



New Agency
Application Packet
2024



Greater Baton Rouge Partner Agencies work with communities throughout our 11-parish service area to distribute food to neighbors in need. Some of these ways are through Food Pantries, Emergency Feeding programs, Meal Sites, Residential Programs and more. Greater Baton Rouge Food Bank supports these programs through various food sourcing, including USDA commodities, food drives, retail donations and more.

One of the ways we measure our impact is through MPIN (Meals Per Individuals in Need) data, which shows us where the needs are and how much we are meeting. Our efforts this year are in building support in underserved areas and supporting our current network of Partner Agencies. In line with these strategies, please review the current needs to determine if your agency might be a good fit to join our network!

Criteria for New Agency Applicants

In order to build support in underserved areas, we are currently accepting applications for agencies serving the following parishes:

Ascension
Assumption
Iberville
Livingston
Pointe Coupee
West Feliciana

In addition to the outlined parishes, we are accepting applications from agencies in any parish that serve or will serve underserved communities:

Hispanic
Seniors
Youth
Meal Site/ Soup Kitchen
Weekend Distribution
After Business Hours Distribution

To have an application considered for Agency Partnership, you MUST meet one or more of the service criteria listed above. If your application is received and you do not meet the above criteria, your application will not be considered. Please check back with us for updated criteria, as it changes from time-to-time.



Technology Requirements for New Agencies

The Greater Baton Rouge Food Bank, in partnership with Feeding America, has started an initiative called Service Insights. Service Insights is an approach to create a deeper understanding about the people we serve and allows us to target services to high-need populations.

Over time, we can leverage Service Insights to analyze client's experiences and understand how individuals move in and out of the charitable food system. The more we learn, the better we can meet the needs of specific vulnerable populations.

We use a software platform called Oasis to record and manage client service data. In order to run Oasis, new agencies are required to have the following:

- Agency representative that is comfortable using a computer and willing to learn the Oasis program
- Computer (laptop or desktop)
- Internet access

If you have questions or concerns about this requirement, please contact the Agency Relations Manager at 225-223-0383.



Application for Partner Agency Membership

DATE _____

NAME OF AGENCY _____ EIN _____

PHYSICAL ADDRESS _____

DELIVERY ADDRESS _____
(If different than agency address)

Parish _____ Organization Website _____

Primary Contact _____	Title _____
Email Address _____	Phone _____
Second Contact _____	Title _____
Email Address _____	Phone _____

Is your organization a non-profit? _____ Do you have 501c3 Status? _____

1. What is your organization's mission statement? _____

2. Does your organization currently run a food pantry, feeding program, or any other program that gives food to the needy? If so, please describe:

3. If 'yes' to question 2: How do you determine who is eligible for assistance?

4. If 'no' to question 2: What type of food assistance program do you plan to offer? (Circle one)
- a. Food Pantry
 - b. Meal Site
 - c. Residential
 - d. Weekend Distribution
 - e. After Business Hours Distribution

Describe:

1. How is your organization funded?

2. How many total staff/volunteers do you anticipate will assist with running your food assistance program if you are approved? _____

3. How is your organization funded?

4. How many households do you anticipate assisting each month? _____

5. Do you have the capacity to pick up your orders or will you need us to deliver? _____

6. Do you meet the technology requirements outlined on page 3 of the packet? _____

We are only accepting applications from agencies who serve or plan to serve one or more of the underserved areas identified on page 2.

Please complete and return, along with checklist documentation to:

KiEtha Gage, Agency Relations and Programs Manager
10600 S. Choctaw Drive, Baton Rouge, LA 70815

OR

By email: kietha@brfoodbank.org

Questions? Call 225-223-0383



Application for Partner Agency Membership

DOCUMENT CHECKLIST

Please check off and submit the following documents along with your Application for Partner Agency Membership

1. Proof of 501c3 status (IRS letter preferred) _____
2. Good Standing with LA Secretary of State _____
Provide proof of Good Standing print out prior to submitting application/go to <https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx> and search for your agency standing)
3. Board Roster _____
4. Overview of current food assistance program (if applicable) _____
5. Organization's Financial Statement (990 preferred) _____
6. Name(s) of persons that will oversee program (if approved) and
a. Summary of their experience _____

7. Proposed schedule of days/times agency will be open _____

OTHER REQUIREMENTS CHECKLIST

- 1. Computer and internet access at site _____
- 2. Agency Representative with intermediate computer skills _____
- 3. ServSafe Food Handler Certificate _____
 - a. (Go to <https://www.servsafe.com/access/ss/Catalog/ProductList/22> for course and certificate)
 - b. Needed only if application is approved and before initial review