



**Mission of Agency:**

*Be as specific as possible, especially in describing your food-related services; more detail can be provided in an attached agency brochure if available.*

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**Operating Information:**

1. How do you plan to use food received from the food bank? \_\_\_\_\_

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2. If currently operating, how long have you been distributing food or serving meals or snacks? \_\_\_\_\_

3. How is food safety training conducted for staff and volunteers? \_\_\_\_\_

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

5. Do you have adequate storage:

**Dry?** Yes  No  sq. ft. or description: \_\_\_\_\_

**Refrigerated?** Yes  No  # units or description: \_\_\_\_\_

**Frozen?** Yes  No  # units or description: \_\_\_\_\_

6. Do you have transportation to pick up food? Yes  No

7. What, if any, guidelines or restrictions must clients meet in order to be served?

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8. If you plan to distribute food at one or more sites that are in a different physical location that listed in the General Information section, please list site names and addresses here. *(Please note each distribution or storage site will receive an annual monitoring visit.)* \_\_\_\_\_

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**Financial Information:**

9. Program Funding Breakdown:

Federal \_\_\_\_\_% Other \_\_\_\_\_% \* Fees \_\_\_\_\_%

State \_\_\_\_\_% Donations \_\_\_\_\_% United Way \_\_\_\_\_%

Local \_\_\_\_\_% Foundations \_\_\_\_\_%

\*If fees apply, explain: \_\_\_\_\_

***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.***

10. Oregon Food Bank and the Network of Regional Food Banks may charge a share contribution fee to cover some operational expenses. Share contribution is a per pound fee assessed on product received to help defray storage and distribution costs. Will your organization be willing and able to pay these share fees? Yes  No

**\*Questions for EMERGENCY FOOD BOX (1A) Programs:**

- A. How many days supply is given in each food box? \_\_\_\_\_ days
- B. USDA/OFB minimum for a food box is a 3-5 day supply of food.  
Will your program be able to maintain at least that level of service? Yes  No
- C. How often can clients receive food boxes? (*i.e. one per month, 16 per year, weekly*) \_\_\_\_\_
- D. Days and hours of food box distribution: \_\_\_\_\_  
If you are not already, would you consider being open evenings or weekends? Yes  No
- E. Average number of requests per week: \_\_\_\_\_ (*anticipated*)
- F. Are you or would you consider becoming a “shopping style” pantry? Yes  No   
If you are not a “shopping style” pantry, how do you plan to ensure client choice?  
\_\_\_\_\_  
\_\_\_\_\_
- G. If you are applying to distributed TEFAP commodities, you must restrict your eligibility screening to only the name of the recipient, household address (unless homeless), the number of people in the household and a self declaration of income. Will you program be able to adhere with this intake process? Yes  No   
If no, please explain: \_\_\_\_\_
- H. Are you prepared to include a non-discrimination statement on all advertising for services? Yes  No
- I. Do you understand and agree that proselytizing to clients is not allowed? Yes  No
- J. Does your program repack or plan to repack any bulk products into household size portions? Yes  No

**\*\*Questions for EMERGENCY MEAL SITE/SHELTER (1B) programs:**

- A. Days/meal times each week: \_\_\_\_\_
- B. Average number of persons served at each meal: \_\_\_\_\_ (*anticipated*)
- C. Does your agency maintain an established food program conducted on a regular basis for the benefit of needy persons, emphasizing serving the homeless or those at-risk of becoming homeless? Yes  No
- D. Are your meals restricted to those participating in a religious or other type of program? Yes  No   
If ‘yes’, please briefly explain the program: \_\_\_\_\_
- E. Will a food service company be employed to prepare and serve meals? Yes  No
- F. Is there someone with a food handlers card to take responsibility for directing others? Yes  No
- G. Will you be able to keep record of and report the number of persons/meals served? Yes  No
- H. No charge or requirement of donations for meals served is allowed by programs receiving TEFAP or other donated commodities. Does your program currently charge or require donations for meals? Yes  No
- I. Will your program be able to comply with the “no charge/no required donation” requirement? Yes  No
- J. TEFAP commodities will be used in on-site meal preparation for meals served on the premises of your agency and will not be re-distributed to individuals. Yes  No  N/A

**501(c)3 Status**

In order to qualify for membership in the Oregon Food Bank Network, an agency must be (or be fiscally sponsored by) a federally tax exempt 501(c) 3 organization. Providing documentation to affirm this status is part of the application process. Several different formats of documentation are acceptable. Please answer the questions below that are applicable to your organization’s status and attach the requested documentation.

Federal Tax Identification Number (EIN): \_\_\_\_\_ — \_\_\_\_\_

Is your program or agency a 501(c)3 organization? Yes  No

If YES, please attach a copy of your IRS Letter of Determination **and** a list of your Board of Directors. (State of Oregon charitable status DOES NOT fulfill this requirement.)

**OR**

If NO, Does your program/agency function under the fiscal sponsorship of a 501(c)3 organization? Yes  No

If YES, name of organization: \_\_\_\_\_

Please attach a copy of sponsoring organization’s IRS Letter of Determination **and** a letter or agreement from the organization, on letterhead, specifically authorizing your program to operate under that organization’s auspices. Templates for a letter or agreement are available from Oregon Food Bank or your Regional Food Bank. **If your program is sponsored by a church without official 501(c)3 status, see below.**

**OR**

If NO, Is your program/agency a recognized church that has not applied for official 501(c)3 status or under the fiscal sponsorship of a church without official 501(c)3 status? Yes  No

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

Please attach a letter, on letterhead, from the pastor, 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 meets the spirit of the 14 criteria employed by the IRS in defining a church. (See Appendix A for details.)

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**Please enclose the following attachments with your application:**

- Copy of IRS Letter of Determination and/or other confirming documentation of 501(c)3 status (see above)
- Copy of Board of Directors (or church governing body) list
- Copy of your Food Program Budget
- Copy of signed OFB Partner Agency Agreement
- Copy of food handler card or ServSafe certification held by any agency staff and/or volunteers (minimum of one key staff or volunteer involved with food program must have this documentation)
- Copy of signed USDA TEFAP RA Agreement (if applicable)

**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 the Oregon Food Bank Network.

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

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

**Return completed application and materials to your Regional Food Bank**

**APPENDIX A**

**Non-Denominational Church- Proof of Tax-Exempt Status Form**

Although Churches are classified as 501(c)(3) organizations, the IRS does not require that they file for an official designation of tax-exempt status individually. Your church may be affiliated with a nationally recognized parent church or denomination. An example of “Parent Church” may include, but are not limited to: Southern Baptist Convention, the Catholic Diocese, United Methodist, Presbyterian Church USA, General Council of Assemblies of God, etc. Please include a copy of the group exemption letter from the IRS with your application if one is available.

If your church **does not** belong to a larger, tax-exempt organization and cannot provide your own 501(c)(3) designation letter, you are not excluded from membership with the Oregon Food Bank Network. Oregon Food Bank and Feeding America do however require documentation of a participating organization’s 501(c)(3) status. In the case of a non-denominational church this should include a letter on church letterhead signed by the chief executive officer (pastor) stating that your church intends to host a food pantry or feeding program as well as this signed document with the applicable boxes checked and **documentation enclosed**.

**Please check the applicable boxes below (and include documentation where applicable):**

- Has not applied to the IRS for 501 (c)(3) status and been denied
- Has not had its 501 (c)(3) status revoked by the IRS

The IRS uses the following 14 characteristics to determine whether an organization qualifies as a Church, check those that are applicable to your 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 membership not associated with any other Church or denomination
- 6. A distinct religious history
- 7. A complete organization 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 of the young
- 14. Schools for the preparations of its ministers

Where possible, please include documentation with your application (church bulletins, website addresses, flyers, etc.)

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, documentation, and this form need to establish is that the organization is a church within the spirit of the IRS guidelines. ***Please note: A certificate of incorporation from the State of Oregon is not acceptable proof of tax-exempt status***

\_\_\_\_\_  
*Name/Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*