



## Franchise Checklist

**Lead Contact Name:**

**Organisation:**

**Address:**

**Region:**

**Position / Role:**

**Please complete the questions in the application form as comprehensively as you can and contact us if you have any questions. (The boxes will expand to accommodate longer answers.)**

**Please tell us about the organization/s who will be supporting this application:**

**Do you have any prior experience of setting up or running Pantries / Food Banks or similar community projects?**

**What other provision of food assistance is there available in the area?**

**Have you sourced a location and venue? Please describe the premises using the main points for consideration in the Application Information document.**

**Who will be running the Pantry and managing volunteers on a daily basis? Who will be setting up the Pantry? Please detail anyone else already signed up.**

**Please describe the consultation process and quantitative as well as qualitative outcomes with potential members. (Include how this was carried out and who was involved)**

**Have you contacted Fareshare and are in the process of setting up an account with them?**

**Please detail your budget for setting up costs – attaching a spreadsheet if needed. (Be sure to include all set up costs including provision for ongoing utilities, rates, rent, overheads, fixtures and fittings plus stock.)**

**Who or which organisations or funding bodies are funding the Pantry? Both in terms of initial start up costs and ongoing support if required?**

**How do you plan to structure your Pantry legally? Have you received professional advice on this?**

**Have you set up a Pantry bank account?**

**Have you researched or taken out Public Liability insurance and Employers Liability Insurance?**

**Are there any major issues you feel you may have to overcome in the first 12 months? (Such as staff leaving, changes to funding or the premises)**

**Is there anything else you feel we need to know about your application, your organisation's position or similar?**

**Please return completed application forms along with any supporting attachments, photographs of the premises or supporting information to [info@yourlocalpantry.co.uk](mailto:info@yourlocalpantry.co.uk)**