



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 E-mail: info@brazosfoodbank.org



Items Needed for Application: Pantry 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.
- If your program's gross receipts each year are normally more than \$25,000, submit a copy of your annual IRS Form 990.

Or

- A copy of your annual independent audit.
- If your program's gross receipts per year are normally less than \$25,000, submit a copy of last year's food budget.
- 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.
- Listing of food program workers and their specific duties relating to the food program.
- Description of the applying food program, services provided, and how it operates. Include such information as area served, days and times open, etc.

- ❑ Copy of the written client eligibility requirements used to determine eligibility for your food services.
- ❑ Copy of the intake form or client application used to gather information from your clients and screen for eligibility for your program.
- ❑ Copy of your dated client sign-in sheet that would also include some space for a phone number where each client can be reached in case of a product recall.
- ❑ Completed copy of the Food Bank Application