

## **Agency Infrastructure & Capacity Application Request**

### ***Overview***

Partner Agencies of Second Harvest Food Bank of Central Florida work together to provide various donated food products, both perishable and non-perishable, to support our neighbors in need across the Central Florida area. The goal is to support partner agencies in increasing capacity at distribution sites in order to serve more neighbors and provide them with access to a larger variety of foods.

### ***Infrastructure Support***

Partner Agencies may request equipment to support their feeding program goals as it pertains to their various distribution models. Examples of infrastructure requests include but are not limited to shelving, commercial refrigerators, and freezers (1-3 door), walk-ins, pallet jacks, etc. If you have any questions regarding what additional equipment can be requested, please reach out to your respective Agency Relations Coordinator.

### ***Eligibility***

- The Agency's main contact or highest authority **MUST** complete the application. Any applications received by a volunteer or individual not listed on their Agency's account will be denied.
- All Central Florida counties can submit this request: Marion, Osceola, Orange, Seminole, Brevard, Volusia, and Lake.
- Only fully completed applications will be considered.

### ***Timeline***

- Applications will be considered year-round on a first-come first serve basis and when the inventory becomes available through donation or through a grant opportunity. Please note that submission of this application does not guarantee equipment being awarded.

### ***Terms of Application***

- **Agencies**, if equipment is available, will be required to sign an Equipment Agreement, before receiving allocated equipment.
- **Agencies** agree that equipment will remain the property of Second Harvest for a minimum of 5 years, unless notified otherwise, for use by the agency so long as they remain an **active** Partner Agency.
- **Agencies** assume responsibility for equipment and its required maintenance to keep in good operating condition. Parts and labor for **commercial** equipment are covered under warranty for 1 year.
- **Agencies** will provide their Agency Relations Coordinator with a photo of the equipment on-site within 14 days of delivery.

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**Please note that submission of this form does not guarantee that your program will be awarded equipment.**

**Agency Name:**

**Agency Reference Number:**

**County:**

**Name of Person making request:**

**Email:**

**Phone:**

**What kind of equipment are you requesting?**

**How would your feeding program benefit from this equipment? Please explain in at least 1 paragraph or more.**

**Have you received any Second Harvest equipment from us in the past?**

Yes      No

**Signature:**

**Date:**