

FOODSHARE

2019 Partner Renewal Assessment

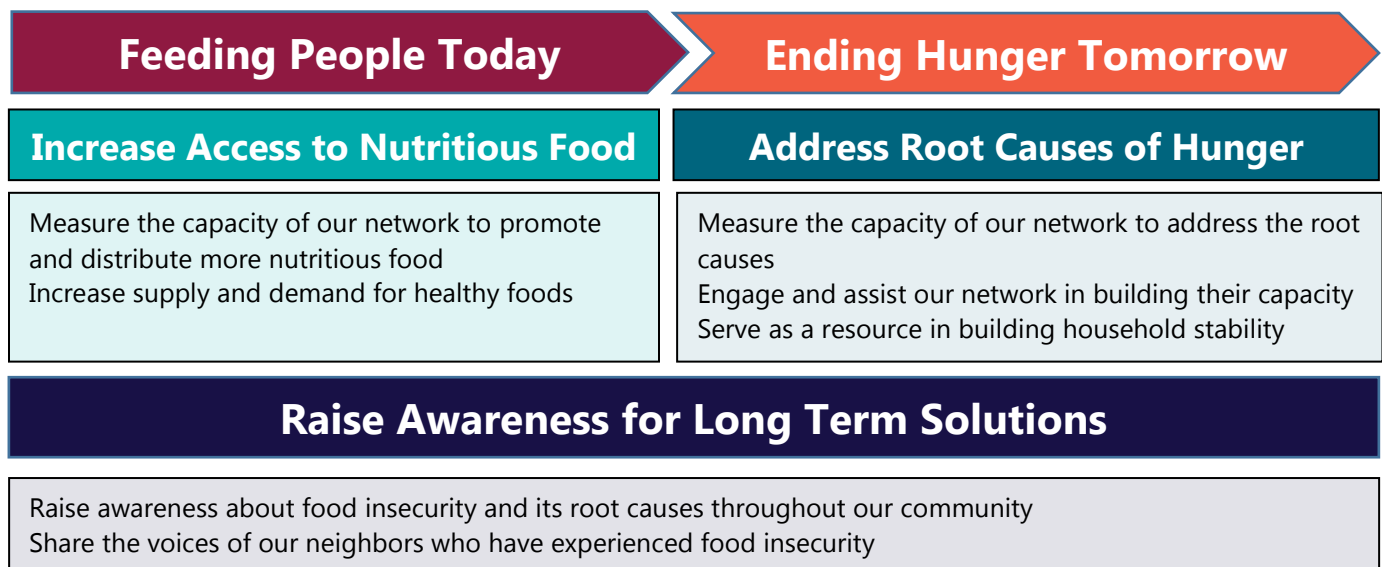
In 2017 Foodshare adopted a new mission statement:

We will lead an informed, coordinated response to hunger in our community.

As part of this new mission, we would like to know more about our current network of partners, about how you operate, your staff and volunteers, and more about the people you serve.

We are asking each of our Partner Programs to complete a **Partner Renewal Assessment**, built around our 2018-2021 priorities, as part of the 2019 Agency Renewal.

Foodshare's 2018 – 2021 Priorities



Your participation in this Assessment will deepen our understanding of how our 200+ member network is Feeding People Today and what efforts are being made to End Hunger Tomorrow in Greater Hartford. We will then use this information to guide our development of new resources to better support you in your work.

On the following pages you will find useful information about completing the Partner Renewal Assessment.

FOODSHARE

Partner 2019 Renewal Assessment: FAQ

What is the purpose of doing this (long) Renewal Assessment?

In order to continue to Feed People Today and End Hunger Tomorrow, we need to have a better understanding of what is being done today within our network. We also need to understand which Partners have the desire and/or capacity to do more or become stronger in particular areas.

Does this mean that Foodshare wants all its partners to get bigger or do more?

No. Our desire is to provide resources and assistance to help our network agencies become *stronger* in the areas they desire.

Will the results of the Partner Renewal Assessment be used to not “re-new” some agencies?

No. This is an Assessment. All complete Assessments received before **5 pm on Monday, October 15, 2018** will be considered in good standing for 2019 and will receive a new Foodshare Agreement for review and signature.

What if we decide to not complete the Renewal Assessment before the October 15, 2018 deadline?

We know you are busy. However, if we do not receive a Renewal Assessment from your Agency by the deadline, we will consider this as opting out of your Foodshare Partnership. Your Partner Agency status will then dissolve on December 31, 2018. If the Agency later decides they would like to partner with Foodshare again, a Request for Partnership Application would be required.

The Renewal **Assessment must also be received by Monday October 15, 2018 to qualify for a Matching Funds or Equipment Grant.**

Who in our organization should complete the 2019 Renewal Assessment?

In general, the person with the greatest and broadest understanding of how your program operates should complete the Application. We suggest that you consult with other staff and volunteers at your organization to ensure your answers best reflect the agency's operations and views.

What kind of information is asked on the Renewal Assessment?

A pdf version was sent to you. You can also view the pdf version(s) of the Assessment on the [Partner Resources](#) page of our website under “Agreements and Forms”. We strongly encourage you to print the PDF version(s) to review the questions with other staff and volunteers before doing the online version.

Each Assessment includes questions about the following topics

- Basic Organization Info (you will need your Foodshare Account Number)
- Staffing and Volunteers
- Funding and Budgets
- Food Sourcing
- Client Access to your Program
- Client Demographics
- Physical Location
- More than Food Interest Assessment
 - Choice
 - Connection
 - Culture

We operate a pantry, a meal program, AND a backpack program. Who here should complete the Assessment?

In order to fully understand our network, a separate Assessment needs to be completed by the person best qualified, for EACH of the types of programs you operate. There are four different types of Renewal Assessments based on the type of program.

We will be sending out the appropriate Renewal Assessments (both the PDFs and the online links) to the Primary Contact and Administrator for each Foodshare account. (The Primary Contact may OR may not be the best suited person to complete the Assessment.) Please use your judgement to determine who is best suited to complete each assessment, or preferably have a few people complete the assessment questions together.

If you do not receive an Assessment *for each type of program* you operate, please let us know asap. Contact Paula Siebers psiebers@foodshare.org.

Here are the four types of Renewal Assessments and our definition of them:

Pantry Programs: Distribute groceries for clients to prepare at home

Meal and Snack Programs: Prepare meals or snacks on-site to be consumed on-site, but clients do NOT live on-site

Residential Programs: Prepare meals and/or snacks on-site to be consumed on-site, and the majority of the meal clients ALSO live on-site.

Grocery and Meal Delivery Programs: Groceries or prepared meals are delivered to either the client or to another program. (Backpack Programs, Meals on Wheels etc.)

I have read through the pdf version of our Renewal Assessment and I don't understand a couple of questions. Who should I contact?

Please contact Paula Siebers psiebers@foodshare.org or (860) 856-4323.

While completing this Assessment, please remember:

- Answer all questions as completely and as honestly as you can. We want to understand how your agency currently operates.
- We use "your agency" and "your program" throughout the survey to refer to the organization or program that is directly partnered with Foodshare
- The person answering this survey should have a broad understanding of how your agency runs, or be prepared to find answers with others.
- We estimate it will take about an hour to complete this Assessment, including gathering information.
- We have provided a PDF version of the Assessments(s) and we strongly encourage you to use it to gather information and responses BEFORE you attempt to do the online version. Please do NOT submit a paper version of the Assessment. If you do not have internet access, please discuss with Paula Siebers (psiebers@foodshare.org).
- We strongly encourage you to plan to do the online Assessment in ONE sitting. Survey Monkey *should* allow you to pick up where you left off, but this is not always reliable.

The 2019 Renewal Application is due at 5 pm on Monday, October 15, 2018. Applications received after this deadline will need to complete a Request for Partnership Application and will be considered a "new" applicant.

You can expect to hear back from us no later than December 31, 2018.

Thank you! Your responses will help shape our plans, goals, workshops, and trainings in the future!