



Feed the Children Community Partner Application Requirements

- Must have a minimum of at least one-year non-profit experience and provide a copy of 501(c)3 Declaration Letter from the IRS indicating your organization has been operating for a minimum of one-year. Churches can provide Articles of Incorporation in lieu of 501c3.
- All product or goods received from FEED must be distributed freely, without required participation (actively or passively) in any religious services, be actively proselytized, be excluded or included based on religious beliefs or lack thereof.
- All product or goods received from FEED must be distributed to individuals who are genuinely in need and/or for projects that relate to the community partner's mission and regardless of gender, race or religious background.
- All product or other goods are provided in an "as is" condition. FEED is to be notified promptly if any items are damaged, cannot be used safely or are unfit for human consumption.
- Product or other goods received from FEED cannot be sold, transferred or bartered in any manner.
- Partner is responsible for maintaining accurate distribution records and will be required to complete and return Donation Feedback Reports 30 days after receipt of the Certificate of Donation. Some donors require additional distribution reports at which time the local community partner will be informed of the requirement when product is accepted.

If your organization can meet all of the above requirements, please proceed to the Community Partner Application.

- Complete ALL sections of application. Incomplete applications will be returned for completion.
 - Include copy of 501(c)3 Declaration Letter from the IRS or Articles of Incorporation.
 - Include photos of your storage and distribution areas (interior and exterior of your facility). Product must be stored in a safe, secure location to protect the integrity of the product and may not be stored at a residence, under carports, tarps, mini storage or public storage units.
 - If storage facility is leased, please provide a copy of lease agreement.
 - Provide documentation proving distributions/programs (i.e. Facebook link, fliers, news clippings of your outreach in motion).

Email all above documents to agency.development@feedthechildren.org or fax to 405-949-5169.

Once application is approved/denied, Feed the Children's Community Partner Development Department will be in contact with further information and next steps.

Completion and approval of the application is not assurance of the availability of product.



Community Partner Application

Name of Organization: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Mailing Address if different than above: _____
EIN # : _____
Website: _____
Primary Contact: _____ Phone: _____
Email address: _____
Secondary Contact: _____ Phone: _____
Email address: _____

Mission Statement & Goals of your programs:

Has your organization currently and consistently maintained a tax exemption status under IRS Code 501(c)3? Yes No if no, please explain.

Please list your Board of Directors or Board Trustees:

Does your agency follow U.S. Department of the Treasury Anti-Terrorist Financing guidelines?
Refer to: <https://www.treasury.gov/resource-center/terrorist-illicit-finance/Pages/protecting-charities-intro.aspx>
Yes No

What steps does your organization take to ensure products are not diverted; e.g. sold, reimported, etc?

Are recipients charged fees to receive assistance? Yes No If yes, what are fees used for?

Are recipients required to work or volunteer for your organization to receive donations?
Yes No If yes, please explain.



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Are recipients required to attend church or faith-based services to receive donations?

Yes No If yes, please explain.

What are the qualifications used to determined recipient eligibility?

Does your organization operate a thrift store or sell products to raise funds to support your programs? Yes No If yes, please explain.

How many individuals do you serve?

How many families do you serve?

Please check all those that apply to your organization's programs:

Domestic International Countries:

Other

Feeding Programs

Hot Meals How many meals served monthly?

Food Pantry How often may recipients receive? Daily Weekly Monthly

Other feeding programs (please describe):

Educational Programs

Literacy Distribution of educational items Academic mentoring/tutoring

Other:

Essential/Hygiene Programs

Distribute how often? Daily Weekly Monthly

Description of programs:

Disaster Relief

Member of your state's Voluntary Organizations Active in Disasters (VOAD)? Yes No

Member of the National Voluntary Organizations Active in Disasters (VOAD)? Yes No

List the zip codes you are currently serving:



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Does your organization provide assistance to other local non-profits/organizations?

Yes No If yes, please list (attach additional pages if needed).

How often do you distribute to these organizations?

Daily Weekly Monthly Seasonally Yearly

Do you have local volunteer opportunities? Yes No

If so, would you be willing to allow FEED to share your contact information with potential volunteers?

Yes No

Would you be interested in co-branding with FEED? Yes No

How can FEED better support you? Product What type of product? _____

Program Development Marketing/Social Media Branding Consultation

Other: _____

Specific needs or resources interested in receiving:

Baby items Medical Supplies/Equipment Building Materials Furniture

Clothing Household items

Other needs: _____

Storage, Transportation & Capabilities

Physical storage address for organization: _____

What type of storage does your organization have?

Dry Storage: Yes No Square footage:

Approx pallet capacity:

Refrigerated Storage: Yes No Square footage:

Approx pallet capacity:

Frozen Storage: Yes No Square footage:

Approx pallet capacity:

Is the space owned leased or donated ? If leased please provide a copy of lease agreement.

Select the available mode(s) of transportation you have to pick up donations:

Semi Truck Box Truck Refrigerated Truck Frozen Truck Box Van

Fork Lift Pallet Jack

Other: _____

What is your maximum travel radius (in miles) to pick up product donations? _____

Would you be interested in potential deliveries from FEED when/if available for a small fee?

Yes No



Community Partner Acknowledgement

PURPOSE

To establish an acknowledgment of responsibilities and expectations of the receiving organization

(Partner) receiving donations from Feed the Children, Inc. ("FEED"). FEED may offer to provide and supply the Local Community Partner, upon occasion, available foods, personal hygiene products, educational materials or other donated products ("Product"). The Partner understands and agrees to abide as follows:

FEED does not guarantee that it will provide the Partner with any Product or other goods in any amount at any time. Any Product or other goods provided to the Partner, if any, is in the sole discretion of FEED.

Acknowledgement

1. The Partner must have been awarded and currently maintains the tax exempt status of 501(c)(3), or other tax exempt status, by the Internal Revenue Service and has filed its exempt status letter with FEED. Other evidence of exempt status may be submitted and accepted by FEED in its sole discretion. The Partner must be in compliance with all applicable rules, regulations and laws; **including but not limited to U.S. Department of Treasury Anti-Terrorism Guidelines and Internal Revenue Service Regulations.**
2. The Partner must have been in operation for at least 12 months with an established outreach.
3. The Partner must be financially sound.
4. The Partner acknowledges the completion and approval of the application is not an assurance of the availability of Product or other goods.
5. As required by FEED, the Partner must maintain records of Product or other goods received, and the distribution thereof, in accordance with generally accepted accounting principles. FEED shall be allowed reasonable access to the Partner's records, including financial records, and facilities, both storage and distribution, pertaining to Product or other goods that have been provided by FEED. The Partner will provide a completed FEED distribution report form per each donation and/or on request of each donation of Product received **within the time-frame dictated by FEED.**
6. The Partner will use Products or other goods received from FEED solely for projects within the Local Community Partner's organization relating to its exempt purpose.
7. The Partner can share Product with other organizations when the volume of Product received is greater than the Partner's resources to distribute the Product to the consumer. The Partner understands that sharing of Product may only be made with other exempt organizations that are able to and will distribute the shared product directly to the end recipient. If shared, the Partner will remain fully responsible for Product and its distribution. FEED has no obligation to or relationship with the sharing organization. FEED may require that any such desired sharing be preapproved. **In addition, FEED may require Local Community Partner to provide documentation proving the Sharing Partner meets all applicable regulations and maintains the tax exempt status of 501(c)(3), or other tax exempt status, by the Internal Revenue Service and has filed its exempt status letter with FEED. The Sharing Partner must be in compliance with all applicable rules, regulations and laws; including but not limited to U.S. Department of Treasury Anti-Terrorism Guidelines and Internal Revenue Service Regulations.**
8. FEED accepts all donations in conformance with the Bill Emerson Good Samaritan Food Donation Act. All Product or other goods are provided in an "as is" condition. FEED is to be notified promptly if any items are damaged, cannot be used safely or are unfit for human consumption.
9. The Partner must provide safe storage space to protect the integrity of the Product or other goods until they are distributed.
10. Any and all offers of Product or other goods from FEED are subject to withdrawal, recall, return, or cancellation upon demand and without prior notice.
11. The Partner must comply with all FEED and primary donor's conditions currently in effect or that may go into effect at a later time.
12. The Partner cannot contact the originating donor or any representative or affiliate thereof other than communication necessary in securing deliver or pick-up of Product. However, if the Partner has received donations from the originating donor prior to the relationship with FEED, and that relationship is disclosed by the Partner prior



to receiving the Product donation from FEED, then the prohibition does not apply.

- 13. The Partner, nor its employees, representatives or volunteers can act, represent or purport itself as a representative or agent of FEED and has no authority to act on behalf of FEED.
- 14. No fees of any kind can be required from the end recipient.
- 15. Product or other goods received from FEED cannot be sold, transferred or bartered in any manner
- 16. No discrimination can be made in the distribution of Product or other goods received from FEED on the basis of national origin, race, creed, gender, religion or disability.
- 17. All Product or goods donated by FEED must be freely given without requiring the recipient to participate in – actively or passively - any religious services, be actively proselytized, or be excluded or included based on religious beliefs or lack thereof.
- 18. The Partner will not engage in the making or publishing of any written or oral statements or remarks that criticize, ridicule, disparage or defame FEED, its officers, directors, employees, agents, donors, agencies and/or assigns.

INDEMNIFICATION

The Partner shall indemnify, defend and hold harmless FEED and its subsidiaries and affiliates, as well as their respective officers, directors, agents, employees, volunteers, agents, attorneys, representatives, successors and assigns, from and against any and all claims, suits, damages, liabilities, costs and expenses including, but not limited to, court costs and reasonable attorney's fees, arising out of, based on or in any other manner related to (i) the breach of any claim representation, warranty of The Partner, (ii) the infringement of the intellectual property rights of third parties in connection with advertising and other promotional activity, or (iii) any other negligent, grossly negligent or willful misconduct by The Partner or its officers, employees, agents, volunteers, representatives or invitees due to the relationship with FEED.

NOTICE

Any notices given to FEED shall be sufficient only if in writing and delivered in person, electronically or mailed with a confirmation of delivery as follows:

Feed the Children, Inc
Agency Assessment & Security Department
333 North Meridian Ave
Oklahoma City, OK 73107

PARTNER ACKNOWLEDGES THAT THIS LOCAL COMMUNITY PARTNER ACKNOWLEDGMENT DOES NOT GIVE THIS AGENCY THE RIGHT, IN ANY MANNER, TO USE FEED THE CHILDREN’S NAME, LOGO AND MARKS WITHOUT PRIOR WRITTEN APPROVAL. VIOLATION OF THIS WILL RESULT IN IMMEDIATE SUSPENSION OF PARTNER TO RECEIVE ANY FUTURE PRODUCTS OR GOODS.

SIGNATURES

The persons executing this Acknowledgement on behalf of the Local Community Partner represented has the right, power, legal capacity and appropriate authority to enter into this acknowledgement on behalf of the Partner they represent.

Signature: _____ **Date:** _____

Title: Executive Director/Senior Pastor _____

Print Name: _____

Organization Name: _____

Feed the Children collects information following the U.S. Department of the Treasury Best Practices Guidelines for Anti-Terrorist Financing. As, in addition to the following information, copies of incorporation, contracts, agreements, indentures, franchises, licenses and permits pertaining to the incorporation of your organization might be required before approval is granted to receive Product from Feed the Children



Our Donations

MAY NOT BE SOLD!

Donations received through Feed the Children may not be sold, bartered or exchanged. Feed the Children aggressively protects its donors from the unacceptable practices of the sale, barter or exchange of donated items. We expect our partners (and their associated agencies) to abide by our policies and guidelines and to report partners and agencies that do not.

Feed the Children takes such complaints very seriously. All complaints are investigated and appropriate legal action, criminal and/or civil, are taken against any partner who is not using received items in compliance with Feed the Children guidelines. Feed the Children cooperates fully with all law enforcement and administrative agencies while investigating complaints. Further, agencies not using received items in compliance with Feed the Children guidelines are terminated.

Partners should realize that violation of Feed the Children's policy against the sale, barter or exchange of donated items has far-reaching implications. Donors discontinue their provisions of food and supplies that other partner agencies rely upon to meet the needs of children and families.

Please report violations to Agency Assessment & Security at (800) 627-4556.

I have read and agree to adhere to this policy:

Community Partner Name

Date

Signature of Executive Director/Senior
Pastor

Printed Name of Executive
Director/Senior

****Must be signed by the head of the organization applying for commodity assistance; i.e.
Executive Director, Senior Pastor, President, etc.***