

(ON SPONSOR'S LETTERHEAD)

- 501c3 parent organization name:
- Employer Identification Number (EIN) – NOT TAX ID Number:
- Food Assistance Program Name:
- Location(s) of Food Assistance Program:

DATE

Great Plains Food Bank
1720 3rd Avenue North
Fargo, ND 58102

To whom it may concern,

This letter is to affirm that **[Sponsor's Name]** operations as a 501(c)(3) not-for-profit organization and is the direct sponsor of **[Food Assistance Program Name]**. **[Food Assistance Program Name]** is in good standing with our organization and their food program feeds the ill, needy or children.

[Sponsor's Name] is fiscally and legally responsible for the oversight of **[Food Assistance Program Name]**.

Sincerely,

SPONSOR EXECUTIVE DIRECTOR, BOARD CHAIR, PASTOR, etc.

NOTES: Federal law requires that organizations receiving donated food products from the corporate food industry must be incorporated as, or affiliated with, a certified charitable organization under section 501(c)3 of the Internal Revenue Service Code. If you accept monetary donations from any source that may be used as a tax deduction by the donor, which includes most donations, you must also have a charitable 501(c)3 tax-exempt status.

This letter must be signed by someone who can make the decision for the organization to take on the fiscal and legal responsibility for the food assistance program such as the CEO of your organization, board chair, pastor etc. However, if the letter clearly states that the board has given approval, any member of the executive team would be acceptable.

If the sponsor does not agree to support the food assistance program partnering with Great Plains Food Bank, both fiscally and legally, this letter will not be accepted.

TEMPLE