

# Annual Agency Application Form

*To be completed by non-profit organizations requesting food from Loaves and Fishes Food Bank*

In an effort to ensure the resources entrusted to Loaves and Fishes have the broadest impact possible, Loaves and Fishes is able to provide food to select nonprofits and schools to aid in the operation of their programs.

## Required Steps

1. Before any food will from Loaves and Fishes can be released, this application form must be signed and a hard copy of the application submitted to our Operations Manager, Alex Counsell.
2. Once Loaves and Fishes have received the completed application, it will be reviewed and a decision regarding your request will be emailed to your Agency Contact person as soon as possible.
3. All non-profit agencies are required to reapply annually to Loaves and Fishes between May 1 and May 31<sup>st</sup>.
4. All Schools are required to reapply annually to Loaves and Fishes at the start of each school year.
5. Please note: Loaves and Fishes is required to identify the food you receive from our food bank as an “in-kind” gift on form T3010 with the federal government. As per Food Banks Canada Guidelines, food is valued at \$5.70 per kg.

If you have any question please email [alex@nanaimoloavesandfishes.org](mailto:alex@nanaimoloavesandfishes.org)

<b>Agency Name:</b>	
<b>CRA Charitable Number:</b>	_____ - _____ RR _____
<b>Agency Contact Name:</b>	
<b>Contact Phone Number:</b>	
<b>Contact Email:</b>	

**Please describe how your agency intends to use food provided by Loaves and Fishes:**

Please provide the names of the people authorized to pick up on behalf of your agency.

Agency Rep 1	
Agency Rep 2	
Agency Rep 3	
Agency Rep 4	

## Agency Code of Conduct

Agencies approved to access food from Loaves and Fishes must adhere to the following:

1. Non Profit Agencies will have access to food designated by Loaves and Fishes staff after all clients have been through the St Columba depot.
2. Agencies are asked to select food quickly as the Loaves and Fishes Truck needs to be back on the road by 2:45pm.
3. Representatives of agencies who are also volunteering with Loaves and Fishes are not to set food aside while volunteering at Loaves and Fishes depot. Food is first provided to clients of Loaves and Fishes.
4. Non-profit agencies agree to adhere to all food limits or restrictions identified by Loaves and Fishes. Non-profit organizations agree to direct any questions to Loaves and Fishes staff only, not our volunteers.
5. Non-profit Agencies are required to separate food into 3 categories for weighing: perishables, non-perishables and bread items for weighing. *Staff will record the weight in kilograms in our computer system.*
6. Non Profit Agencies must not charge or sell any food received from Loaves and Fishes.

Agency Signing Authority Name:	
Signature:	
Date:	