



Vendor Rules & Guidelines

NOURISH OUR NEIGHBORS 2021 - 2022

Thank you for your interest in the Hope & Main Nourish Our Neighbors Program! Please read these guidelines thoroughly, the application link is at the end of this document!

ABOUT NOURISH OUR NEIGHBORS:

Hope & Main's Nourish Our Neighbors program was founded in April 2020 at the beginning of the COVID-19 pandemic. The program leverages the Hope & Main food manufacturing facility as a community asset to support those vulnerable to food insecurity. In the past year, Hope & Main has raised more than \$250,000 in state grant funding and community donations to provide over 30,000 meals to our community. These meals are distributed directly to community partners such as senior centers, public schools, and women's shelters in Rhode Island. These meals are also sold as "Buy One Give One" meals at the Hope & Main Schoolyard Market and on the WhatsGood platform to allow anyone to help support Nourish Our Neighbors by purchasing a delicious dinner.

The Nourish Our Neighbors program has demonstrated its value in supporting local food businesses and providing healthy nutritious meals to those struggling with food insecurity. We are incredibly grateful to the Hope & Main members and local restaurants who have helped us build this program from the ground up!

As we move into this second year of Nourish Our Neighbors, we will be focused on the following objectives:

1. Expanding the program's reach beyond the East Bay.
2. Demonstrating its potential as a long term supplemental food access program that utilizes local ingredients and supports local jobs.
3. Supporting and sustaining small and emerging food businesses through the pandemic recovery and enabling these local food producers to engage local eaters in testing new menu items.
4. Demonstrating the ways in which Nourish Our Neighbors is an innovative food equity initiative.

VENDOR PARTICIPATION REQUIREMENTS:

- RI or MA-based food business with 3 locations or less
- Meals must be crafted in a DOH-inspected facility by a chef up to date with a Food Safety Manager/Safe-Serv certification.
- Meals must be delivered to H&M cold storage by Wednesday morning of the week you are scheduled.
- Vendor agrees to provide all requested info about the meals, including title, full list of ingredients with allergens highlighted and meals photographed in proper containers by the deadline given.
- Vendor is responsible for booking and paying for kitchen time (if meals are made at Hope & Main).
- Vendor must label each container with a proper label.

NOURISH OUR NEIGHBOR MEAL REQUIREMENTS:

- Meals must be freezer and microwave friendly.
- Meals should include minimally processed ingredients, and a source of protein (veggie protein is fine!) and vegetables.
- Ideal portion size is 12 - 14 ounces of food per container

NON-DISCRIMINATION POLICY: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795- 3272 (voice), or (202) 720-6382 (TDD).

NON PROGRAM MANAGER: Caitlin Mandel • caitlin@makefoodyourbusiness.org • 401.245.7400



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- Meals must include at least 10% local ingredients. Local is defined as harvested/made in New England (Maine, Vermont, New Hampshire, Massachusetts, Connecticut and Rhode Island) or New York. Submission of ingredients/ordering receipt is required before vendor is paid. This can be submitted via email or photo by text to caitlin@makefoodyourbusiness.org / 401 862 7083. You can feel free to take a screenshot of your delivery slip and text it to me! This information will be kept anonymous and is only used to highlight and demonstrate the local purchasing power of this program for future funding. While we encourage you to use local produce in your meals, H&M member product used in your meal (e.g. marinara sauce made by you or another H&M member) can also count towards the 10% local ingredient requirement.

PROGRAM BENEFITS:

- Hope & Main will pay Vendor \$10.00 per meal
- Hope & Main will provide meal containers (Vendor may need to pick them up at H&M if operating offsite)
- Hope & Main will design and print labels for you (vendor must stick the given label on each container). These labels will include a QR code that leads to a landing page featuring information about your company, highlights local ingredients used, and provides a place to leave feedback about the meal if the vendor requests it. This is to further promote your business, and also further engage the Nourish Our Neighbor meal recipients in this important food access program.

Before applying, please be sure you have:

- Your company's logo ready to upload
- A chef/business owner profile photo ready to upload
- Name, ingredients, photos, allergen list for any meals you want to submit

All Set? [Click Here to Apply Today](#)

We look forward to hearing from you!

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