



CAPITAL CITY DIAPER BANK

Recipient Organization Application

This application is for:

- IRS 501(c)(3) nonprofit organization
- Religious organization
- Government agency, including a public school

Instructions / Process

1. The Executive Director of your organization (or other party legally authorized to act on behalf of the organization) must sign this application.
2. Include a copy of your IRS 501(c)(3) determination letter or letter of good standing from denominational headquarters. If you are a religious organization or government agency, please provide a letter stating so on your letterhead.
3. Capital City Diaper Bank reserves the right to perform a site visit and interview during the application process or with appropriate notice at any time during the term of this agreement.
4. Completion of this application does not guarantee acceptance.
5. Please be accurate when estimating your organization's diaper request. "Padding" requests with unrealistic numbers may result in disqualification.
6. If you have questions, please contact us: capitalcitydiaperbank@gmail.com
7. Return application and all related documents to Capital City Diaper Bank by postal mail to:

Capital City Diaper Bank
P.O. Box 1921
Jefferson City, MO 65102
8. Capital City Diaper Bank will notify your agency whether or not it has been approved after review by our Board of Directors. Upon approval, you will receive instructions regarding diaper ordering and pickup along with a Partner Agency Handbook.
9. If you become a partner of the Capital City Diaper Bank, you will be required to provide a report detailing how you provided clients with diapers. This information helps us identify need, raise public awareness and provide accurate reports to our funding agencies.

This page is to help you determine goodness of fit between the Capital City Diaper Bank and your organization and does not need to be submitted as part of your application.

Purpose

The Capital City Diaper Bank is an organization that seeks to help streamline the collection and distribution of diapers to low-income families in the mid-Missouri area. With diapers and financial donations collected from the community, the Diaper Bank partners with existing service organizations to serve families who are most in need of diapers to keep their little ones clean and dry, healthy and happy.

Mission

To collaborate with partner agencies to provide diapers to those in our community experiencing diaper need.

“Changing MO Diapers, Changing MO Lives”

The Capital City Diaper Bank partners with community agencies to distribute diapers to the families who need them. By choosing this method of distribution, the Diaper Bank believes we are better helping families move toward greater self-sufficiency. In addition to receiving the supplies that fill an immediate need, clients are involved in case management with the Diaper Bank’s partner agencies. Through these relationships, families are able to access a variety of services that meet their other needs and lead them toward building independence and self-sufficiency.

Criteria for the Selection of New Partner Organizations

Mid-Missouri has a number of programs that support families who may benefit from diapers. Due to its own constraints, the Diaper Bank is unable to provide diapers to all of these worthy organizations. Selection criteria have been chosen to establish a truly collaborative and long-term relationship. Criteria used to select Partner Organizations may include:

- IRS 501(c)(3) nonprofit organization, religious organization, or government agency (including a public school)
- In good standing with national affiliates or parent organization (if applicable)
- Located in Cole or Southern Callaway county
- A significant portion of clients anticipated to receive diapers fall below or near the Federal Poverty Line
- Level of individual case management provided to individuals or families, unless the organization is solely distributing emergency supplies of diapers
- Demographically reflective of the community
- Excellent community reputation
- Make up of existing Diaper Bank Partner Organizations
- Current and anticipated diaper supply of Diaper Bank
- Anticipated need of prospective Partner Organizations

Contact Information:

Email: capitalcitydiaperbank@gmail.com

Website: www.capitalcitydiaperbank.org

Facebook: www.facebook.com/JCMODiapers

Mailing Address: P.O. Box 1921, Jefferson City, MO 65102



CAPITAL CITY
DIAPER BANK



CAPITAL CITY DIAPER BANK

Recipient Organization Application

I. ORGANIZATION INFORMATION:

Recipient Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Organization Website: _____

EXECUTIVE DIRECTOR

Name: _____

Phone: _____ Email: _____

DIAPER BANK LIAISON (the person within the organization who will act as the main contract)

Name: _____

Phone: _____ Email: _____

Organization's Mission Statement: _____

Organization is a (check one) :

- 501(c)(3) nonprofit organization
- Religious organization

- Government agency, including public school

Briefly describe your program's need for diapers: _____

II. CLIENT INFORMATION:

What is the general population and the area that your organization serves? _____

What services are provided by your organization? _____

How many clients with diaper need do you serve monthly? _____

Please describe the method that will be used to determine client eligibility:

How will you distribute the diapers to your clients?

- On Site Residential program
- Supplies for families as part of case management or home visiting program
- Emergency supplies for families
- Other (please explain: _____)

Of the diapers you receive, what percentage will be distributed by each method selected above? _____

Do you currently have a budget line for the purchase of diapers? _____

Do you have a steady diaper purchasing and/or donation practice in place? _____

If so, please describe the nature of your current diaper acquisition and distribution, including number of diapers distributed per month.

How will distributing diapers to your clients help you better fulfill your organization's mission and improve the lives of your clients? _____

III. COLLABORATION COMMITMENT:

The Capital City Diaper Bank's mission is to collaborate with partnering organizations to provide diapers to those in our community who are experiencing diaper need. To reach the greatest number of potential donors, we rely on our partners to actively promote the Diaper Bank. To receive diapers from the Capital City Diaper Bank, your organization must actively promote the Diaper Bank. This can be done in numerous ways.

Partners must choose a minimum of two of the items below to complete every year. It is the Partner Agency's responsibility to inform the Diaper Bank when these tasks are complete. Failure to complete items from the Collaboration Commitment annually may result in termination of partnership.

- Provide a financial contribution as agreed upon by Capital City Diaper Bank and Recipient Organization
- Volunteer at Capital City Diaper Bank
- Serve on our Board of Directors or Committees, if openings exist
- Host a diaper drive for the Capital City Diaper Bank through your agency
- Have your board members host a diaper drive for the Capital City Diaper Bank at their places of employment
- Include an article about Capital City Diaper Bank in your agency's newsletter and/or Facebook page encouraging your supporters to donate diapers
- Send an email with information about Capital City Diaper Bank to your supporters
- Collaborate with Capital City Diaper Bank on grants and fundraising
- Place a link to the Capital City Diaper Bank on your website
- Put up Capital City Diaper Bank signs/logos in your office space
- Have a member of your staff speak at a community event with a Capital City Diaper Bank representative (to be coordinated by Capital City Diaper Bank)
- Other, as agreed upon by Capital City Diaper Bank and Recipient Organization

In order to support the Capital City Diaper Bank and its efforts to collect diapers our organization will commit to doing the following within its first year of partnership: (List two choices):

IV. AGREEMENT:

The following are terms and conditions for participation in the diaper distribution program of Capital City Diaper Bank. With the authorized signature below, _____ agrees to these terms and conditions. *Recipient Organization*

1. Recipient Organization certifies that it is a nonprofit 501(c)(3) organization, a religious organization, or other government agency (including public schools) which provides social services directly to individuals or families in need.
2. Recipient Organization shall submit an order by the designated monthly deadline. Capital City Diaper Bank will fill orders as supplies allow.

3. Recipient Organization will pick up diapers from the Capital City Diaper Bank during designated pick up hours.
4. Recipient Organization shall submit diaper user registration information for each child and family receiving diapers as requested by the Capital City Diaper Bank.
5. Recipient Organization shall survey each diaper recipient as part of each diaper distribution. This survey is part of the form to be filled out each time diapers are given to a family.
6. As a participant in Capital City Diaper Bank's diaper distribution program, Recipient Organization shall provide diapers to its clients in a conscientious manner. While it is the philosophy of Capital City Diaper Bank that all individuals should have their basic needs met, resources must not be wasted. Recipient Organization may not sell, trade, or barter items obtained from Capital City Diaper Bank, nor may those items be used for fundraising, auctions or raffles. Items will be used to provide services to the clients of the recipient agency, and may not be used as gifts to staff or volunteers. Every effort will be made to avoid duplication of services and to avoid providing diapers to clients who will sell, exchange, or barter with the diapers.
7. Diapers provided by Capital City Diaper Bank will not be redistributed to another agency for use. If Recipient Organization finds that they are not using all the diapers provided by Capital City Diaper Bank, Recipient Organization shall keep diapers for clients to use the next month and Recipient Organization's order will reflect a decreased need for diapers, or Recipient Organization shall return the diapers to Capital City Diaper Bank. Ensuring there are diapers for all in need is a cooperative effort. By participating in this diaper distribution program, Recipient Organization will become part of that cooperative effort. Recipient Organization therefore agrees to participate in Capital City Diaper Bank activities to help ensure the community can continue to receive this service. In addition to this participation, a representative from Recipient Organization will attend at least one meeting per year regarding the ability to ensure that all who need diapers can get them. Recipient Organization will be asked to report on clients served and number of diapers distributed. Recipient Organization will be notified in advance of the meetings.
8. Recipient Organization acknowledges that Capital City Diaper Bank receives diapers donated by others; that Capital City Diaper Bank often receives donations of loose diapers or opened packages of diapers; that Capital City Diaper Bank is donating the goods to Recipient Organization with no consideration received. Although Capital City Diaper Bank believes, to its best knowledge, that any goods it distributes are safe, Capital City Diaper Bank has not inspected the goods for safety or other matters. It is the responsibility of Recipient Organization's personnel to inspect the goods before providing them to their clients. Capital City Diaper Bank makes no representations and grants no warranties express or implied, including any warranty of quality, merchantability or fitness for a particular purpose, with regard to goods or services it provides. Recipient Organization hereby forever releases and discharges Capital City Diaper Bank, its officers, directors, employees, volunteers, agents, affiliates, successors and assigns the "Released Parties" past and present, of and from any and all claims, actions, causes of action, demands, rights, liabilities, damages, costs, expenses, judgments and compensation whatsoever ("Claims"), which Recipient Organization now has or ever has had, or which may hereafter accrue, on account of, or in any way growing out of, any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage, and the consequences thereof directly or indirectly out of the goods and services provided by Capital City Diaper Bank, including but not limited to the quality or safety of the products provided. Recipient Organization agrees to indemnify and hold harmless the Released Parties from any Claims made or asserted by clients of the Recipient Organization and/or individuals to whom Recipient Organization distributes goods or services received from Capital City Diaper Bank.
9. Recipient Organization will not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. Further, Recipient Organization will not require attendance at religious services as a condition of assistance in any of the programs that distribute diapers, nor will any client be exposed to religious proselytizing of any type.

10. Recipient Organization must comply with agreed upon arrangement, as determined by Capital City Diaper Bank Board, for distribution of diaper allotment, and must follow all supply request and distribution procedures as set forth by Capital City Diaper Bank.
11. Recipient Organization shall not refer clients to visit or call Capital City Diaper Bank's office or warehouse for supplies. Capital City Diaper Bank is a support agency, not a direct service agency. It is the responsibility of Recipient Organization to ensure its staff is aware of this provision. Contact information for each Recipient Organization will be placed on the Capital City Diaper Bank's website, which may be used to refer clients to other supply receiving organizations.
12. Capital City Diaper Bank reserves the right to remove an organization from its recipient list if the organization does not adhere to the terms of this agreement, if any portion of its application is found to be misstated or as determined by the Capital City Diaper Bank Board.

In agreement to the terms above, the undersigned declares that he/she has the authority to execute this agreement.

Signature of Executive Director or designee

Date

Printed Name

Title

Organization Name