

# Food Distribution Partnership Inquiry

## FAQ

Apply to become a food distribution partner on our website.

Second Harvest will review your application and follow-up to learn more about your organization.

Second Harvest will perform a comprehensive community needs review of your neighborhood.

If our leadership team approves the partnership, you will then complete the required paperwork and trainings.

Our staff will help you begin receiving food and will provide support throughout our partnership.

### After my inquiry is submitted, when will Second Harvest set up an initial conversation?

We will respond to your inquiry within two weeks. We know you are eager to contribute to our local community and we appreciate your efforts. Each of our initial conversations are thorough and thoughtful. These two weeks are needed to carefully review your online inquiry and prepare for our initial conversation with you.

### What happens after I submit my inquiry and have an initial conversation with Second Harvest?

After our initial conversation, we will get to work! We will first gather information on how your organization plans to contribute to ending hunger in our community. Next, we conduct a comprehensive geographic review of your neighborhood to assess community needs, existing services, and new opportunities. Additionally, we may request a visit to your facility to deepen our understanding of your operation and services. To ensure that we at Second Harvest are being good stewards of our resources, this holistic process involves the consideration of many factors like organizational capacity, location, population served, distribution days and times, and desired support level. Our staff will provide you with the full scope of our review during your application process.

If our leadership team approves the partnership, you will be asked to complete the required paperwork and trainings. Once these requirements are fulfilled, you will work with your Program Manager, who will be your liaison at Second Harvest, to complete our partner onboarding tasks and our partnership will officially begin.

### How long does it take to become a partner of Second Harvest?

Because every organization is unique, circumstances for the application process will differ for each applicant. We work as quickly as possible to bring eligible partners into our network. On average, the entire review and approval process takes 3-4 months. However, timing varies for each applicant and is dependent on mutual scheduling and coordination efforts. If approved for food distribution partnership, the onboarding process can take another 2 months on average dependent on how quickly required documents and trainings are completed and returned to Second Harvest.

Organizations that are able to independently manage grocery distributions may be prioritized during the application process. Depending on the type of partnership requested and location of services, your request may be placed on a waitlist. If your request is placed on the waitlist, we will notify you when a partnership opportunity becomes available.

## **What paperwork or documents will you need from us?**

Depending on the type of partnership, we may request the following:

- Your, or a fiscal sponsor's, federal 501c3 nonprofit exemption letter
- A certificate of liability insurance with Second Harvest listed as an additional insured
- Your leadership's signature on Second Harvest's program or partnership agreements (if you have a fiscal sponsor, their leadership will be required to sign as well)

We also require food safety and other types of trainings before beginning a partnership. These requirements are in place to make sure we're compliant with all federal, state and local guidelines.

## **What does a partnership with Second Harvest include?**

As a food distribution partner, you will have access to nutritious food that may include shelf stable food, perishable items and fresh produce depending on the type of partnership and services provided. Additionally, we offer access to USDA items (government food) and our Grocery Rescue program (picking up food donations at retail stores).

We also offer support and materials for CalFresh outreach, nutrition education and advocacy work.

## **Is there a chance we may be denied for food distribution partnership?**

If, after our holistic review, your application to become a food distribution partner is not approved, we will be happy to discuss other ways we can collaborate with you to end hunger in our community.