

## Emergency Response Food Shelf Grant 2023 Grantee Guidance Document

The Emergency Response Food Shelf Grant was made available by the Minnesota State Legislature in March 2023 to provide emergency funds to food shelves to respond to the dramatic increase in food shelf visits, record inflation, and expiring pandemic relief programs. This grant is available to **Food Shelves** in Minnesota that participate in The Emergency Food Assistance Program (TEFAP).

### Funding:

The Emergency Response Grant is a non-competitive grant and potential grantees must submit an online application by 04/07/2023. Hunger Solutions Minnesota will distribute grant funds on behalf of DHS-OEO by 05/01/2023 or when funds are available. Total distribution funding for the Emergency Response Grant is \$4,800,000.

- A standard base of \$5,000 and a grant maximum award of \$75,000 will be given to eligible grantees.
- Grantees will then receive additional remaining funds based on their percentage of statewide program visits for the 2022 calendar year, up to \$75,000.
- **Mobile program stats will be combined and reflected in your total grant amount. Applications for mobile programs will not be accepted.**
- **New grantees:** only brick and mortar food shelf locations will receive the base funding. Please see the definitions section listed at the end of this document.
- New grantees without 2022 program stats will be eligible for base funding only.

### Eligibility:

Food Shelves with 501(c)(3) status and Tribal Nations are eligible for the Emergency Response Grant if they:

- Currently participate in TEFAP and have a program ID with their regional food bank.
- Are in good standing with TEFAP and their food bank. To be in good standing:
  - You have provided complete and accurate monthly statistics for the period of January 1, 2022- December 31, 2022.
  - Any organization missing two consecutive months of completed and accurate stats will NOT be considered good standing.
  - Regional food banks will provide DHS-OEO with confirmation that applicants are in good standing.
  - Must have submitted all final reports for previous grants.
- Please note: DHS-OEO and Hunger Solutions Minnesota reserve the right to deny a grant to any applicant for any reason otherwise not stated above.

Who is **not** eligible to apply?

- Food shelves not in good standing with the TEFAP program and/or their regional food bank (ex: not submitting monthly stats on time or accurately)
- Food shelves not registered as a TEFAP provider or TEFAP approved with their food bank.
- On-site meal programs
- Backpack programs

## **Allowable Expenses:**

Allowable uses of the grant funds include, but are not limited to:

- Purchase of food, including culturally relevant foods
- Equipment
- Personnel
- Space and Rental
- Transportation expenses (mileage, gas cards, delivery fees, supplies)
- Outreach
- Translation
- Technology
- Diapers and hygiene supplies
- PPE

**Grant funds MUST be fully spent by June 30, 2024.**

## **How to Apply for the Emergency Response Grant:**

The Emergency Response Grant is a non-competitive grant, and potential grantees must apply online no later than 04/07/2023.

The application is [available online](#), and on the Hunger Solutions Minnesota Website. The application will be open for three weeks and will close on 04/07/2023. Funds will be disbursed by May 1, 2023, or when funds are available.

Tribal Nations needing support with the application, please contact [amy.doyle@state.mn.us](mailto:amy.doyle@state.mn.us)

## **Grant Reporting**

The Emergency Response Grant period is May 1, 2023 – June 30, 2024. Emergency Response grant funds must be spent down by June 30, 2024. A final report submission is required for all grantees documenting how funds were spent. Final reports are due no later than July 17, 2024. The final report can be completed at any time once the funds are spent. The [report form can be accessed online here](#) and on Hunger Solutions Website <https://www.hungersolutions.org>.

## **Grant Monitoring**

Grantees are required to maintain copies of receipts, invoices, or the front and back of canceled checks related to grant expenditures during the grant period. Hunger Solutions and DHS-OEO will conduct monitoring site visits, in-person or virtually, with a percentage of grantees. If a grantee is selected to be monitored, they will be notified in advance by DHS-OEO and Hunger Solutions staff within the current

grant year to schedule their monitoring visit. Only grantees selected to be monitored will be asked to submit receipts and spending documentation.

All grantees not selected for monitoring must maintain and keep spending documentation on site for 7 years.

## **Eligible Program Definitions:**

### **Food Shelf**

Defined as a physical brick and mortar food distribution site designed to distribute free food directly to those in need as described in the MFSP state statute 256E.34.

### **Eligibility Specifications:**

There is no limit to the number of food shelf grants an organization can apply for, as long as eligibility requirements are met.

*Example: Agency ABC has two physical brick and mortar food shelf sites. This agency may apply for a grant for each site.*

**PLEASE NOTE:** Mobile programs are NOT allowed to apply for this grant opportunity as a separate application. Mobile program monthly service statistics that are reported separately from a Food Shelf location will be included in calculations to determine grant amount.

## **Additional Questions?**

Please contact Stephanie Robinson, Statewide Food Shelf Liaison at Hunger Solutions Minnesota at [srobinson@hungersolutions.org](mailto:srobinson@hungersolutions.org).