



BENEFICIARY ORGANIZATION APPLICATION MANUAL

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Phone number:

012918754

Website:

www.lagosfoodbank.org

Dear Prospective Beneficiary organization,

Thank you for your interest in becoming a beneficiary organization of the Lagos Food Bank Initiative. We are excited to work with organizations that are currently addressing food insecurity in their communities and plan to do so in the long run. Enclosed is an application packet that will walk you through the steps necessary to becoming a beneficiary organization.

Partnership is achieved by the following:

- Read through the application packet for a brief overview of the Lagos Food Bank Initiative
- Complete the pre-application checklist to determine whether to proceed with the application process.
- Fill out the partnership application form.

Once the application is received and reviewed, the evaluation team will contact you to discuss your application and to schedule a site inspection. We look forward to working with you in the future.

Sincerely,

Michael A. Sunbola |LLM, MCIArb (UK)



Founder: Lagos Food Bank Initiative

About Lagos Food Bank Initiative

Lagos Food Bank Initiative (LFBI) is a non-profit, nutrition focused initiative committed to tackling hunger, reducing food waste and solving the problem of malnutrition through targeted programs that seek to improve the nutrition/food intake of pregnant women and their infants who are not able to get the required nutrient during pregnancy and breastfeeding of their babies. It is an NGO that fights hunger and malnutrition through grassroots efforts that collects food and cash donations for onward redistribution to the underserved in the society.

Lagos Food Bank was established in 2015 making it the first food bank in Nigeria. Since then, the organization has been able to reach over **2,400,000** people in **170** underserved communities across Lagos and other Nigerian states with the help of our network of over **24,000** volunteers. By utilizing the Food Bank, partner agencies can reduce their food costs and dedicate their funds to the programs which support the needy, the ill, the elderly, and children in our community.

OUR CORE VALUES

- Commitment: We are committed to solving hunger induced problems and providing related service.
- Compassion: We are motivated by compassion to reach out to the poor.
- Community: We collaborate with others who share our goals of a poverty free nation.
- Connection: We build a community of people that connect with the needs of the most vulnerable in the society.
- Contribution: We do whatever it takes to add value and contribute to deliver most services to our beneficiaries through shared goals and mutual support.

OUR VISION

To be the nation's leading domestic hunger relief organization that provides access to sufficient and nutritious food for all.

OUR MISSION

The mission is divided into two major parts:

- To act as a front-line agency assisting those struggling with malnutrition and hunger across the country.
- To champion sustainable food security, nutrition, and empowerment, transforming communities and fostering equitable access to food resources throughout Nigeria.

Description of a food bank and the types of agencies it serves

Food Bank	FOOD BANKS, as a general rule, provide a year-round source of food to nonprofit charities with feeding programs for the needy.
Food Pantry	A PANTRY provides bags or boxes of food to people to consume off premises. Pantries are encouraged to provide a 4 – 5-day supply of food for an individual or family, scaling the distribution to the size of the household.
On-Site Feeding Program	An ON-SITE FEEDING PROGRAM provides meals to people in need for consumption at the site where the food is prepared. On-site meal programs include shelters or residential facilities, soup kitchens, homeless shelters which provide meals to individuals who are not residents of the facility, senior nutrition sites, and residential treatment centers.
Supplemental Feeding	A SUPPLEMENTAL FEEDING SITE is an agency that serves snacks on-site versus a meal.
Mobile Pantry Program	MOBILE PANTRY PROGRAMS were designed to send a truckload of food for those in underserved communities and hard to reach areas, to be consumed off premises.

Benefits of Partnership

Being a beneficiary organization of Lagos Food Bank offers many benefits:

- We are a partner to help you accomplish your mission of feeding the hungry.
- We offer a variety of food.
- You are a member of a global network working to reduce hunger in Nigeria.

Criteria for Membership

1. NGO must have a clear nutrition focus - must provide food for an underprivileged or underserved population.
2. Must be a registered non-profit organization
3. Must pass a site inspection prior to approval and once a year after that.
4. Must have the ability and willingness to access and submit information via the internet.
5. Must have responsible personnel who are accountable for record keeping and inventory control.
6. Must have proper and adequate physical storage space and refrigeration to ensure the wholesomeness of the food until used/or redistributed.
7. NGO must have clear record of impact posted across their social media platforms and website
8. NGO must be registered
9. NGO must have a history of consistent programs.

Termination of Membership

If you violate the above guidelines, you may receive a warning or have your agency membership terminated. The following are additional causes for termination of membership:

1. Lack of activity
2. Delinquent account
3. Demise of food service program
4. NGO ceased to exist
5. Status of 501(c)3 changes
6. Incurable infestation problem
7. Lack of cooperation with the Food Bank staff (site visits, reports, etc.)

REGULATIONS

1. Beneficiary NGOs may not use food or non-food items (hand soap, toilet paper, cleaning supplies) provided by the Food Bank for agency upkeep
2. NGOs may not pull donated items from inventory for on-site consumption by agency volunteers or staff. NGOs may not “thank” volunteers with Food Bank product. Staff or volunteers must meet the same standards of need as all other persons coming to the agency for assistance. Those who qualify as in need must follow the same procedures in obtaining assistance.
3. NGOs may not use donated goods as refreshments for business meetings, trainings or funeral/church dinner when intent is not to feed the needy.
4. Persons within the NGO may not consume or take home donated product. All efforts to become more familiar with it, advise clients as to its use, discover new ways it can be used, and/or test its fitness for consumption should be done on site in an area deemed fit for food preparation by a health department inspection.
5. NGOs may not sell, barter, or trade product received from the Food Bank. Product may not be used for fundraising either as prepared food (dinners or bake sales) or prizes.
 - a. *Examples include, but are not limited to the following...*
 - i. *Selling: using flour from the Food Bank to make cookies to sell at a bake sale, or charging a fee or expecting a donation at a dinner*
 - ii. *Bartering: requiring an individual to do community service in exchange for goods*
Agencies set their own client eligibility guidelines; however, criteria must be posted at your pantry/feeding site. All agencies must provide food for an underprivileged or underserved population including the ill, needy, or children.
6. Home based services (such as foster care homes or family-based day care) are excluded from Food Bank membership.
7. Must submit monthly reports and media files from their outreaches to contactus@lagosfoodbank.org and also fill the report forms before the stipulated deadline.

8. NGOs must reach out to their beneficiaries at least same month from the pickup date.
9. Must provide transportation to pick up food at the food bank warehouse
10. Agrees that it will not engage in discrimination, in the provision of service against a person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran.
11. NGOs must be willing to share pictures of item pick-up and distribution to their beneficiaries on their social media platforms.
12. NGOs that have affiliation to another NGOs or who has a parent organization already registered in the network must state it in their application to avoid disqualification.
13. NGOs must be at the Food Bank warehouse at the stipulated time for the distribution pickup when invited, failure to be on site before the commencement of program will make the NGO ineligible to pick up the donations.
14. NGOs must ensure proper handling, storage, and distribution of food to prevent contamination and foodborne illnesses.
15. NGOs should obtain necessary licenses and permits to operate as food banks or distribution centers according to the country's directives – e.g, CAC registration
16. NGOs must maintain accurate records of all donations, distributions, and transactions. This documentation is essential for accountability and compliance.
17. NGOs must maintain transparency by publishing financial reporting and annual report on the organization's website, they must also adhere to all financial regulations for NGOs, including proper accounting and auditing.

Site Inspections

Lagos Food Bank Initiative requires that before an NGO can be approved for partnership, it must pass a site inspection. After approval, the site will continue to be inspected every year.

What do we look for in a site inspection?

- 1) Pantry hours are posted
- 2) Pantry eligibility/requirements are posted

- 3) Food and non-food household items are stored in separate areas.
- 4) A clean storage area.
- 5) Practice “First in, First out” food distribution
- 6) All food is stored 6 inches off the floor and 4 inches away from walls
- 7) Have clean equipment

8) 32 – 41 degrees for a refrigerator and zero (0) degrees and below for freezer

Pre-Application Checklist

The following is a checklist to determine whether you should proceed with the application process. You should be able to check all of the boxes below.

- You are providing service to an undeserved population in any of the 36 states in Nigeria.
- You have secured a location for your facility and it is not located in a person's home.
- You have proper and adequate physical storage space.
- You have determined your hours of operation and days of service. It is desirable if your NGO would operate with regularly scheduled hours and be open at least twice a month for a minimum of two hours each time.
- You have personnel who are accountable for record keeping and inventory control.
- You utilize sign-in sheets or another tracking system to keep track of the individuals served
- You have the ability and willingness to access and submit information via the internet to the Food Bank.
- You are willing to adhere to food safety guidelines.
- You have regular pest control services performed at your facility.
- Beneficiaries will receive food free of charge with absolutely no conditions imposed, implied, or exchanged.

Eligibility Criteria Questionnaire

Question	Yes	No
1. Is your organization registered?		
2. Do you have a Board of Directors/Governing Body that meets regularly and supports your food program goals?		
3. If you are a food pantry/conducting a public distribution, do you: Serve at least 25 households a month?		
4. If you are a food pantry/conducting a public distribution, do you: Distribute to your community on a regular schedule of at least twice a month?		
5. If you are an onsite program (shelter, soup kitchen, cooking meals, etc.), do you: Serve at least 25 meals per week?		
6. If you are an onsite program (shelter, soup kitchen, cooking meals, etc.), do you: Cook meals at least once per week?		
7. Does your organization have more than one source of food/non-food donations?		
8. Does your organization have a desire/willingness to provide your clients a variety of foods including refrigerated, frozen, and dry food?		
9. Does your organization have a locked storage area that can be dedicated to securely holding Food Bank product?		
10. Does your organization have a temperature-controlled freezer(s) for frozen product?		
11. Does your organization have a professional pest control service that services your facility at least once every six months?		
12. Does your organization have more than one source of funding?		
13. Does your organization have a dedicated budget/funding source for running your food program?		

14. Is your organization willing to spend money on food, non-food, transportation, and/or equipment to support your food program?		
15. Do you have dedicated staff/volunteers who can: Act as agency director and main Food Bank agency representative		
16. Do you have dedicated staff/volunteers who can: Be available to assist during distributions and/or meal service		
17. Do you have dedicated staff/volunteers who can: Travel locally to pick up food donations on a routine basis?		
18. Do you have dedicated staff/volunteers who can: Fundraise?		
19. Do you have dedicated staff/volunteers who can: Submit monthly reports via websites/email?		
20. Does your organization agree to feed the “ill, the needy, or infants” (based on requirements of the organization from IRS Code 170(e)(3)(A)(i). Infants are defined as minor children.		
21. Does your organization have a clear, identifiable population or geographical area you intend to serve?		
22. Does your organization agree to not charge fees for meals, food boxes/bags, or individual products from the Food Bank?		
23. Will your organization follow our discrimination policy that states you will not engage in discrimination in the provision of service against any person because of their race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, immigrant status, past criminal status, and unfavorable discharge from the military or status as a protected veteran?		