



PARTNER AGENCY APPLICATION 2018

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
- Letter of good standing from your affiliate organization if you do not have an IRS Determination Letter
- Signatures of Program Administrator and Executive Director

Jocelyn Chapman

Program Manager

Jocelyn@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 Jocelyn@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 a 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 info regarding getting diapers from your agency can be found.

Addresses of locations that participate and their 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 about one of your diaper need success stories.

(Optional) Is there anything else you would like to tell us 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 2018 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 that need 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 diaper users to receive enough diapers to meet their full need while in your program, generally 135 per month.

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 2k diapers (size nb-3) their first year, 1.8k (size 3-4) their second year, 1.5k (size 4-6) their third year, or generally 125-150 diapers per month.

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:
TOTAL:

2T-3T:
 3T-4T:
 4T-5T:
 Adult Small:
 Adult Medium:
 Adult Large+:

- Overnight diapers
 Feminine products

Partner Agency Reporting for the 2017 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 2016?
- 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 2017:
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 and our Partner Agencies for the 2018 calendar year. 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 no later than March 1st, 2018. Tier based on 2017 stats.

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

- \$200 Tier 1 Single Distribution Typically serving no more than 20 users monthly and receives less than 10k diapers annually
- \$400 Tier 2 Biannual Distribution Typically receives less than 20k child diapers annually
- \$600 Tier 3 Quarterly Distribution Typically receives less than 40k child diapers annually
- \$1000 Tier 4 Quarterly Distribution Typically receives over 40k child diapers annually

Choose at least 1 from the following:

- Volunteer at the Diaper Bank at least: hours, completed before 2019.
- Provide a financial contribution of , completed before 11/1/2018.
- Acknowledge & tag the Diaper Bank Facebook page with picture(s).
- Communicate about the Diaper Bank, 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 11/2018.
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 3/1/2018.
Notification must include a direct link where logo can be seen.
- Host a diaper drive for the Diaper Bank through your agency, completed by 10/1/2018.
Please know that by choosing this item, these diapers are to benefit the Diaper Bank on behalf of your agreement and all diapers raised during the drive are to be counted and delivered to the Diaper Bank. 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 page 11 of 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 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 that 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 that it 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 Diaper Bank 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 Diaper Bank 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. Supplies from the Diaper Bank of Central Arizona 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. _____
6. The Diaper Bank will make every effort to satisfy your emergency diaper needs as requested, but is not accountable to do such. _____
7. To comply with Diaper Bank 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 a copy of the partner agency handbook, your agency's application, in-kind receipts, statistical tracking materials, how to report data, etc. The Diaper Bank is happy to train new program contacts for the partner agency for a fee of \$25. It is the agency's responsibility to track and report all requested statistics accurately based on records and no estimations. Partial data reporting ("Monthly Tracking Form") is required quarterly. 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. The Diaper Bank is happy to set a session for \$25/per session to clarify terms, explain the forms, and/or help agencies understand why their tracking was deemed unreasonable. 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. _____
8. To comply with the Collaborative Partnership in a timely manner and to notify the Diaper Bank as activities are completed. Agency understands that any financial contribution to the diaper bank is not refundable.

9. The agency, it's staff, volunteers, or other personal are not to refer clients or other staff to visit or call the Diaper Bank directly for supplies or questions. The Diaper Bank is not a direct social service agency but a support agency. It is the responsibility of the recipient agency to ensure all its staff is aware of all provisions and to answer any questions they have. _____
10. The recipient agency acknowledges that Diaper Bank receives diapers and supplies donated by others; that Diaper Bank often receives donations of loose diapers or opened packages of diapers; that Diaper Bank may purchase diapers and supplies; and that Diaper Bank is donating the diapers and supplies to the recipient agency with no consideration received. Although Diaper Bank believes, to its best knowledge, that these diapers and supplies are safe, Diaper Bank 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. _____
11. Partner Agencies hereby indemnify, defend and hold harmless the Diaper Bank, 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 and Partner Agency hereby forever releases and discharges the Diaper Bank from any and all claims for any known, unknown or future damages. _____
12. The recipient agency 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 nor the responsibility of Diaper Bank. If an agency fails to come during the designated pick up time for distribution, allotted supplies will be forfeited.

13. Agencies agree to not stockpile diapers received from the Diaper Bank 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 Diaper Bank to be redistributed to agencies in need. _____
14. Diaper Bank reserves the right to refuse any agency application. Diaper Bank reserves the right to perform a site visit during the application process, or with appropriate notice during any time of this agreement. Diaper Bank reserves the right to remove an agency from it's recipient list if the agency does not adhere to the terms of this agreement, any of this application found to be mis-stated, due to lack of resources, or for any other reason. Written notice will be provided to you. 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 Diaper Bank reserves the right to modify any of these items at any time and will provide you with 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)