



## Application for Registration as a Shepparton Foodshare Recipient

Shepparton Foodshare is a not-for-profit organisation which operates a community foodshare to serve the Goulburn Valley and across Victoria. A community foodshare is a specialist food rescue and distribution site that becomes a substantial resource for all of the existing emergency relief and community-based food support programs. As part of its operation, Shepparton Foodshare acts as a distribution hub for food and material aid.

### SECTION 1 – AGENCY CONTACT INFORMATION

<b>Agency Name</b>	
<b>ABN Number (if applicable)</b>	
<b>AGENCY CEO/GM</b>	
<b>Mobile / Phone</b>	
<b>Email</b>	
<b>Agency Street address</b>	State:                      Postcode:
<b>Agency Postal address (if different from street address)</b>	State:                      Postcode:
<b>KEY AGENCY CONTACT</b>	
<b>Position / Phone</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Date Forms Completed</b>	

<b>Name(s) of staff members / volunteers authorised to collect food for your organisation:</b>	<b>If same as key contact on page 1, tick box and go to Section 2 <input type="checkbox"/></b>	
	<b>Name</b>	<b>Contact #</b>

### SECTION 2 – ORGANISATIONAL STRUCTURE

a) Is your organisation a school or educational institution? <b>(If yes, go to Section 3)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Is your Agency a Not-For-Profit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Is your Agency part of/auspiced by a larger organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Does your organisation have deductible gift recipient status with the Australian Taxation Office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Are you registered with the Australian Charities and Not-for-Profit Commission (ACNC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Are you registered with Foodbank Victoria (FBV)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 3 – AGENCY PROGRAM/CLIENT PROFILE

<p>a) In regard to food, on a weekly basis, <u>approximately</u> how many individuals is your organisation assisting with emergency relief?</p> <p style="text-align: center;"> <input type="checkbox"/> 1 to 10                  <input type="checkbox"/> 10 to 30                  <input type="checkbox"/> 30 to 50                  <input type="checkbox"/> 50 to 70                  <input type="checkbox"/> Over 70         </p>	
<p>b) What sort of emergency relief service/program does your organisation provide?</p>	
<p>- Meals program (breakfast club, community kitchen, food van, etc)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>- Food Parcels/hampers (pre-packed)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>- Food vouchers</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>- Food Pantry (store of food kept on premises for emergency relief)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>- Other (please specify)</p>	
<p>c) Do your clients have to meet specific criteria to access your emergency relief?</p> <p><b>If yes, please specify</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>d) Describe your anticipated requirements for food/other aid from Shepparton Foodshare, (for example, How often would you collect food? What types of food e.g. Meat, Fruit &amp; Veg, Cereal etc.)</p>	

Please be aware we can only provide what has been donated at the time, but we will try to assist you where we can.

## SECTION 4 – AGENCY DOCUMENTATION

**Your organisation needs to provide us copies of the following:**

1. Evidence of Public Liability Insurance (Compulsory)	Copy provided <input type="checkbox"/>
2 (a). Evidence of your organisation’s charitable status ATO documentation certifying DGR Status or ACNC Registration Certificate  <b>OR</b>  2 (b). Evidence of the charitable purpose of the program you operate or propose to operate with food from Foodshare by providing 3 references in support of your Program (provide names below or attach letters)  (Federal, State or Local Government Authority/or any recognised Emergency Relief Provider)	Copy provided <input type="checkbox"/>  <b>OR</b>  3 references provided <input type="checkbox"/>
<b>Reference 1</b>	
Name of referee:	
Position:	
Organisation name:	
Email:	
Contact number:	
<b>Reference 2</b>	
Name of referee:	
Position:	
Organisation name:	
Email:	
Contact number:	
<b>Reference 3</b>	
Name of referee:	
Position:	
Organisation name:	
Email:	
Contact number:	

## SECTION 5 – AGENCY DISTRIBUTION AGREEMENT

Shepparton Foodshare’s rules of operation mean that we are only permitted to distribute food or aid to agencies who themselves provide that food or aid to **individuals who find themselves in a position of financial necessity**.

In other words, a person is seen to be in a position of financial necessity if they don't have enough financial resources to have a modest standard of living in Australia. A strong indicator of this would be where a person's level of income is such that they are eligible to receive income tested government benefits. Other indicators are health needs (such as sickness or disability) and family responsibilities. Such non-financial needs can cause financial necessity.

By signing and submitting this application, you agree that:

- you will only provide food and aid received from Shepparton Foodshare to your clients on the condition that they meet this requirement of financial necessity.
- Shepparton Foodshare may ask you at any time for evidence that your clients to whom you provide the food and aid meet this requirement of financial necessity; and
- You will not sell or offer for sale any food or aid received from Shepparton Foodshare or demand any other payment or reward from your clients in exchange for provision of the food and aid.

<b>Signed for and on behalf of the Applicant</b>	On _____ (date)
<b>Name of person signing</b>	
<b>Position/authority of person signing</b>	

## SECTION 6 – REGISTRATION FEE (PAYABLE ONCE ONLY)

As part of the Registration Process, organisations seeking to access food and material aid from Shepparton Foodshare are required to pay a registration fee of \$50, at the time of registering your organisation.

### Payment of Registration Fee

We strongly encourage organisations where possible to pay the registration fee by direct debit.

An invoice will be sent with payment details.

## SECTION 7 – MEMBERSHIP OF SHEPPARTON FOODSHARE INC

Shepparton Foodshare Inc is an incorporated association governed by a board of management whose conduct is overseen by the members of the association.

You are invited to become a member of the Association. Membership gives you the right to attend the Annual General Meeting of the association and to vote on all matters which are decided by the members, including the election of the board. Currently, there is no membership fee.

**Does your organisation wish to apply for membership of the association?**

Yes

No

INTERNAL APPROVAL (APPLICANT PLEASE DO NOT COMPLETE)

**Recommendation and Approval for application for registration as an eligible recipient:**

**Recommended by:**

(Can be recommended by Warehouse Coordinator or approved proxy)

Name:	
Position:	
Signature:	
Date:	

**Approved by:**

(Can be approved by EO, Treasurer or Chairperson)

Name:	
Position:	
Signature:	
Date:	