

# 2023 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 will from Loaves and Fishes can be released, this application form must be signed and a hard copy of the application mailed to our Agency Manager, Joel Hampson.
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 \$7.07 per kg.

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

Agency Name:	
CRA Charitable Number:	_____RR_____
Agency Contact Name:	
Contact Phone Number:	
Contact Email:	

**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. Loaves and Fishes plans on operating on all stat holidays except for Christmas day, Dec 25<sup>th</sup>. An email will go out to agencies if we have to cancel a particular day.
2. Loaves and Fishes reserves the right to restrict access to agencies at any time.
3. Representatives of agencies who are also volunteering with Loaves and Fishes are not to set food aside while volunteering, and will be asked to wait until all agencies have gone through before they take their allotment of food.
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 must not charge or sell any food received from Loaves and Fishes.
6. Non-profit agencies agree not to name their food program or programs "Loaves and Fishes".
7. Non-profit agencies agree not to use similar branding and styles as Loaves and Fishes in advertising of services.

Agency Signing Authority Name:	
Signature:	
Date:	