



Dear Prospective Partner,

Thank you for your interest in partnering with the Foodbank of Southeastern Virginia and the Eastern Shore (FSEVA). Our mission is “leading the effort to eliminate hunger in our community.” Our Partner Agencies share in this mission to provide food programs to qualified populations.

All applicants must currently be providing a food program that directly serves clients who are low income, needy, ill and/or infants, children (under the age of 18) for a minimum of three months.

In order to be eligible to partner with the FSEVA, the organization you are representing must meet the following criteria:

- Be designated as a 501(c)(3) organization by the Internal Revenue Service (IRS) or complete the IRS Church Qualifier.
- Must have internet access, a dedicated computer/laptop at the service location and be willing to use the Foodbank client database, Link2Feed services insight system.
- Have a safe and secure location for storage and distribution that is not a private residence.
- Have staff or volunteers dedicated to managing the operations of the food program as well as attend all necessary trainings of the application process and ongoing agency requirements.

FSEVA will review your application and determine the level of need in your geographic area. Some service areas may have adequate coverage with existing Partner Agencies. In such case, your application will be placed on a “wait list” and/or you will be contacted to discuss alternative options to assist the area with hunger relief. Please be advised that Partner Agency applications are reviewed once a quarter.

If your application is approved, FSEVA will contact you to make an appointment to visit your program site. The purpose of the site visit is to confirm the program information you have provided, look at the food storage/food preparation areas and to meet with you and answer any questions you may have.

Please complete the application packet and submit it to FSEVA with the items indicated below. Incomplete applications will not be processed until all necessary documentation has been received. Additional documents may be required depending on the programs your organization wishes to participate in:

- \$25.00 Non-refundable application fee paid with a check from the 501(c)(3) non-profit/church or sponsoring organization, made payable to the *Foodbank of Southeastern Virginia and the Eastern Shore*. Note: This does not determine membership.
- A completed application
- 501(c)(3) designation letter from the IRS or completed IRS church qualifier
- Photos of the storage area, distribution area and the client entrance
- Receipt of recent pest control service for your location. Note: This must be within the last 30 days.
- Completed Organization Survey