



MAKING A CHANGE FROM THE BOTTOM UP!!!

NOVA Diaper Bank Agency Application

1. Complete the agency application form.
2. Sign and date application. **Executive Director** signature required.
3. Email the completed application to NOVADIAPERBANK@AHANDUPNOVA.ORG
4. Mail the signed hardcopy to NOVA Diaper Bank, P.O. Box 2115, Ashburn, VA 20146
5. Questions? Contact us via email at novadiaperbank@AHANDUPNOVA.ORG

Completion of the application form does not guarantee acceptance. NOVA Diaper Bank will perform a site visit during the application process and with appropriate notice any time during the term of this agreement. **NOVA Diaper Bank serves Loudoun County & Western Fairfax County, VA.** Nova Diaper Bank is operated by A Hand Up - NOVA Inc a 501(c)(3) organization and tax exempt under IRS Regulations FEIN 82-1916979.

Agency Name: _____

Mailing Address: _____

City: _____ County: _____

State: _____ Zip: _____

Website: _____

Executive Director's Name: _____

Executive Director's Phone with extension: _____

Executive Director's Email: _____

Your Agency is a

501(c)3 Religious Organization Government Organization (Including Public Schools)

Please attach proof of your organization's Status

501(c)3 Letter **or**
 Letter Of Good Standing from Denominational Headquarters **or**
 Government Letterhead

*NOVA DIAPER BANK AGENCY APPLICATION
 NOVA Diaper Bank is Operated by A Hand Up – NOVA Inc FEIN: 82-1916979
 Exempt Under Section 501(c)(3) of the Internal Revenue Code*

Agency mission/service provided to the community:

Describe the population you serve:

Ethnic composition including percentages if available:

Geographic location by county and zip code:

Ages: _____

Other: _____

Do your clients come to you by referral by another agency? None, Some, Most, All

Do you qualify recipients of your diapers by means or other qualification? Yes/No

If yes, how do you qualify recipients _____

Description of Programs Using Diapers

Please describe your program that will be using diapers. **If you have more than one program that will use diapers please copy this page and give a brief description of the service provided noting how the diapers will be used in the program.** Provide the contact person with direct phone extension, cell phone and email address for each program.

Program Name:

Program Contact Person: _____

Phone Number with direct extension: _____

Cell phone number: _____

Email address: _____

Program Description: _____

Do you measure outcomes for your program? _____

How will the diapers be used by this program?

_____ On-site residential program

_____ Day Care

_____ Emergency supplies for families (off-site)

_____ Other

_____ Diaper to be provided to other qualified Agency

Do you receive diapers from other sources? Yes/No

Do you have a budget for diapers? Yes/No

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

Agreement

The following are the terms and conditions for participation in NOVA Diaper Bank. NOVA Diaper Bank is a diaper bank incorporated in the State of Virginia with a 501(c)(3) designation.

By its signature below,

(Name of agency) agrees to these terms and conditions.

- 1) The recipient agency certifies that it is a nonprofit 501(c)(3) social service agency, a religious organization in good standing, a school family resource center, 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.
- 2) As a participant in the NOVA Diaper Bank diaper distribution program, the recipient agency will provide diapers to its clients in a conscientious manner. The recipient agency may not sell, trade or barter items obtained from NOVA Diaper Bank, nor may those items be used for fund raising, auctions or raffles. Items will be used to provide services to the clients of the recipient agency, and may not be used as gifts to staff or volunteers. The recipient agency agrees to make every effort to avoid duplication of services and to avoid providing diapers to clients who will sell, exchange or barter with the diapers.
- 3) Diapers from novadiaperbank.org are to be used as one part in a broader effort by the recipient organization to assist individuals in need. **The recipient agency therefore will not distribute diapers to individuals or families without providing some level of case management to the individual or family so they can work towards self-sufficiency for the long-term.** If the recipient agency is providing some or all the diapers they receive to other agencies, the recipient agency agrees to require that those 'end-user' agencies not distribute diapers to individuals or families without providing some level of case management.
- 4) The recipient agency acknowledges that NOVA Diaper Bank receives diapers donated by others; that NOVA Diaper Bank often receives donations of loose diapers or opened packages of diapers; that NOVA Diaper Bank may purchase diapers; and that NOVA Diaper Bank is donating the diapers to the recipient agency with no consideration received. Although NOVA Diaper Bank believes, to its best knowledge, that these diapers are safe, NOVA Diaper Bank has not inspected these diapers for safety or other matters. It is the responsibility of agency personnel to inspect the diapers they provide to their clients.
- 5) The recipient agency will defend, indemnify and hold NOVA Diaper Bank, their affiliated agencies, officers, directors, contractors, agents, and employees harmless from any and all liability, loss, damages or expenses from all claims, demands, and actions (including but not limited to reasonable attorney's fees) out of or in connection with the use or handling of these diapers by the recipient agency, its employees, its clients, or anyone to whom it supplies the diapers.

6) 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 NOVA Diaper Bank. The recipient agency shall submit upon request a certificate of insurance to NOVA Diaper Bank documenting that the recipient agency has workers' compensation coverage, general liability coverage, and automobile insurance coverage of at least the minimum automobile insurance limits required by applicable state law.

7) The recipient agency will not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. Further, the agency will not require attendance at religious services as a condition of assistance in any of the programs that distribute diapers, nor will any client be forced or required to endure religious proselytizing of any type.

8) The recipient Agency agrees that Recipient Agency shall not hold itself out or in any way represent that Recipient Agency is an employee or agent of NOVA Diaper Bank. Nothing herein shall be construed as creating an employer/employee relationship between the parties.

9) NOVA Diaper Bank reserves the right to remove an agency from its recipient list if the agency does not adhere to the terms of this agreement, or if any portion of its application is found to be mis-stated. Written notice will be provided to you in the event we will no longer provide diapers to your agency.

10) The recipient agency will not refer any individual clients to call or visit NOVA Diaper Bank location. It will be the responsibility of the recipient agency to ensure all its staff are aware of all provisions.

11) The term of this Agreement shall commence as of the date hereof this agreement is last signed by NOVA Diaper Bank, and shall continue for one (1) year from the date thereof, unless the parties otherwise mutually agree in writing to terminate the Agreement. Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice. If a party chooses to terminate this Agreement, all rights and obligations under this Agreement shall continue until notice period of such termination expires.

12) It will be the responsibility of the recipient agency to ensure all its staff are aware of all provisions of this agreement. In agreement to the terms above, the undersigned declares that he/she has the authority to execute this agreement.

13) NOVA Diaper Bank will make every effort to satisfy your diaper needs as requested but is not accountable to do such. NOVA Diaper Bank reserves the right to refuse any application for donations. NOVA Diaper Bank reserves the right to perform a site visit during the application process, or with appropriate notice any time during the term of this agreement.

Signature of Executive Director

Date

Print Name

Agency Name

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To estimate your organization’s need for diapers please complete the following table for your current clients. Upon approval of your application we will review your needs including future projections to insure we will be able to supply your agency.

Please complete the table below for the number of children your agency serves on a monthly basis.

Write in the number of children for each diaper size needed – each child will receive one package of diapers or pullups per month depending on funding and availability. Quantity of diapers will depend on packaging.

DIAPER SIZE	AMOUNT
Small (newborn/size 1) – Up to 13 lbs.	Number of children:
Medium (size 2/size 3) – 11-26 lbs.	Number of children:
Large (size 4/size 5) – 22 to 37 lbs.	Number of children:
Extra Large (size 6) – 35+lbs	Number of children:
Pull Ups (2T/3T)	Number of children:
Pull Ups (3T/4T)	Number of children:
Pull Ups (4T/5T)	Number of children

Our Agency only requires _____ diapers per child per month.

The undersigned acknowledges and agrees to the aforementioned terms and conditions.

Printed Name: _____

Title: _____

Date: _____