



### Cooking Matters: Agency Application

This application is required for all new agencies and organizations that have not previously held a class series at their site. Please complete the following information and return this form via email or mail to:

**Rachel Felder, Nutrition Programs Coordinator**

**The NH Food Bank, 700 East Industrial Park Drive, Manchester, NH 03109**

**Email: [Rachel.felder@nhfoodbank.org](mailto:Rachel.felder@nhfoodbank.org)**

**Phone 603-669-9725 ext. 1242**

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**Agency/Organization Name**

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**Date**

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**Agency Address**

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**City**

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**State**

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**Zip**

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**Agency Contact Person**

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**Job title**

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**Phone Number**

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**Fax Number**

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**E-mail**

1. Have you read through the Agency Information Packet?

☐ Yes    ☐ No

2. What type of agency/organization do you identify with? (i.e. School, Church, Community Center, Wellness Center, Housing Development, Food Pantry etc.)

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3. Briefly describe your organization's work and mission. (Include the types of services, programs, trainings, etc. you offer to your clients)

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1. Is your organization a current member agency of the New Hampshire Food Bank?

☐ Yes    ☐ No

2. Does your agency serve low-income or needy individuals?

☐ Yes    ☐ No

How do you determine low-income eligibility?

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3. Do your clients receive WIC, Food Stamps or other nutrition assistance?

☐ Yes    ☐ No

**If yes, what % of those served participate in nutrition assistance programs? \_\_\_\_%**

4. What are the general demographics of your client base?

Ethnic Background: \_\_\_\_\_

Age of Clients: \_\_\_\_\_

Sex: \_\_\_\_\_

Economic Situation: \_\_\_\_\_

Other details: \_\_\_\_\_

5. What type(s) of classes are you interested in hosting?

☐ Cooking Matters for Adults

☐ Cooking Matters for Parents

☐ Cooking Matters for Families

☐ Cooking Matters at the Store Tour

☐ Cooking Matters Core Workshops

6. In what ways do you think that cooking and nutrition education would benefit your participants? How will you support the healthy eating environment created through this class?

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7. How would you rate participation levels for community service programs offered at your facility?

☐ High (100%- 80%)    ☐ Moderate (79%- 50%)    ☐ Low (49%- 20%)

8. Your commitment to hosting a Cooking Matters class series is important to the overall success of this program at your agency. Are you willing and able to be actively involved in recruiting participants, be present during classes and assist with class preparation and other class needs?

☐ Yes    ☐ No

9. Cooking Matters relies on agencies to commit to recruiting participants and hosting courses based on pre-arranged scheduling. Are you committed to recruiting 8-10 participants and open to trying multiple recruitment strategies to ensure the class does not get cancelled?

☐ Yes    ☐ No

10. Cooking Matters staff can provide additional support with recruitment if needed. What is your current method of recruiting participants for various programs?

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11. Cooking Matters **courses** are **not** a drop-in program. Each class session is progressive and part of a complete course and participants are expected to attend the 6 course sessions. What steps will you take to ensure that participants understand the importance of regular attendance?

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12. Do you plan to host Cooking Matters courses at your own facility?

☐ Yes ☐ No

If no, where do you plan on hosting the Cooking Matters courses?

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13. Does your agency have access to a working kitchen facility for cooking demonstrations and classroom activities large enough to accommodate 8-15 people?

☐ Yes ☐ No (if no, this *does not* automatically disqualify you for classes)

14. Does your agency currently have a van (or other means of transportation) and valid insurance for transporting clients and participants to and from your site and/or to other locales?

☐ Yes ☐ No (if no, this *does not* automatically disqualify you for classes)

15. What months, days, and times are convenient for hosting a Cooking Matters class series at your facility? Please give your top three choices: (If very flexible please note!)

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16. Cooking Matters may ask agencies to provide childcare for children of adult participants when necessary. Does your agency currently have this capability?

☐ Yes ☐ No

17. How did you hear about the Cooking Matters program?

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*Thank you for your interest in the New Hampshire Cooking Matters program! After reviewing your application, we will contact you to discuss the possibility of hosting a class at your agency. We hope to work with you soon!*

**For further questions or information please call Rachel Felder at**

**603-669-9725 X 1242 or e-mail at [Rachel.felder@nhfoodbank.org](mailto:Rachel.felder@nhfoodbank.org)**

<i>Reviewed by:</i>	Class Code:
Date reviewed:	Date Class Held:
Accepted:	Outcome:

**For Cooking Matters office use only**