



MOISSON SUD-OUEST

● ACCREDITATION APPLICATION ●

General Information	
Organization Name:	
Address :	
City :	
Phone number :	
Email :	
Executive Director :	
Phone number :	Email :
Chair of the Board of Directors:	
Food Services Coordinator:	
Phone number :	Email :
Quebec Enterprise Number (NEQ) :	
Canada Revenue Agency Business Number (BN):	
Service Area: Vaudreuil-Soulanges RCM ☐	
Beauharnois-Salaberry RCM ☐	
Haut St-Laurent RCM ☐	
Applicant Status:	
☐ Non-Profit Organization	
☐ Social Economy Enterprise	
☐ Parish	
☐ Other (please specify)	

649, chemin Larocque, Salaberry-de-Valleyfield (Québec) J6T 4E1

T 450.377.7696

info@moissonsudouest.org www.moissonsudouest.org



Primary Activities

- | | |
|--|---|
| ☐ Emergency Food Assistance / Food Distribution | ☐ Multi-Service Day Centre |
| ☐ Shelter | ☐ Meals on Wheels |
| ☐ Collective kitchen | ☐ Community Meal or Soup Kitchen |
| ☐ Other activities (please specify) | |

If your organization provides emergency food assistance, what eligibility criteria do you use to determine whether an individual or family qualifies for food support?

- | | | |
|---|---|--|
| ☐ Referral (CLSC or Other) | ☐ Client Declaration | ☐ Proof of Income |
| ☐ Government-Issued Photo ID | ☐ Proof of Residence | ☐ No Qualifications |
| ☐ Other (please specify) | | |

Are your clients required to pay a fee to receive food assistance?

If yes, how much? \$

How often do you provide food assistance (weekly, monthly, etc.)?

Organization's Mission:

Required Supporting Documents

- | |
|--|
| ☐ Letters Patent (Articles of Incorporation) (for Non-Profit Organizations) |
| ☐ Board Resolution Approving the Service and Accreditation Application |
| ☐ Your Most Recent Annual Report (for Non-Profit Organizations) |
| ☐ MAPAQ Certification (for Primary and Secondary Organizations) |



Accreditation Criteria and Regulations

- **Must not be a for-profit business or organization.**
- **Serve clients within Moisson Sud-Ouest's service area.**
 - ▶ Beauharnois-Salaberry RCM ▶ Haut St-Laurent RCM ▶ Vaudreuil-Soulanges RCM
- **Serve individuals and families experiencing socio-economic hardship.**
- **Food provided by Moisson Sud-Ouest must not be exchanged, resold, or used for fundraising activities. All food received from Moisson Sud-Ouest must be distributed exclusively to individuals and families receiving food assistance.**
- **Member organizations are required to have completed a MAPAQ Food Hygiene and Safety training course if their services involve handling fresh food products or food processing.**
- **Notify Moisson Sud-Ouest as soon as possible of any changes to your organization's contact information, designated contact person, mission, or activities.**
- **The organization must be registered with the Québec Enterprise Register.**
- **Moisson Sud-Ouest reserves the right to refuse an accreditation application if it determines that the proposed services duplicate existing services or that the target clientele is already being adequately served by other organizations accredited by MSO.**
- **The applicant organization must have suitable premises or a kitchen that meets applicable requirements for receiving and handling food donations. Under no circumstances will Moisson Sud-Ouest deliver food to a personal residence.**
- **All organizations picking up food orders from Moisson Sud-Ouest must bring coolers and/or insulated bags to safely transport refrigerated and frozen food products.**
- **As an active member of regional food security coalitions, Moisson Sud-Ouest is committed to respecting the decisions made in collaboration with its partners. If an accreditation application conflicts with those collective decisions, the application may be declined.**
- **Moisson Sud-Ouest reserves the right to refuse an accreditation application if its operational capacity has been reached and it is unable to adequately meet additional demand.**
- **All organizations accredited by Moisson Sud-Ouest are required to submit their weekly statistics through the GoToucan digital platform. This data is shared with the Food Banks of Quebec (Banques alimentaires du Québec) network to help monitor food insecurity across the province in**



real time. Failure to submit the required statistics will result in the suspension of the organization's accreditation until the data has been brought up to date.

- To ensure the fair and effective distribution of food donations, Moisson Sud-Ouest prioritizes accredited organizations by categorizing them according to their mission and the services they provide. Available food is then distributed equitably within each category.

- ▶ Primary: Emergency food assistance, food pantry, and soup kitchen.

- ▶ Secondary: Shelters, Meals on Wheels programs, collective kitchens, and day centres that provide meals.

- ▶ Tertiary: Youth centres, day centres that do not provide meals, and organizations that offer snacks.

Application Review and Processing

- Complete and sign the accreditation application form. Return the completed form by email to: crm@moissonsudouest.org or by mail to: 649, chemin Larocque, Salaberry de Valleyfield, Québec, J6T 4E1. Please allow up to 12 business days for your application to be reviewed and processed. A representative from Moisson Sud-Ouest will contact you to schedule a visit to your organization. The purpose of this visit is to ensure that your facilities and equipment meet food hygiene and safety standards and to assess your organization's capacity to properly receive, store, and distribute the food provided.

- Once all required steps have been completed and your application has been fully reviewed, an official decision will be sent to you by email. Please allow up to 30 business days for the review process to be completed.

- All documents submitted as part of the accreditation process will be treated as confidential and securely retained by Moisson Sud-Ouest.

- I certify that I have read and understood the terms and conditions and agree to comply with all the provisions set out in this application form.

Signature : _____ Date : _____