



Greater Chicago Food Depository
4100 W. Ann Lurie Place
Chicago, Illinois 60632
773-247-FOOD
www.chicagosfoodbank.org



Simple

Easy

Rewarding

and it pays!

Step into the spotlight

Agency Awards 2007

APPLY FOR AGENCY AWARDS



The Greater Chicago Food Depository is pleased to announce the 2007 Agency Awards Program. The Agency Awards Program recognizes agencies that have made exceptional advancements in the fight against hunger.

Eligibility

- Any agency that has been a member of the Greater Chicago Food Depository for at least six months is eligible to be nominated for an agency award. The agency must be a current member in good standing. Food pantries must be open at least once a week for two hours.
- For the Father Phillip Marquard and Gertrude Snodgrass Outstanding Agency Awards, only food pantries and soup kitchens are eligible for nomination.
- For the Quality Performance Award, only food pantries are eligible for nomination.
- If an agency received a Quality Performance Award last year, it may be nominated for a Quality Performance Award again this year. For all other awards, if an agency received an award last year, it is eligible for nomination in a different category.
- If an agency was nominated for an award last year but did not win, it is eligible for nomination again.

Winners will be recognized at this year's Agency Conference on Friday, October 19, 2007, during a luncheon awards ceremony at the Greater Chicago Food Depository.

Nomination Directions

1. Complete the 2007 Agency Awards Nomination Form. You may nominate your agency for more than one award, but a separate nomination form is required for each nomination.
Additional copies of the nomination form can be obtained from the Food Depository's Web site (www.chicagosfoodbank.org) under Member Agencies > Pantry University > Forms, or by calling the Food Depository's fax-on-demand system at 773-843-6904 and requesting document #2012.
2. On a separate piece of paper, answer the questions for the award category that you wish to nominate your agency to receive. Please note the page limit.
3. Return the nomination form with the question responses to: Yami Newell, Greater Chicago Food Depository, 4100 W. Ann Lurie Place, Chicago, IL 60632, Fax:773-927-8398, E-mail: ynewell@gcfd.org. Nominations may be mailed, faxed, or e-mailed. All nominations must be received before Thursday, August 16, 2007, at 5 p.m. No late nominations or faxes will be accepted.

Once a nomination is received, it will be reviewed for completeness and eligibility. The Agency Awards Committee will review the nominations and make the final awards decisions.

Pantries nominated for the Quality Performance Award will be contacted for a site visit. An independent evaluation team will conduct the site visit and score the agency, based on the award criteria. Any pantry scoring high enough on the site visit will be eligible for the award.

Agencies selected to receive an award will be notified via mail by the end of September. For questions, please contact Yami Newell at 773-843-2743.

Award Descriptions

Most Innovative Agency

The Most Innovative Agency award will be given to the agency that best illustrates how it has used an innovative approach to working with its clients. This can be demonstrated through a change in an existing program or through the launch of an entirely new program.

Award: \$500

Best Outreach Efforts

Community outreach is a critical step in ensuring that an agency's community is aware of the services that it provides. This is important not only to clients, but also to individuals and businesses that may have extra food or time they would like to donate to agencies in their community. This award will be given to the agency that demonstrates the best outreach strategies in some or all of the following categories: client outreach, volunteer outreach, partner outreach, and donor outreach.

Award: \$500

Best Network

Agency networks help participating agencies strengthen their capacity to better serve their communities. By actively collaborating with other community food providers, an agency may be able to secure more food, volunteers, or funding sources as well as numerous other benefits. Because this award celebrates collaboration, it will not be given to a single agency but rather one formalized network of Food Depository member agencies.

Award: \$500

Best Volunteer Program

In many cases, dedicated volunteers are the cornerstone of an agency. The work done by volunteers is immeasurable, and this award is designed to recognize the hard work that goes into building and maintaining a successful volunteer program.

Award: \$500

Best Nutrition Program

The Best Nutrition Program award recognizes agencies that go beyond providing food to their clients by also incorporating a nutrition component to their food program. Some agencies do this through their distribution, taking the extra time to make special food boxes for clients with specific dietary needs like senior citizens and people living with HIV and AIDS; others work to educate their clients on the importance of a healthy diet.

Award: \$500

While the other Agency Award categories recognize specific strengths of Food Depository members, the Quality Performance Award and the Outstanding Agency Award recognize the overall excellence of a member agency's food program.

Quality Performance Award

The Quality Performance Award is designed to recognize food pantries that maintain standards of excellence. Applicants must demonstrate excellence in five key areas: clients, processes, staff and volunteers, financial, and community. The standards of excellence were determined by the staff and volunteers of more than 30 pantries.

Applicants are judged based on two processes: 1) a short written application and 2) a site visit by an independent evaluation team. The site visit will take place during the pantry's hours of operation. Applicants are judged on their current practices, as well as the processes they have in place for on-going review and improvement of those practices.

For a full listing of the standards of excellence and the evaluation criteria, please visit the Food Depository's Web site (www.chicagosfoodbank.org) under Member Agencies > Pantry University > Forms, or call the Food Depository's fax-on-demand system at 773-843-6904 and request document #2013.

There can be multiple winners of this award.

Award: The Food Depository will send a press release about the award winner to a local newspaper of the agency's choice; the information will also be publicized on the Food Depository's Web site. Also, all nominees for this award are automatically considered for the Outstanding Agency Award.

Outstanding Agency Award: Father Phillip Marquard and Gertrude Snodgrass

The Father Phillip Marquard and Gertrude Snodgrass Outstanding Agency Awards were both established in memory of these two Greater Chicago Food Depository founders. Fr. Phillip Marquard was a man of compassion and vision who established and ran a soup kitchen, while Gertrude Snodgrass spent much of her time devoted to helping the hungry as well as encouraging small grassroots organizations.

Two awards are given in each of these categories, one to a soup kitchen and one to a food pantry. Agencies with annual food program budgets over \$10,000 are eligible for the Father Phillip Marquard Awards, while the Gertrude Snodgrass Awards recognize agencies with annual food program budgets under \$10,000.

Award: \$1,000

Award Questions

For the following awards, responses should be no more than two pages in length.

You may nominate your agency for more than one award, but a separate nomination form and letter is required for each nomination. The submission of one letter describing why your agency deserves awards in numerous categories is not acceptable.

Most Innovative Agency

1. What aspects of your agency's program are innovative?
2. Please explain how these innovations have improved the quality of services to clients.
3. How does your agency plan to continue and expand upon its current innovations?
4. Please describe your clients' response to your innovative program.

Best Outreach Efforts

1. Does your agency use outside media efforts (i.e., TV, radio, newspaper ads, etc.) as a form of client outreach to the community? Please explain.
2. Please explain how your agency's outreach efforts have strengthened your agency's ability to serve more clients.
3. Does your agency provide any direct outreach to recruit volunteers in the community it serves? Please provide examples.
4. What type of donor outreach does your agency currently use?
5. Please describe any partnerships with local businesses/agencies that have helped your agency better serve its clients.

Best Network

1. What partnerships with local businesses/agencies does your network have that helps network members expand their services?
2. Please provide examples of your network's creative networking initiatives.
3. As a group, does the network perform community/client outreach via outside media sources (i.e., TV, radio, and local newspapers)?
4. Please list accomplishments achieved by the network during the last year.
5. How has participation in a network strengthened the individual agency programs of its members?

Best Volunteer Program

1. Does your agency have formalized volunteer trainings?
2. Does your agency currently have written guidelines and policies that all volunteers must adhere to?
3. Please explain how your agency recruits volunteers.
4. How does your agency recognize and reward its volunteers?
5. Please explain why your agency has the best volunteer program. Please provide examples.

Best Nutrition Program

1. Does your agency consult experts (nutritionist, dieticians, etc.) to help provide healthy bagged/prepared meals?
2. Does your agency offer its clients the opportunity to meet with nutrition experts individually? If so, how often does your agency make this service available to its clients?
3. Does your agency cater to clients with special diets (diabetic, high/low fat, low sodium etc.)?
4. Does your agency make an effort to educate clients about nutrition and healthy eating?

Outstanding Agency Award and the Quality Performance Award

For the following awards, responses should be no longer than four pages in length.

If desired, up to five attachments that support the application may be included. There is no page limit on attachments. Only pantries are eligible for the Quality Performance Award

Food Pantries

1. How do you engage in client outreach? How do you spread the word about your services to different groups in your community?
2. How do you try to address client needs beyond food?
3. How do you ensure food is stored, handled, and distributed in a safe and sanitary manner by your staff and volunteers?
4. How do you protect private or sensitive information (such as client information or financial data) to make sure it is kept confidential?
5. How do you ensure staff and volunteers have sufficient knowledge or training to do their jobs effectively?
6. How do you ensure that your financial records are accurately kept? How do you make sure your recordkeeping practices are effective? Are your financial records audited?
7. How do you make sure you have sufficient funding for future needs? How do you secure funding for your program?
8. How do you ensure there is widespread knowledge of your program both within your organization and in your community?
9. What body or governing group has oversight over your food program (such as a board of directors or ministry)? How does this group work with your food program to ensure appropriate oversight?

Soup Kitchens

1. How do you engage in client outreach? How do you spread the word about your services to different groups in your community?
2. What do you do to ensure your clients are treated with dignity and respect?
3. How do you ensure food is stored, handled, and distributed in a safe and sanitary manner by your staff and volunteers?
4. How do you ensure staff and volunteers have sufficient knowledge or training to do their jobs effectively?
5. How do you ensure that your financial records are accurately kept? How do you make sure your recordkeeping practices are effective? Are your financial records audited?
6. How do you make sure you have sufficient funding for future needs? How do you secure funding for your program?
7. How do you ensure there is widespread knowledge of your program both within your organization and in your community?
8. What body or governing group has oversight over your food program (such as a board of directors or ministry)? How does this group work with your food program to ensure appropriate oversight?

Greater Chicago Food Depository
2007 Agency Awards
Nomination Form

Agency Name: _____ Agency Code: A0 _____

Address: _____

City: _____ State: _____ Zip: _____

Days and hours of operation: _____

When was your agency's food program established? _____

Name of person completing application: _____

Phone: _____

What award is this nomination for? _____

Note: You may nominate your agency for more than one award, but a separate nomination form and letter is required for each nomination.

Has your agency ever received an Agency Award from the Food Depository? _____

If yes, which award and when? _____

Is your agency's annual food program budget more than \$10,000? Yes _____ No _____

If you are applying for the **Outstanding Agency Award** or the **Quality Performance Award**, please include a copy of your agency's annual food program budget.

Return the nomination form with the question responses to:



Yami Newell
Greater Chicago Food Depository
4100 W. Ann Lurie Place
Chicago, IL 60632
Fax: 773-927-8398
E-mail: ynewell@gcfd.org

Nominations may be mailed, faxed, or e-mailed. All nominations must be received before **Thursday, August 16, 2007**, at 5 p.m. No late nominations or faxes will be accepted.