

Steps to Become a Nourishing Network Agency Partner

Thank you for your interest in becoming a Nourishing Network agency partner. We have over 100 agency partners across Larimer County— including food pantries, youth organizations and group homes. There are several benefits to becoming a partner:

- **Access to shop** for food at our main headquarters (5706 Wright Drive). You can access both donated food for free or purchased food for a fee.
- **Free food safety classes-** We provide both online and in-person options to learn about food safety, to help keep your clients safe! This class is required for one person, but it is offered to as many staff or volunteers as you would like.
- **Learning and networking opportunities-** The Food Bank offers an annual agency conference to gather and learn about topics relevant to all types of non-profits that make up our network. We also provide a weekly newsletter so you can stay up to date on local events, hunger advocacy efforts, grant opportunities, and more.

Application Process

To apply to become an agency partner, please return the following to the Programs Manager, Zac Hummel, at zhummel@foodbanklarimer.org.

- A copy of your **501(C)3 tax exempt letter** (churches may also qualify). You must also operate under the IRS rule of serving “the ill, needy, or infants” (minor children).
- Completed **Agency Application**.
- Completed **Agency Contract**.
- A current **food safety certificate** of completion for at least one staff or volunteer who participates in the food distribution process. Please send the name and email address of someone on staff and they will be enrolled in a free class through NEOGOV. If you plan to receive cold food from us, additional training will be required.

Once your agency has returned the following documents, the Food Bank for Larimer County Agency Team will review your application and decide on your partner status **within one month**. If we do not onboard you at time of application, we may place you on our agency partner waiting list. If approved, we will also need to **complete a site visit** to answer any questions and make sure your space meets food safety requirements.

Thank you for your interest in partnering with us! Please do not hesitate to reach out with any questions.



Celebrating **40 YEARS** of feeding Larimer County.

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