry
- We offer a wide variety of food in one place
- You can easily order product online
- You are a member of a network helping reduce hunger in Southern Colorado
- You help us distribute more food to more people. We need you!

## SITE VISITS

Care and Share Food Bank and Feeding America require that before an agency can be approved for partnership, it must pass a site inspection. A site will be re-inspected after their first three months in operation and then the site will be inspected every other year. Please [click here](#) to view a site monitor form to know what to expect during our visits.

## DOCUMENTS TO ATTACH TO APPLICATION

The following is a checklist to determine whether you should proceed with the application process. You should be able to check all of the boxes below.

- Application for Partnership
- [Agency Agreement](#)
- Grievance Policy – Attached to application
- Copy of IRS/US Dept. of Treasury letter of Determinations (*which states your 501(c)(3) tax exempt status*)
- Articles of Incorporation
- List of Board of Directors/Governing Board
- Letter of Affiliation, if your agency is sponsored by a 501(c)(3) organization or church
- [Food Safety Certificate](#)
- Health Department Inspection Report or exemption letter if you prepare and serve meals

### IF YOU ARE A CHURCH SUBMIT EITHER

- Copy of IRS/US Dept. of Treasury letter of Determination or a letter from denominational headquarters stating that the church applying for partnership is a church in good standing in the denomination and has not been denied 501(c)(3) status,

**OR:**

- Complete the attached 14-point IRS Church Qualifier Form, and
- Letter of confirmation on church letterhead, as per attached example

# APPLICATION FOR PARTNERSHIP

## AGENCY INFORMATION

Agency Name - 501 (c)(3):	
Program Name (if different):	Year program was established:
Mailing Address:	
Physical Address:	
City/State, Zip, County:	
Phone:	

## CONTACT INFORMATION

Primary Contact Person:	Title/Role with Agency:
Email:	Phone:
Secondary Contact:	
Email:	Phone:
Agency Director/Pastor:	
Email:	Phone:

## HOURS OF OPERATION (please include hours of service if different)

Sunday:	Do you have any requirements for individuals who use your services (i.e. must live in X County or zip code or be of a certain age?):
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	

## PROGRAM INFORMATION

Type of Agency: <input type="checkbox"/> Pantry <input type="checkbox"/> Meal Provider
Does your agency have non-profit status? <input type="checkbox"/> YES <input type="checkbox"/> NO
Federal IRS Tax Exempt Number 501(c)3: <i>Please attach a copy of your IRS Tax Exempt Designation Letter</i>

## SERVICES

Please describe the type of services provided by your agency/program. Please include all services, even those that are not food related
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Please explain how food from Care and Share Food Bank will be utilized:
Does your agency provide meals on your premises that Care and Share will be used for? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, how often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other
Does your agency deliver meals with the food you would get from Care and Share? <input type="checkbox"/> YES <input type="checkbox"/> NO
Does your agency distribute food for emergency assistance to individuals or families? <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, what types of food are distributed? <input type="checkbox"/> Shelf-stable items <input type="checkbox"/> Refrigerated items <input type="checkbox"/> Frozen items
What is the average number of families served each month?
How many individuals and/or families would you like to serve each month?
What percentage of your clients are low income?

## PROGRAMS

- What programs is your agency interested in?
- Food Pantry – Building food boxes to send home with families
  - Meals/snacks – Meals and/or snacks that individuals will consume on site
  - TEFAP – The Emergency Food Assistance Program (USDA Program with income eligibility requirements)
  - CSFP – Commodity Supplemental Food Program – Senior boxes (USDA Program with income eligibility requirements)
  - Residential – Residential facility that consumes meals and snacks on site

## AUTHORIZED AGENCY EXPRESS USER (Online ordering and reporting)

Authorized User:	
Email:	Phone:
Authorized User:	
Email:	Phone:
Authorized User:	
Email:	Phone:
Authorized User:	
Email:	Phone:

## FOOD STORAGE

What type of storage space do you have available?

Do you have any other storage locations?

If YES, please list:

Refrigeration: # of units :

Freezer # of units:

## FUNDING

Is your organization reimbursed by local or federal government for services for client care?

YES  NO

Does your organization expend \$750,000 or more in Federal awards during your fiscal year? [ ] Yes [ ] No

YES  NO

Do the people receiving food from your organization pay money or contribute any property or service for the food?  YES  NO If so, explain:

Person Certified in Food Safety:

Certification Expiration:

## AUTHORIZED SIGNATURE

By signing below, you confirm that the information provided is true and accurate,

Contact Name:

Signature:

Agency Director/ Pastor:

Date:

***Submission of an application does not guarantee a partnership.  
Care and Share Food Bank reserves the right to accept partners that best fit Care and Share Food  
Banks geographic and programmatic need.***





## GRIEVANCE POLICY AND PROCEDURES

### Grievances against Care and Share Partner Agencies:

1. Care and Share Food Bank must respond to complaints by the public about any Care and Share Partner Agencies.
2. The Senior Regional Manager will notify the Agency by telephone of the specific complaint received.
3. The phone conversation will be followed by a letter or a visit to the Agency by the Care and Share representative.
4. In the case of a complaint of a serious nature Care and Share staff may arrive unannounced at a site to establish the validity of the complaint.
5. The results of any investigation and subsequent recommendations will documented in the Agency's file. The Agency will be notified in writing of the conclusions and any actions to be taken.

### Grievances against Care and Share Food Bank:

1. A Partner Agency may submit a written statement of grievance addressed to the Programs Director. The statement must include the reasons for the grievance, pertinent facts, and what the Agency believes would be an acceptable solution to the problem.
2. The Programs Director, following study and recommendation from the Care and Share staff, will determine the plan of action and decision on the grievance within ten working days of receiving the grievance letter. The Agency will be notified in writing of the decision.
3. The Partner Agency may appeal the decision to the Care and Share President/CEO. The decision of the President/CEO is final.
4. An Agency will not be discriminated against, harassed or suffer any reprisals by Care and Share Food bank as a result of filing a grievance.

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(Signature) Executive Director, Pastor, Etc.

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(Date)

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(Print Name)

## IRS CHURCH QUALIFIER FORM

The Internal Revenue Service uses 14 characteristics to determine whether an organization qualifies as a church.

All applicants applying as a church should provide a letter from the church on its letterhead. It should be signed by its chief executive officer affirming that the organization is, in fact, a church and essentially meets the spirit of the 14 criteria employed by the IRS in defining a church.

**Please attach examples that demonstrate the 14 point criteria. Demonstration of 10 criteria is required, the first 6 are mandatory.**

MANDATORY CRITERIA	POSSIBLE SOURCES FOR DOCUMENTATION	DOCUMENTATION ATTACHED
A distinct legal existence	Letter from IRS showing Employer ID number	<input type="checkbox"/>
A recognized creed and form of worship	Articles of Incorporation, By Laws, Church Bulletin	<input type="checkbox"/>
A definite and distinct ecclesiastical government	Articles of Incorporation, By Laws, or Constitution	<input type="checkbox"/>
Established places of worship	Church bulletin, Newsletter	<input type="checkbox"/>
Regular congregations	Church bulletin, Newsletter	<input type="checkbox"/>
Regular religious services	Church bulletin, Newsletter	<input type="checkbox"/>
SELECTED CRITERIA (choose 4)	POSSIBLE SOURCES FOR DOCUMENTATION	DOCUMENTATION ATTACHED
A formal code of doctrine and discipline	Articles of Incorporation, By Laws	<input type="checkbox"/>
A membership not associated with any other church or denomination	Statement of mission, objectives and goals of the church signed by the pastor and three others	<input type="checkbox"/>
A distinct religious history	A brief written history	<input type="checkbox"/>
A complete organization of ordained ministers ministering to their congregations	Church bulletin or other published document listing the ministers or copy of ordination certificates.	<input type="checkbox"/>
Ordained ministers elected after completing prescribed courses of study	Copy of Ordination and diploma	<input type="checkbox"/>
A literature of its own	Newsletter or Sunday morning program	<input type="checkbox"/>
Sunday schools for religious instruction of the young	Church bulletin, Newsletter	<input type="checkbox"/>
Schools for the preparation of its ministers	Copy of diploma from a school of divinity	<input type="checkbox"/>

As a duly authorized officer of \_\_\_\_\_ (church name), I certify that this organization meets the requirements indicated for identification as a church and has not applied to the IRS for 501(c)(3) status and been denied, or has not had its 501(c)(3) status revoked by the IRS.

\_\_\_\_\_  
(Signature) Executive Director, Pastor, Etc.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)