

# 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 non-profits and schools to aid in the operation of their programs.

## Required Steps

1. Before any food from Loaves and Fishes can be released, this application form must be signed and delivered via hard copy or email to our Agency Liaison Supervisor, Joel Hampson. Find email below.
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 January 1<sup>st</sup> and January 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.

## Additional Information

We are piloting an online order system. Any agencies interested in participating in this pilot can contact Joel to see if there is space to participate.

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

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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. Do not park any vehicles in front of the 2 loading bay doors, or in donor parking in front of the walkway at Loaves and Fishes warehouse. This includes parking on the road. Parking is made available along the North side of the building, on Milton St.
2. All people entering the warehouse **MUST** have closed toe shoes. No sandals or flip flops.
3. All people entering the warehouse **MUST** wash their hands before coming in, and wear a face covering of some kind.
4. Approved non-profit agencies are provided access to the Loaves and Fishes warehouse from Monday to Friday 10am to 2pm only. Agencies must be out of the warehouse by 2pm. Closed all statutory Holidays. Loaves and Fishes reserves the right to restrict access to other agencies at any time.
5. No more than 2 representatives from any non-profit agency may be in the warehouse at any time.
6. Only 1 non-profit agency is allowed to shop at one time. Access is based on 15 minute appointments using the website calendly. <https://calendly.com/loaves/agency-pickup>
7. Non-profit agencies must check in with a Loaves and Fishes staff member before entering the warehouse.
8. Non-profit agencies are required to shop in designated areas only. Food not in the designated areas is not available.
9. 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.
10. Non-profit agencies are required to separate food into 3 categories for weighing: perishables, non-perishables and bread items. *Staff will record the weight in kilograms on the computer located in the non-perishable section.*
11. Non-profit agencies must not charge or sell any food received from Loaves and Fishes.
12. Non-profit agencies agree not to name their food program or programs “Loaves and Fishes”.
13. Non-profit agencies not to use similar branding and style as Loaves and Fishes in advertising of services.

Agency Signing Authority Name:	
Signature:	
Date:	