



APPLICATION FOR PARTNER MEMBERSHIP

Thank you for your interest in partnership with Second Harvest of Coastal Georgia. Second Harvest of Coastal Georgia is a nonprofit organization that collects, secures, and distributes food to more than 230 community partners in 21 counties in coastal Georgia. Our mission is to lead the effort to end hunger and improve lives.

Please read the following documents carefully and in their entirety before submitting your application and supporting documentation. In this packet, you will find contact information for our Agency Relations staff, a checklist for documents that must be included with the application, and a list of requirements of agency partners.

There is a \$25 non-refundable application fee that is due at the time the application packet is submitted. Second Harvest is continually working to align resources with needs and therefore cannot guarantee approval of your application. We understand that you may have questions regarding the application as it relates to your program, and we are here to assist. Please feel free to contact your Agency Relations team member to schedule an appointment to discuss.

We look forward to learning more about the work you do in your community and the ways that we can possibly partner to make a lasting impact. Second Harvest is proud to be a part of a network that works passionately to end hunger, and we thank you for your efforts to join this cause.

*****Applications will not be accepted October 1st – December 31st.*****

WHAT YOU NEED TO KNOW TO BECOME A PARTNER AGENCY

Your agency must be within the Second Harvest service area as shown below.



Second Harvest staff will be in contact with the agency within 7 business days of receiving your application. A complete application and all required supporting documentation must be submitted before a decision can be made. Incomplete applications will not be accepted.

Please note: Completion of the application does not guarantee partnership. We reserve the right to refuse partnerships to programs that do not meet our criteria or strategic goals. Your application may be put on a waiting list if there are no partnership openings in your geographical area at the time of application.

Second Harvest 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 backpack programs, food pantries and kitchens that serve consistently throughout the year.

Main Branch - Savannah

1380 Chatham Parkway
Savannah, GA 31405
P: 912-236-6750

Southeast Branch - Brunswick

2591 Sidney Lanier Drive
Brunswick, GA 31525
P: 912-261-7979

BENEFITS OF PARTNERSHIP

Partnership with Second Harvest offers many benefits, including but not limited to:

- We support you in your mission to feed the hungry
- You become part of a network of over 230 partner agencies in coastal Georgia all working towards a common goal.
- Access to product via a shared maintenance fee ranging from \$0.00 to \$0.19 per pound.
- Access to Agency Express, the online ordering menu, as well as fresh produce and bread to distribute at your agency.
- Access to Second Harvest's Partner Marketplace, where you can shop for a variety of available donated goods in smaller quantities.
- Access to training and national best practices through annual site visits, agency newsletters and agency conferences.

REQUIREMENTS FOR PARTNERSHIP

The following items are the minimum requirements to become a partner with Second Harvest of Coastal Georgia:

- The organization must be in and serve one of the 21 counties serviced by Second Harvest of Coastal Georgia (Foodbank). (Appling, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Evans, Effingham, Glynn, Jeff Davis, Liberty, McIntosh, Montgomery, Tattnall, Toombs, Pierce, and Wayne Counties)
- The organization must maintain a 501©3 status as a registered Public Charity or qualify as a faith-based organization as determined by the IRS. (List of required documentation is available by request)
- Must use Foodbank product to operate a feeding program that directly serves the needy, ill, infants/children and/or the elderly.
- Must be in the Second Harvest service area and in an area of need as defined by Second Harvest.
- In accordance with Federal Law and the U.S. Department of Agriculture policy, agencies are prohibited from discriminating based on race, creed, color, national origin, gender, sexual orientation, religious affiliation, or lack thereof, age, disability or any other characteristic that is protected by law.
- Agency must have an adequate budget and resources to support a sustainable food program.
- Agency must be open for distribution at least once per 30 days.
- Foodbank products must only be distributed or used for the approved program. Food may not be used for other purposes (organization events, fundraisers, etc.)

- Agency cannot require a fee for meals or pantry bags of food. All products must be distributed at no charge, with no suggested or implied donation amount or volunteer/work requirement.
- Agency cannot require participation or attendance in religious services, ministries, or classes to receive food or a meal.
- Agency must have a publicized working phone with voicemail for neighbors to access agency and leave a message.
- Agency program hours of operations must be clearly and visibly posted on outside of facility at all times.

ASSOCIATED FEES

- \$25 nonrefundable application fee
- Annual \$100 Membership Fee
- Shared Maintenance Fee that varies depending on food product (\$0.00 to \$0.19 per pound)

STORAGE & FACILITY REQUIREMENTS/GUIDELINES

- All agencies are required to complete and maintain unexpired SERV Safe training as referenced below.

Agency Partner Program	Required Training	Expiration
Programs that handle and distribute shelf stable TCS (Time & Temperature Control for Safety) products	SERV Safe Food Handling Food Banking	2 years
Programs that utilize food product from SHCG to prepare meals	SERV Safe Manager	5 years

- Must have adequate and proper storage space (ie. Dry storage, refrigerators, freezers, coolers, etc.) at the site of food distribution to ensure the integrity of the product until it is prepared or distributed.
- All food products must be handled and stored according to safe food handling procedures. This includes but is not limited to the following:
 - All food (dry, frozen, and fresh) must be stored at least 6” off the floor, 18” from the ceiling, and 4” from walls.
 - Freezers and refrigerators must be used to store program food ONLY. (Separate storage used for any other food.)
 - Nonfood items must be stored separately from food.
 - Daily temperature logs will be required for all cold storage areas (refrigerator & freezer).
 - All food must be appropriately labeled and separated according to the food source. (i.e. USDA, GNAP, etc.)
 - Food storage must be secure, allowing only program staff and volunteers access.
 - Food storage must be rodent free. Agency must maintain a pest control log at least monthly, whether done internally or by a professional exterminator.
 - When refrigerated and frozen food is transported, it must be covered and kept at proper temperatures using freezer blankets or coolers.

RECORD KEEPING & REPORTING REQUIREMENTS

- The Agency is required to keep the following applicable documentation on file for at least four (4) fiscal years for auditing purposes.
 - All associated contracts and Memorandums of Understanding
 - TEFAP distribution records
 - Temperature Logs
 - Volunteer Training Logs
 - TEFAP & GNAP Eligibility forms
 - Records of households receiving food:
 - Neighbor sign in sheet
 - Entry Forms
 - Spreadsheet of number of backpacks along with names of sites
- The agency is required to keep the following applicable documentation on file for at least one (1) full fiscal year for auditing purposes.
 - Second Harvest invoices
 - Standards Review Site Visit Forms
- If the feeding program is part of an after-school program or daycare, a notarized letter must be submitted attesting that at least 51% of the students are at or below the federal poverty guidelines.
- Must provide Second Harvest with regular service statistics by submitting a monthly service report by the 5th of every month that summarizes how many people were served during the previous month.

SITE INSPECTIONS AND MONITORING VISITS

Second Harvest 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 be monitored at least annually by Second Harvest Agency Relations Coordinators. Most visits will be scheduled ahead of time; however, Second Harvest reserves the right to visit unannounced.

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 Second Harvest of Coastal Georgia. At least two people from the agency must attend the orientation. These orientations will be offered at each Second Harvest location and scheduled on an as needed basis.

APPLICATION CHECKLIST

The following documents **MUST** be submitted with your completed 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.
- A completed Church Qualifier form (with supporting documentation) if your agency does not have a 501(c)3 designation.
- If your organization’s 501(c)3 letter of determination does not list your Employee Identification Number, please provide proof of EIN.
- Provide a 3 or 6-month record of food distribution leading up to application submission.
- Two letters of recommendation – Letters can be from other Second Harvest partner agencies, donors, clients, or community contacts. The content of the letter should describe the impact your program has on the community and not be pre-written by the applicant.
- If you require your clients to complete an intake form or application other than your sign-in sheet, please provide a blank copy.
- Document showing any guidelines clients must follow to receive food. (Frequency of visit, residency, income, etc.)
- If your organization is inspected by the Department of Health or other local governing body, please include a copy of your latest inspection or current certificate of operation.