

MEMBER AGENCY NO.....
DATE REGISTERED.....

The Foodbank

AGENCY APPLICATION FORM

All agencies must be registered with Foodbank before the receipt of food.
Terms and conditions will be regulated by a contract, which must be signed by the Foodbank
Co-ordinator and by a representative of the Agency concerned.

Please complete this application and return it to:

THE FOODBANK UNIT 5 CRAVEN WAY NEWMARKET SUFFOLK CB8 0BX	Tel: 01638 561711
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1	Agency Name
2	Charity No (if applicable)
3	Organisation Name (if different)
4	Address of Agency
	Tel No: Mobile:
	Fax: Email:
5	Contact Name and Position (1)
6	Contact Name and Position (2)
7	Please give details of member groups (homeless, low income, pensioners etc)
8	Number of people helped weekly by Agency (approx)
9	Please give details of Agency's access policy (open door, registered members etc)
10	Does the Agency have an Equal Opportunities Policy? Yes/ No
11	How is the Agency funded?

12	Please give a brief summary of services provided by the Agency
14	Is any charge made for the food? If yes please give details.
15	Would the Agency be able to pick up provisions from the warehouse?
16	Do you distribute Emergency Food Parcels? Yes/ No If yes please complete Food Parcel Form
	Signed
	Name
	Position
	Date

PLEASE NOTE

If food parcels are to be given out, it is the Member Agency's responsibility to ensure that the recipients understand and acknowledge that the goods in the parcel are for their use only and **MUST NOT** be passed on, sold or exchanged for property or services. Failure to comply by the recipient will result in immediate termination of supplies to the member agency. Permission to give out food parcels from donations must be applied for on a separate form.

PRIOR TO RECEIVING PRODUCTS, ALL CHARITIES MUST REGISTER, AND UPON APPROVAL, A FORMAL AGREEMENT MUST BE SIGNED ON BEHALF OF THE MEMBER AGENCY AND ANGLIA FOODBANK.