



Pre-Application Letter

To Whom It May Concern:

Thank you for your interest in providing a food ministry in your community. Mississippi Food Network (MFN) partners with community-led ministries to help serve people at risk for hunger. Mississippi Food Network **does not** set up food pantries or food assistance programs.

Submission of an application does not automatically guarantee approval for partnership. There are several factors that will be taken into consideration, which includes: 1) each new application must be from an organization that has been distributing food/serving their community, monthly or more, for at least six months; and 2) MFN only partners with nonprofit organizations and churches (must provide valid 501(c)(3) or church designation documentation).

As you move forward with your program, other things you need to keep in mind include: 1) resourcing food in your community is a must (i.e. conducting food drives, purchasing food). Partnership with MFN should only be considered as an additional food supplement for your program. 2) Partner agencies must have sustainable funding. How is your organization planning to fund this program now and in the future? Food programs cost money and not all food from Mississippi Food Network will be free of charge. 3) What does/will food pantry staffing look like for your agency? Whether volunteer or paid, this will be critical.

The application process begins with a completed pre-application form, including all requested documents, being submitted to MFN. Once a completed pre-application is received and reviewed by our Agency Relations department, the applying organization will be contacted regarding next steps and a timeline. Initial steps for determination and potential partnership will include a site visit, additional partnership requirements, if applicable, orientation training, and a \$150 deposit.

Many of the food items available from Mississippi Food Network are at no charge to our partner agencies, while some will have a per pound "shared maintenance fee" associated with the item. The per pound shared maintenance fee will not be more than 19 cents per pound (and sometimes less). This fee is used by MFN to offset handling costs incurred as the food bank acquires, purchases, warehouses, and distributes millions of pounds of food per year.

In addition, routine reporting is required of all partner agencies, as well as other documentation (i.e., food safety training, temperature logs, pest control), all of which must be completed and submitted each month. Proper recordkeeping and reporting are required of all MFN partner agencies.

Please contact us with any questions. Thank you for your service to individuals at risk for hunger in your community.

Thank you,
Robin Copeland
Agency Relations Manager
601-973-7085

NOTE: Mississippi Food Network does not provide food distributions for holidays or special events.



Post Office Box 411 | Jackson, Mississippi 39205
440 West Beatty Street | Jackson, Mississippi 39201
Tel: 601.353.7286 | Fax: 601.948.6710 | msfoodnet.org



PRE-APPLICATION

Thank you for your interest in partnering with Mississippi Food Network (MFN). We will review pre-applications and make determinations based on capacity and available resources.

Church or Non-Profit Organization Name: _____
 (If non-profit, please attach a copy of the 501(C)(3) Letter of Determination for Tax Exempt Status)

County _____ **Physical Address:** _____

City: _____ **State:** _____ **Zip Code** _____

Contact Person: _____ **Contact Phone:** _____

Contact Email Address: _____

Website: _____

| Please circle Best Answer(s) | | | | | Additional Comments/Explanation |
|---------------------------------------------------------------------------------|-----------------------|---------------------------------|------------------------|----------------------------|----------------------------------------|
| How many hours are you open per month? | 1-3 hrs | 3-6 hrs | 6-10 hrs | 10+ | |
| How long has your food distribution been open? | not open yet | 1-3 yrs | 3-5 yrs | 5+ | |
| How often can your guests visit the pantry? | 1X/month | 2X/month | 1X/week | Daily | |
| How do you offer food? | Prepared Meals | Clients "shop" in pantry | pre-bagged food | Mobile Distribution | |
| What types of food do you offer? | Fresh produce | Dairy | Frozen meat | Cans/boxed goods | |
| How many households do you serve per month? | less than 50 | 50-100 | 100-150 | 150+ | |
| Has your food ministry been operating CONSISTENTLY for 6 months or more? | YES | NO | | | |
| Is your food storage area able to be locked and secured? | YES | NO | | | |

| | | | | | |
|--------------------------------------------------------------------------------------|-----|----|--|--|-----------------------|
| Is your food storage area climate controlled? | YES | NO | | | |
| Do you have shelving or other means to store food off the floor? | YES | NO | | | |
| Has your church or organization EVER partnered with Mississippi Food Network? | YES | NO | | | If YES, what year(s)? |

How many freezers do you have? _____ Type: _____

How many refrigerators do you have? _____ Type: _____

Is your organization all VOLUNTEER staffed or is there paid staff? _____

How many of each? Volunteer: _____ Paid Staff: _____

What is the name of your pest control company? _____

How often do you have pest control treatment? _____

FUNDING

How much money do you spend on **food** for your pantry or soup kitchen each month? _____

Explain where the funds for food purchase comes from: (example: Church Budget Line Item, Grants, Donations). Please provide a Budget of your last 6 months of operations (attach a separate document). Please describe your food distribution operation (attach additional sheet if necessary).

SOURCES OF FOOD:

If you are utilizing donated foods for your distributions, where are the donations coming from and how often are donations received?

Submitted by: _____
Signature of Authorized representative Title Date

Please submit this Pre-Application form to Mississippi Food Network via email to rcopeland@msfoodnet.org Or mail to Mississippi Food Network Attn: Agency Relations P.O. Box 411, Jackson, MS 39205. Please retain a copy for your records.

After your application is reviewed by MFN, you will be contacted with a determination and next steps.