

## FARESHARE NI COMMUNITY MEMBER APPLICATION FORM

Your organisation must meet the criteria outlined in the FareShare NI guidelines (appendix 1) and be registered with FareShare NI before it can receive food. Terms and conditions will be regulated by a contract signed by FareShare NI and by a representative of your organisation.

**Please complete this application form return it to the following address; Méabh Austin, FareShare Development Coordinator, 4<sup>th</sup> Floor, Andras House, 60 Great Victoria Street, Belfast BT2 7BB**

Project Name

Charity No

Organisation name (if different):

Address (delivery and mailing):

Postcode:

Telephone number:

Email:

Website:

Food Order Contact:

Financial Contact:

Type of agency  
(e.g. day centre, hostel, food bank etc):

## SERVICES INFORMATION

### PRIMARY / MAIN GROUP

**Please select your main client group**

*Please type '1' for the main group you provide a service for. If you cater for more than one group, type '2' for second, and '3' for third group*

- Families and/or people on low or no income.
- People with mental health problems.
- People affected by domestic violence.
- Looked after children / care leavers.
- Homeless people and rough sleepers.
- People with life limiting conditions.
- People who are long-term unemployed.
- People who are socially excluded.
- Asylum seekers and refugees.
- People with physical health problems.
- People with drug or alcohol addiction.

- Pre-school children.
- Ex-offenders.
- Ex-service personal.
- L.G.B.T.
- Young people.
- Lone parents.
- Older people.
- Pre-school children.
- Schoolchildren.
- N.E.E.T.S.
- B.M.E.

Other:

### PRIMARY ACTIVITY

**Please select your group's primary activity**

*Please type '1' for your main activity. If you have a number of activities, type '2' for 2<sup>nd</sup>, and '3' for 3<sup>rd</sup>*

- Residential Rehabilitation Service
- School / Breakfast Club / After School Club
- Children & Families Centre
- Out of School / Youth Centre
- Advice / Resource Centre
- Community Cafe
- Community Centre
- Medical Facility
- Refugee Centre
- Food bank
- Hospice / Care Home

- Luncheon Club
- Soup Kitchen
- Supported Housing
- Training Centre
- Place of Worship
- Day Centre
- Addiction Support
- Pre-school children.
- Drop-in Service
- Hostel
- Prison

Other:

## BENEFICIARY GROUP DETAILS

### Gender

Male  
Female  
None of the above  
Prefer not to say

%

### Age

Children (Under-11)  
Children (11-15)  
Young adults (16-25)  
Adults (26-64)  
Elderly (over 65)  
Prefer not to say

%

### Ethnicity

Asian  
Black  
White  
Mixed Ethnicity  
Other  
Prefer not to say

%

## PRIMARY SERVICE

### Please select your group's primary service

Please type '1' for your main service, '2' for 2<sup>nd</sup>, and '3' for 3<sup>rd</sup>

- Social / Befriending
- Benefits / Financial Advice
- Recreational / Leisure
- Referral / Signposting
- Mental Health Support
- Employment Support
- Drug and Alcohol Advice
- Complementary Health
- Social Work Services
- Housing Advice

- Life Skills Training
- Child Care
- Food Parcels
- Breakfasts
- Accommodation
- Education
- Medical
- Meals
- Training

Other:

## NUMBER OF SERVINGS

### Please enter the number of servings

	Breakfasts	Lunch	Dinner	Food parcels	Snacks
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Weekly Total</b>					
Xmas hols					
School hols					
Bank hols					

Average number of beneficiaries per day:

Average number of unique beneficiaries per week:

How is the project funded?

Average number of unique beneficiaries per week:

What is the amount spent on food each month?

## COMMUNICATIONS / MEDIA

**Please select the types of communications you would like to receive / media activities you would be willing to undertake.**

- Receive the local FareShare newsletter.
- Receive the national FareShare newsletter.
- Collaborate with FareShare to create a case study.
- Allow FareShare to publicly disclose service (say we work together).
- Allow FareShare to disclose non-contact data to 3<sup>rd</sup> parties (report on what food we provide).
- Collaborate with FareShare on Media Projects generally (specific projects would be agreed).
- Allow FareShare to disclose contact data to 3<sup>rd</sup> parties (pass on your contact details).
- Grant permission to take photographs at your site (with prior arrangement).
- Grant permission to film at your site (with prior arrangement).
- 3<sup>rd</sup> party media organisations are welcome to visit your site (with prior arrangement).
- Allow 3<sup>rd</sup> party media organisations to contact you by email.

Other Comments about Comms & Media:

## OTHER INFORMATION

Please give details of the project's access policy (e.g. open door, referral only, etc.)

Does the organisation have an equal opportunities policy?

yes

no

If yes, please explain how it is implemented (or attach policy)

## FOOD & DELIVERIES

Is a charge made for this food?

yes

no

If yes, please give details

*(Please note it is important that any charge you levy is only used to help your organisation to provide the service and not directly for the food FareShare provides to you).*

Estimated weekly food expenditure:

Where does the project currently receive and/or buy food from?

When could the project receive deliveries from FareShare NI?

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
times							

Please describe the delivery area (i.e. size, directions if different from main entrance), or if there is no specific area, describe road and parking conditions outside the project

Are there any perishable foods, which the project would not wish to receive?

yes

no

Is a charge made for this food?

yes  no

What facilities are there on site for cooking and preparing food?

What facilities are there on site for storing perishable food?

Are staff trained in food handling?

Yes  No

If yes, give details:

Do environmental health officers regularly inspect premises?

Yes  No

If yes, give details:

## OTHER SERVICES

Other than food, what services does your centre provide?

Medical

Complementary Health

Advice

Training

Referral to other agencies

Activities

Other

## ADDED VALUE

By working in partnership with you, FareShare NI aims to achieve more than just feeding people.

One of the most powerful elements of the FareShare service is that it allows the organisations, which receive our food, to redirect their often limited resources to provide other vital services to help people start to rebuild their lives.

**We hope that our free food service also helps your organisation to use its funds to provide even more opportunities for those you serve.**

To help us measure this added value impact please list up to three things your organisation is hoping to provide, and that receiving our food will help achieve, in the next 12 months or so:

(i)

(ii)

(iii)

**Please attach copies of food handling procedures, proof of food hygiene training, and any environmental health officer reports/correspondence. We would also welcome any other reports or publications on the project that you feel may be relevant.**

**Many thanks.**