**Mobile Food Pantry Application 2019**

**Background:**

* The Mobile Food Pantry is a **“Drop and Go”** food delivery method with a “**farmers market**” style distribution in which perishable and non-perishable food items are delivered by the FeedMore WNYMobile Food Pantry Truck free of charge.The intent is for immediate distribution to those in need in a designated area. The Mobile Food Pantry arrives with a load consisting of between five and eight different products totaling approximately 4,000 pounds (for a distribution of 100 families) with an emphasis on perishable products such as fresh produce and dairy items. It may also contain snack foods, condiments or any other items that are in abundance at FeedMore WNY’swarehouse. The truck will drop off these pallets of food at a host site and volunteers from the site help to set up folding tables in a row alongside the pallets. Signs and/or cones are also set out by volunteers to help direct people efficiently past the tables. A portion of each product is then set out on the tables for people to choose from. A line forms and once the distribution begins, each person then walks past the tables and chooses the items that they are interested in – packing their own bag as they go along. Volunteers are stationed behind the tables to restock items as needed and to make people aware of any products that have limits. The actual distribution takes 1-2 hours. Once everyone has gone through the line and distribution ends, volunteers will clean up any trash or cardboard. Leftover pallets and bread trays can be picked up by FeedMore WNY’s trucks during the following distribution or during an arranged time.

**Eligibility:**

* The Mobile Food Pantry is designed to foster collaboration; therefore we encourage member agencies of FeedMore WNY to partner with other organizations in the surrounding area to increase both client and volunteer participation. Host Sites where distribution is to occur do not need to be agencies of FeedMore WNY, but do need to partner with a local FeedMore WNY agency to act as the Sponsor Agency for the program.

***Note***: to find the FeedMore WNY agency closest to you, please visit:

<https://www.foodbankwny.org/pantrymeal-locator/>

* Mobile Food Pantry distributions will be held in locations that are safe and accessible to clients and provide space for large numbers of people to pass through.
* Site will provide a minimum space requirement of ***60 x 75 square feet*** for the truck to off-load pallets of food at the location for the ***“Drop and Go”***distribution.
* Agencies will be able to demonstrate that they are in compliance with all FeedMore WNY regulations including, but not limited to, up to date monthly reports and a current signed Membership and Transportation Agreements.
* Mobile Food Pantry reports will be ***emailed*** to the FeedMore WNY within ***three (3)*** ***business days*** of distribution.

**Deadline for Submission:**

Completed Mobile Food Pantry applications will be received or postmarked no later than **May 1st, 2019**

Please mail your completed application to:

**Mobile Food Pantry Committee**

**FeedMore WNY**

**91 Holt Street**

**Buffalo, NY 14206**

**Mobile Food Pantry Application 2019**

1. Agency Name :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Agency Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Mobile Food Pantry **Distribution** Address :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this different than your agency’s address? Yes No

1. Please identify the zip code area(s) your agency currently serves.

\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is your agency currently hosting the Mobile Pantry distribution? Yes No
2. Will you partner with other food providers/organizations for this event? Yes No

If yes, please list:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please provide the name and phone number of the primary contact within your agency regarding the Mobile Food Pantry distribution :

Name\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Phone # \_ \_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Records of all individuals receiving food will need to be completed, maintained, and ***emailed*** to FBWNY. Who in your agency will be responsible for this information?

Name\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_ \_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How many households from your community do you anticipate will be participating in the Mobile Pantry distribution from your agency?

**75—150 151- 200 201-plus**

1. Is your agency able to serve all of the 10 months the Mobile Pantry operates? Yes No
2. Please place a checkmark ***and*** rank ***three (3) options*** for the best time of day and week your agency can host the Mobile Food Pantry distribution:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Week 1  AM |  |  |  |  |  |  |
| Week 1  PM |  |  |  |  |  |  |
| Week 2 AM |  |  |  |  |  |  |
| Week 2  PM |  |  |  |  |  |  |
| Week 3  AM |  |  |  |  |  |  |
| Week 3  PM |  |  |  |  |  |  |
| Week 4  AM |  |  |  |  |  |  |
| Week 4  PM |  |  |  |  |  |  |

AM: Between 10:00AM – 11:00AM PM: Between 1:00PM – 2:00PM

1. Please explain if your planned distribution is other than the time of delivery:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Your agency will need to provide a minimum of ***five (5) volunteers*** to be responsible for registration, unloading products, and sorting products prior to distribution. Is your agency capable of providing the minimum number of volunteers? Yes No
   * Would you be interested in additional volunteers provided by FeedMore WNY?

Yes No

1. Does your agency have the following:

* Tables to set up to properly display the food?

Yes No

* Trash receptors and/or dumpsters for garbage and cardboard disposal?

Yes No

* A place to store pallets, bread trays, and totes until next delivery?

Yes No

* Paved space requirement (60’x75’) for the Mobile Food Pantry truck to unload pallets of food?

Yes No

* The ability to safely store and distribute any leftover food at the agency?

Yes No

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_