



PARTNER AGENCY APPLICATION 2021

CHECKLIST

- Review Partner Agency Handbook
- Review Data Reporting Information
- Agency Information
- Projected Program Use
- Data reporting
- Collaborative Partnership Agreement
- Partner Agency Agreement
- Supporting documentation of any changes to your program or organization
- IRS Determination Letter or Letter of good standing from your affiliate organization if you do not have an IRS Determination Letter
- Signatures of Program Administrator and Executive Director

Gabi Young, President
gabi@diaperbankaz.org
www.diaperbankaz.org

Partner Agency Annual Application

1. Review Partner Agency Handbook and Data Reporting Information.
2. Complete and email the application (both: filled e-form and scanned with signatures) to gabi@diaperbankaz.org.
3. The Diaper Bank reserves the right to decline applications based on a variety of criteria and community need.
4. During the application process a site visit and/or agency interview may be requested.

Agency Information

Legal Name of Agency: Other Names Used by the Organization: Mailing Address: City/State/Zip: Service Location Address(es): EIN: Main Phone: Fax: Website: Program name using diapers/incontinence items: Program contact person and title: Email: Phone +ext: Mobile: Executive Director's Name: Email: Phone +ext:

Agency Mission:

Brief Program Description:

Has there been any change in your nonprofit status (as defined by the IRS), your corporate status (as defined by the AZ Corporation Commission), your organization's name, or your mission/vision?

Yes -please attach supporting documentation. No Change

If you do not file a 990 annually please attach a copy of your independent audit or current MOU.

How will the diapers be used?

- On-site residential program / Daycare
 Supplies for families as part of case management
 Emergency supplies for families
 Other (please explain)

Does Agency budget for purchasing incontinence supplies for agency use? No Yes

Do you currently turn away clients due to a lack of diapers? No Yes

Are you willing to be an Open Partner Agency? No Yes

Open Partner Agencies are open to the public for individuals needing an emergency supply of diapers to get them through the day or to the next day and are listed on our website. It is up to the open partner's discretion to determine if they are facing diaper need and reserves the right to refuse.

If yes, please list the direct URL where diaper assistance from your agency can be found and address(es) of participating location(s) and corresponding phone numbers (+extension).

Does your agency receive donated diapers from other agencies or diaper banks? No Yes

From?

What is the minimum percent of your clients served with diapers who:

Fall below the Federal Poverty Level: %

Are Low Income: (less than twice the Federal Poverty Level, includes falls below poverty line) %

Receive casework (30+ days) that helps clients become self-sufficient: %

What does casework typically look like for clients who receive diapers from your agency and how does this help them towards self-sufficiency? (no attachments)

Tell us one of your diaper need success stories.

(Optional) Is there anything else you would like to share about your agency?

(Perhaps any upcoming changes, info that will help us understand your agency better, what your client base is like, etc. Questions do not go here, instead please email. No attachments.)

Projected Estimation of Program Use for the 2021 Calendar Year:

1. The average number of diapers you will provide per diaper user at each distribution: diapers
2. The average number of diapers you will distribute in total each month: diapers
3. The average number of unique diaper users you will serve each month: users
4. Number of unique diaper users annually (count each person only one time): users
6. Number of potential diaper users on waiting list for diapers: Average time on waiting list: months
7. Average length of time diaper users are active in program: months

Projected Annual Diaper/Incontinence Supplies

Please estimate your diaper request for a 12-month period. Accuracy is important. Estimates are for **individual diapers** - not package. *Please remember that only child diapers from newborn to size 5 are prioritized in the inventory.*

Does your agency have programs required to meet clients complete diaper need due to clients living on-site, in a nursery/shelter or are homeless?

Yes No Mix

If no: Allot children to receive a maximum of 50 diapers per month or 30 pull ups while in your program, per NDBN guidelines. Allot adult diaper users to receive 30 diapers per month.

Example: if you had an average newborn baby that would be in the program from Jan-Dec (all year) you would allot: 50 nb diapers, 150 size 1, 150 size 2, and 250 size 3 for the year. If users typically in your program for only 3 months, allot their need only for 3 months (not 12).

If yes: Allot children to receive a maximum of 135 diapers per month while in your program.

If users are typically in your program for 3 months, allot their need only for 3 months (not for 12). Howmanydiapers.com is a great resource for predicting how many diapers a child under 3 years of age will need over any chosen length of time for all sizes. The average baby needs size newborn-3 their first year, size 3-4 their second year, and size 4-6 their third year.

If Mix: Number of unique children in program with shelters/etc.:

monthly annually

Number of unique children in program without shelters/etc.:

monthly annually

Follow the allotment guides described above for each type of program.

NB:

Size 1:

Size 2:

Size 3:

Size 4:

Size 5:

Size 6:

GRAND TOTAL:

Adult Small:

Adult Medium:

Adult Large+:

Overnight diapers

Partner Agency Reporting for the 2020 Calendar Year

If you are a new agency, complete what you can.

- 1) (users) Average number of *duplicated* diaper users served monthly? (count user each time they receive diapers)
- 2) (users) Average number of *unique* diaper users served monthly?
- 3) (diapers) Average number of diapers you provided per *unique* diaper user per month.
- 4) (users) Total number of *unique* diaper users served last year.
- 5) (diapers) Total number of diapers distributed last year.
- 6) (users) How many *unique* diaper users did you serve in 2019?
- 7) (%) What percentage of your diaper user population served was low income (includes below poverty)?
- 8) (%) What percentage of your diaper user population served falls below the federal poverty line?
- 9) Estimate of how long a typical diaper user was in your program? month(s)
- 10) Number of clients (potential diaper users) on waiting list at some point in 2020:
Average time on waiting list: months. Why users are on a waiting list:

% of Total Users by Geographic Location	
Maricopa County	<input type="text"/>
Pinal County	<input type="text"/>
Gila County	<input type="text"/>
Yavapai County	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>
Total	100%

% of Total Users by Race Ethnicity	
White/Caucasian	<input type="text"/>
Hispanic/Latino	<input type="text"/>
Black/African American	<input type="text"/>
American Indian or Alaskan Indian	<input type="text"/>
Asian	<input type="text"/>
Native Hawaiian or Pacific Islander	<input type="text"/>
Two or more ethnicities	<input type="text"/>
Other/Unknown	<input type="text"/>
Total	100%

% of Total Users by Age	
< 1 year old	<input type="text"/>
1 year old	<input type="text"/>
2 years old	<input type="text"/>
3 - 4 years old	<input type="text"/>
5 - 6 years old	<input type="text"/>
7 - 18 years old	<input type="text"/>
18 - 55 years old	<input type="text"/>
55+ years old	<input type="text"/>
Total	100%

% of Total Users by Disability	
With Disabilities	<input type="text"/>
Without Disabilities	<input type="text"/>
Total	100%

% of Homeless Diaper Users	
Homeless	<input type="text"/>
Not Homeless	<input type="text"/>
Total	100%

% of Users of Guardians with Military Status	
Veteran, Active Duty, or Reserve	<input type="text"/>
Non-military	<input type="text"/>
Total	100%

% of Diaper Users Receiving	
Case Management (30+ days)	<input type="text"/>
Emergency Distribution	<input type="text"/>
Total	100%

Collaborative Partnership

The provision of diaper supplies is a cooperative effort between the Diaper Bank Central Arizona (DBCA) and our Partner Agencies (PA). The Partner Agency agrees to complete the following by the corresponding deadlines this calendar year to ensure the community can continue to receive this service and will email the Diaper Bank to notify as each item is completed, or agency will pay a penalty. *Due to the extensive amount of time spent trying to track collaborative agreement expectations we are asking that you email us when each item is complete with the details. Our financial resources are extremely limited and the more money that we spend on administrative needs means the less diapers we can provide.*

Administration Fee To be received by the Diaper Bank *after* application has been approved. Tier level is determined by the DBCA.

If you would like a more frequent distribution, select a higher tier and let us know. Adult diapers average to 3x child diapers.

- \$250 Tier 1 Single Distribution Typically < 10k diapers annually
- \$500 Tier 2 Biannual Distribution Typically 10K-20K diapers annually
- \$750 Tier 3 Quarterly Distribution Typically 20K-30K diapers annually
- \$1250 Tier 4 Quarterly Distribution Typically > 30K diapers annually

Choose at least 1 from the following:

- Provide a financial contribution of _____ by the end of the calendar year.
- Acknowledge & tag the DBCA Facebook and/or Instagram page with picture(s).
- Communicate about the DBCA, diaper need, encourage supporters to donate dollars for diapers or hold drives for the Diaper Bank in one of your newsletters with our logo and URL, completed by year-end.
Notified by email with an attached copy of the full newsletter from agency program contact email address w/message stating this item has been completed.
- Place a link to diaperbankaz.org & our logo on a main page by March 1st of calendar year.
Notification must include a direct link where logo can be seen.
- Host a diaper drive for the DBCA through your agency, completed by year-end.
Please know that by choosing this item, these diapers are to benefit the DBCA on behalf of your agreement and all diapers raised during the drive are to be counted and delivered to the DBCA. The more diapers we receive and distribute the more assistance we may be able to get from grants for more diapers. For more details, please see the Partner Agency Handbook.

Additional ideas for collaborative partnership? (beyond word of mouth) to be completed by is:

Tell us about upcoming events! We would love to know about your events so we may attend, participate, sponsor, and/or share on social media.

Partner Agency Agreement

The provision of diapers and supplies is a joint effort between the Diaper Bank Central Arizona and our Partner Agencies. Partner Agencies agree to the following to ensure the community can continue to receive this service.

(Executive Director and Program Administrator, please initial at the end of each item)

1. To follow all procedures and requirements as outlined in the Partner Agency Handbook.
2. _____
The recipient agency certifies it is a nonprofit 501(c)(3) social service agency, a religious organization in good standing, or other governmental agency providing social services to individuals or families in need and has included documentation of such status along with this executed Agreement. _____
3. Provide supplies to clients in a conscientious manner. No products obtained from the DBCA may be sold, traded or bartered, or be used for fund raising, auctions or raffles. Items may only be used to provide services to the clients of the recipient agency free of charge, and may not be used as gifts to staff or volunteers. The recipient agency agrees to make every effort to avoid duplication of services with other agencies and to avoid providing diapers to clients who will sell, exchange, or barter with the diaper supplies. _____
4. The recipient agency will provide supplies received from the DBCA without discrimination on the basis of race, color, national origin, ethnicity, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status; and further to certify that any assistance directly or loosely linked to diapers and supplies does/will not require attendance at religious services or classes, nor is there any inducement of conversion to a faith group, institution or cause in order to receive assistance.
5. _____
The recipient agency acknowledges the DBCA receives diapers and supplies donated by others: DBCA often receives donations of loose diapers or opened packages of diapers; DBCA may purchase diapers and supplies; and the DBCA is donating the diapers and supplies to the recipient agency with no consideration received. The DBCA to the best of its knowledge, believes diapers and supplies are clean and safe, but *has not* inspected these supplies for safety or other matters. It is the responsibility of agency personnel to inspect the diapers and supplies they provide to their clients. _____
6. Partner Agencies hereby indemnify, defend and hold harmless the DBCA, their affiliated agencies, officers, directors, contractors, agents, employees, and volunteers from any and all liabilities, loss, damages or expenses from all claims, demands, and actions (including but not limited to attorney's fees) out of or in connection with the use or handling of these diapers and supplies by the recipient agency, its employees, its clients, its volunteers, and anyone to whom it involved with the donated supplies. Partner Agency hereby forever releases and discharges the DBCA from any and all claims for any known, unknown or future damages. _____
7. Supplies from DBCA are to be used as one part in a broader effort by the recipient organization to assist those in need. At least 90% of the clients who receive diapers will be provided with some level of case management (30 days minimum) to the individual or family so they may have the opportunity to work towards self-sufficiency. At least 80% of clients who receive diapers fall below the federal poverty line. Further, items provided by the Diaper Bank will not be redistributed to another agency for use. Please refer that agency to the Diaper Bank. _____
8. DBCA will endeavor to satisfy PA's emergency diaper needs as requested, but is not required to do such. _____
9. To comply with the DBCA's data reporting requirements and to notify us of any changes in your organization's contact information and mission, it is the agency's responsibility to train any new program contacts and to provide them with all related materials. Partial data reporting ("Monthly

- Tracking Form") is required quarterly. It is the PA's responsibility to track and report all requested statistics accurately (based on records and not estimations) by each deadline without assistance from the DBCA. Agencies who fail to turn in data reporting by deadlines or whose reporting is deemed inaccurate or unreasonable will not be allowed to participate in distribution. Agencies who repeatedly do not meet these expectations may make a financial contribution of \$200 for the next partnership renewal. The DBCA will clarify terms, explain forms, and/or help agencies understand why their tracking was deemed unreasonable for \$25 per session. Full data reporting (demographics, number of users, diapers distributed, etc.) is due at the end of the year. Refer to "Data Reporting Information" for more information regarding what items need to be tracked. _____
10. To comply with the Collaborative Partnership in a timely manner and to notify the DBCA as activities are completed, PA understands any financial contribution to the DBCA is non-refundable.
 11. The PA, its staff, volunteers, or other personnel are not to refer clients or other staff to visit or call the DBCA directly for supplies or questions. The Diaper Bank Central Arizona is not a direct social service agency but a support agency. It is the responsibility of the PA to ensure its staff is aware of these provisions and to answer any questions they may have. _____
 12. The PA will pick up its diapers at the facility in which they are stored, or an agreed upon location. Any injury sustained by employees, representatives, and/or agents of the recipient agency while at the storage premises are not the fault or the responsibility of DBCA. If PA does not arrive to pick up supplies during their designated pick up time for distribution, allotted supplies may be forfeited.
 13. PA agrees to not stockpile diapers received from the DBCA as it is not in the best interest of community wide distribution to babies in need. If the agency has excess (far more than agency can use for the next quarter or more) of particular diaper sizes, they are to return these extras to the DBCA to be redistributed to agencies in need. _____
 14. DBCA reserves the right to refuse any agency application and reserves the right to perform a site visit during the application process, or with appropriate notice during any time of this agreement. DBCA reserves the right to remove an agency from its recipient list if the agency does not adhere to the terms of this agreement, if the application is found to be mis-stated, due to lack of resources, or for any other reason. Written notice will be provided to PA. Partner Agency agrees to pay a penalty that may be up to the amount donated in-kind if the agency is found violating any of the terms in the agreement. _____
 15. The DBCA reserves the right to modify these items at any time and will provide appropriate notice of changes. _____

We have reviewed the Partner Agency Handbook and discussed the terms of the Partner Agency Agreement and the Collaborative Partnership. We hereby agree to the terms and conditions listed therein and declare to have the authority to execute this agreement.

Sign Date
Program Administrator (typed)

Sign Date
Executive Director (typed)