



# Brazos Food Bank, Inc.

*The Junior League Center*

P.O. Box 74 • Bryan, Texas 77806-0074 • (979) 779-3663 • Fax (979) 821-2111

Web Address: [www.brazosfoodbank.org](http://www.brazosfoodbank.org) E-mail: [info@brazosfoodbank.org](mailto:info@brazosfoodbank.org)



## Items Needed for Application: Meal Site Program

- Copy of the letter your organization received from the IRS attesting to acceptance into the 501(c)(3) tax category.

Or

- Original typed or hand-written letter on your church letterhead, signed by the pastor, worded just as the sample letter enclosed.

Plus

- A copy of a letter from your denominational office stating your church's affiliation with the denomination or copies of the cover of your denomination's regional or local director and the page on which your church's name appears.
- NOTE: If the applying program is not a church, but an agency, and is covered by a group 501(c)(3), send proof of such affiliation.
- If your agency's gross receipts each year are normally more than \$25,000, submit a copy of your annual IRS Form 990.

Or

- Submit or a copy of your annual independent audit.

Or

- If #'s 3 and 4 are not completed by your agency, submit a copy of last year's food budget signed by the President of the Board, or the Pastor.
- If you have a residential or meals program that charges a fee for services, submit your official sliding scale policy, what percentage of your total budget is provided by client fees, and the percentage of client fees coming from various sources (SSI, TDHS, TRC, etc.). State basic fee for clients paying full fee and reimbursements received from referring or reimbursing agencies.

- Copies of letters showing current affiliation with or certification by any referring or funding organizations.
- Listing of your organization's complete Board of Directors with their community or company associations. This board shall consist of at least 5 unrelated members who meet at least quarterly. Please send a listing of the scheduled board meetings for the year and copies of the minutes from the last two board meetings.
- Copy of the occupancy permit from the city where your program operates and a copy of the commercial zoning classification.
- Copy of the current Department of Health and Human Services Inspection Report (front and back) of the kitchen and food storage areas, Food Service Manager's Certificate(s), and Food Dealer's Permit.
- Full description of your current program, its services, and how it operates.
- Copy of the intake form or client application used for gaining eligibility information from your clients. If no form is used, please submit a written statement to this effect.
- Submit proof that dated menus are kept and the numbers of individuals serviced is recorded.
- Copy of license from state agency if applicable.
- Completed copy of the Food Bank Application form.