

2024 Community Partner Application Form

To be completed by agencies requesting food from Loaves & Fishes Food Bank

In an effort to ensure the resources entrusted to Loaves & Fishes have the broadest impact possible, Loaves & Fishes is able to provide food to registered charities, schools, Indigenous communities, and municipal or public bodies performing a function of government in Canada to aid in the operation of their programs. We refer to these as “Agencies.” If your application is approved, your agency will become a “Community Partner.”

Required Steps

1. Before any food from Loaves & Fishes can be released, this application form must be signed and delivered via hard copy or email to our Community Partner Manager, Joel Hampson. Find email below.
2. Once Loaves & Fishes has 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 Community Partners are required to reapply annually to Loaves & Fishes between January 1st and January 31st.
4. All Schools are required to reapply annually to Loaves & Fishes at the start of each school year.
5. Please note: Loaves & 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 \$7.07 per kg.

If you have any questions, please email joel.hampson@viloavesandfishes.org

Agency Name:	
CRA Charitable Number:	_____ RR _____
Agency Address:	
Agency Contact Name:	
Contact Phone Number:	
Contact Email:	

Describe how your agency intends to use food provided by Loaves & Fishes:

People authorized to pick up for your agency:		The # of clients you serve regularly:	
Agency Rep 1		Daily	
Agency Rep 2		Weekly	
Agency Rep 3		Monthly	
Agency Rep 4			
Are you willing to fill out Impact Reports regarding the impact of our services? <small>e.g. testimonials of clients, staff, volunteers; consented photos of food being used at your program*, and updated number of clients served.</small>			

Community Partner Code of Conduct

Agencies approved to access food from Loaves & 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 & 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. Community Partners are expected to bring their own bags, boxes, or bins to shop at our warehouse. We will provide a shopping cart to load food into for the duration of the shopping appointment.
4. Approved Community Partners are provided access to the Loaves & Fishes warehouse from Monday to Thursday 10am to 2pm only. Community Partners must be out of the warehouse by 2pm. Closed all statutory Holidays. Loaves & Fishes reserves the right to restrict access to other Community Partners at any time.
5. No more than 2 representatives from any Community Partner may be in the warehouse at any time.
6. Only 1 Community Partner 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. Community Partners must check in with a Loaves & Fishes staff member before entering the warehouse.
8. Community Partners are required to shop in designated areas only.
9. Community Partners agree to adhere to all food limits or restrictions identified by Loaves & Fishes. Organizations agree to direct any questions to Loaves & Fishes staff only, not our volunteers.
10. Community Partners 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. Community Partners must not charge or sell any food received from Loaves & Fishes.
12. Community Partners agree not to name their food program or programs "Loaves & Fishes".
13. Community Partners agree not to use similar branding and style as Loaves & Fishes in advertising of services.

Agency Signing Authority Name:	
Signature:	
Date:	