



Urban Harvest

## Healthy Food in a SNAP

### Guidelines for Partner Organizations

Please read the following terms and conditions before completing your Application Form:

#### **What you will receive as an Urban Harvest's Partner Organization.**

1. Based on your response from the Application Form, Urban Harvest will provide to your organization with free "Grow Kits", online education opportunities, and other benefits for your community members.
2. Based on your response, we will also contact you to coordinate details for the pick-up date and location.
3. Based on your response, we want to support your organization by providing ideas on how to use "Grow Kits" as learning tools.
4. We want to make sure your community members make the best use of their "Grow Kits". To do this, each partner organization will designate one Ambassador that will receive a stipend and training to lead the successful implementation of "Grow Kits" within your organization or school.

#### **What we will need from you.**

##### **1. LIST OF BENEFICIARIES**

Urban Harvest will require a "**List of Beneficiaries**" from each of our partner organizations. The template of this list will be provided the day you pick-up or receive the Grow Kits and you will have one week to return this document with information including:

- Total number of "Grow Kits" delivered
- Contact information from "Grow Kits" beneficiaries, including Full name, age group, email, phone number, zip code.
- For schools, Urban Harvest will require the students' contact information including: Full name of student, Full name of Parent/Guardian, Parent/Guardian email, zip code.

Please note that Urban Harvest will keep this information **only** for the purposes of evaluating the implementation of "Grow Kits". Urban Harvest **will only share** zip code information with the entities funding this initiative.

## **2. FINAL SURVEY FOR PARTICIPANTS**

After three months of delivering the “Grow Kits”, **Urban Harvest will distribute a mandatory (and very brief) survey** to families and educators (using the list of beneficiaries' email information). The goal of this survey is to collect feedback from participants, improve your experience, and report to our donors about the use of our funding.

## **3. COMMUNICATIONS**

We would love to share pictures and stories from your community and their experience using “Grow Kits”. Once we deliver the “Grow Kits” to your community, you will receive our “Social Media Toolkit”. We ask you to help us share this toolkit among your community members to encourage them to share their stories with us.

*If you agree with the terms and conditions mentioned in these Guidelines, please go back to the Application Form and click **SUBMIT** to complete for “Grow Kits” application process and send us your request.*

*Thank you for your interest!*