Minnesota Food Shelf Program (MFSP) Annual Grant Grantee Guidance Document

FY 2023 – 2024

Table of Contents:

Overview
Eligibility
Allowable Expenses
Application Process
MFSP Grant Reporting
MFSP Grant Monitoring
Definitions and Eligiblity Examples
Grant Application Instructions

Overview

The Minnesota Food Shelf Program (MFSP), sometimes referred to as the *"state grant"* or the *"spring or fall grant"* is an annual state funded grant, as described in the MFSP state statute 256E.34, available to non-profit organizations with 501(c)(3) status and Tribal Nations participating in The Emergency Food Assistance Program (TEFAP).

In 2022, MFSP changed from a "fall" and "spring" grant to a once-a-year annual grant distributed in the fall. Grantees receive the same total amount of funds they are eligible for each year, however, funds will be distributed at one time, rather than spread out over two periods.

Funding: MFSP is a non-competitive grant and potential grantees must apply annually online. Hunger Solutions Minnesota distributes funds on behalf of DHS-OEO in late fall 2023.

Total distribution funding for MFSP in 2023 is $4,430,280.

NEW IN 2023: Mobile food programs will not be eligible for base funding. Mobile food program statistics will be included in the calculation of your annual grant total, however only brick and mortar food shelf locations will receive base funding.

- A standard base of at least $5,000 will be given to all eligible grantees for each brick and mortar food shelf location they operate.
- Grantees will then receive additional remaining funds based on their percentage of statewide program visits between the period of July 1, 2022 - June 20, 2023.
- Any mobile programs that each grantee operates will have their mobile program visits between the period of July 1, 2022 - June 20, 2023 included in their funding calculation.
- New grantees without monthly program stats will be eligible for base funding only

Eligibility

Non-profit organizations with 501(c)(3) status and Tribal Nations are eligible for the MFSP Grant if they:

- Currently participate in TEFAP
- Have TEFAP approval and a unique food bank ID for each program they are apply for
- Are in good standing with TEFAP and their food bank and have provided complete and accurate monthly statistics for the period of July 1, 2022 – June 30, 2023. Regional food banks will provide Hunger Solutions and DHS-OEO with confirmation that applicants are in good standing.

Who is **not** eligible to apply for funding?

- Food programs not in good standing with their TEFAP provider (ex: not submitting monthly stats on time or accurately)
- Food programs not registered as a TEFAP provider with their food bank or enrolled in TEFAP
- On-site meal programs

Please refer to eligibility definitions and the eligibility guide for specific examples on page 3.

Allowable Expenses

Allowable uses of 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 and interpretation services
- Technology
- Diapers and hygiene supplies
- PPE

Application Process

MFSP is a non-competitive grant and potential grantees must apply annually online. The application for the Minnesota Food Shelf Program Annual Grant is found online **here** and will be posted on the Hunger Solutions website. Application announcements will be made by email from Hunger Solutions Minnesota, DHS-OEO, and regional food banks.

The application will be open on Monday, September 18, 2023. The application will close at 11:59 p.m. on Friday, October 6, 2023. **All applications must be completed by October 6, 2023**. Funds will be disbursed in early November, 2023.

NEW IN 2023: In order to complete an application for the Minnesota Food Shelf Program Annual Grant, grantees will be required to create a username and password and create an agency profile in the new grant management database, Wizehive.

This profile **must** be updated regularly, and contact information must be updated when there are personnel changes. This database will allow you to keep track of previous grant records, submit your required final reports, and monitor your application process.

For questions or help with the new grant database or for help completing an application, please contact Stephanie Robinson at srobinson@hungersolutions.org or see the grant application instruction section here.

MFSP Grant Reporting

MFSP awards must be fully spent down by June 30, 2024. A final report submission is required for all MFSP grantees documenting how the funding was spent. Final reports are due to Hunger Solutions by July 31, 2024.

Failure to submit a final report will make your agency ineligible for future funding through the Minnesota Food Shelf Program.

MFSP Grant Monitoring

Grantees are required to maintain copies of receipts, invoices, or the front and back of cancelled checks related to grant expenditures during the grant period. Hunger Solutions and DHS-OEO will conduct monitoring site visits, in-person or virtually, with any grantee who receives total funding of over $50,000 in the grant year from Minnesota Food Shelf Program Grants (including the Emergency Response Food Shelf Grant distributed in May 2022).

If a grantee is required to be monitored, they will be notified in advance by Hunger Solutions staff and asked to schedule a monitoring visit. Only grantees that are required to be monitored will be asked to submit receipts and spending documentation.

Program Definitions and Eligibility Examples

Brick and Mortar Food Shelf:

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

There is no limit to the number of brick and mortar food shelves an organization can apply for, as long as eligibility requirements are met. Each brick and mortar food shelf location will receive base funding for the grant.

Eligibility example: Agency ABC has two physical brick and mortar food shelf locations. This agency may add two food shelf locations to their grant application. When approved, they will receive base funding for each food shelf location and a percentage of the funds based on the service statistics for all programs from July 1, 2022 – June 30, 2023.

Mobile Food Program:

Defined as a food distribution program designed to bring free food to those in need who may be experiencing barriers to access food from traditional brick and mortar food shelves.*

NEW IN 2023:

Mobile food programs will **not** be eligible to receive base funding for the MFSP annual grant.

Funding will be calculated based on the total of all program visits for all food programs an agency operates, mobiles included.

Eligibility Example: Agency XYZ has 10 mobile food programs and 1 brick and mortar food shelf. This agency will apply for 1 brick and mortar food shelf location and will receive the base funding, however all mobile program service statistics will be calculated and reflected in their annual grant total.

Food Bank ID

Your food bank ID is given to you by your regional food bank. Each of your TEFAP eligible programs will have their own unique food bank ID. These IDs are used for purchasing orders from your food bank, (What else?). You will need to know the food bank ID for each program you will apply for prior to completing the application.

Not sure of your food bank ID? Food Bank IDs typically follow this format based on food bank:

Second Harvest Heartland: C1234-01
The Food Group: TFG1234
Second Harvest Northern Lakes: A12345
Channel One: 1234
North County: ABCDE1
Second Harvest North Central: 1234

If you are still unable to locate your food bank ID, please contact your regional food bank.

Frequently Asked Questions

Q: Will applications be accepted on a rolling basis or be accepted after the application deadline?

A: No, the MFSP application will be open from September 18th – October 6th. No applications will be accepted after the deadline. Emergency funding to support new programs that have missed the grant deadline may be available and we encourage new programs to contact Stephanie Robinson at srobinson@hungersolutions.org in these situations.

Q: Are meal programs eligible?

A: No, meals programs are not eligible for the Minnesota Food Shelf Program grant. Meal programs that participate in TEFAP were eligible for supplemental state COVID-19 relief funding, but that funding is no longer available.

Q: Who can we contact if we have questions or would like assistance filling out the application?

A: Please email Stephanie Robinson at srobinson@hungersolutions.org, Statewide Food Shelf Liaison at Hunger Solutions Minnesota. We're happy to provide assistance and answer questions.

Grant Application Instructions

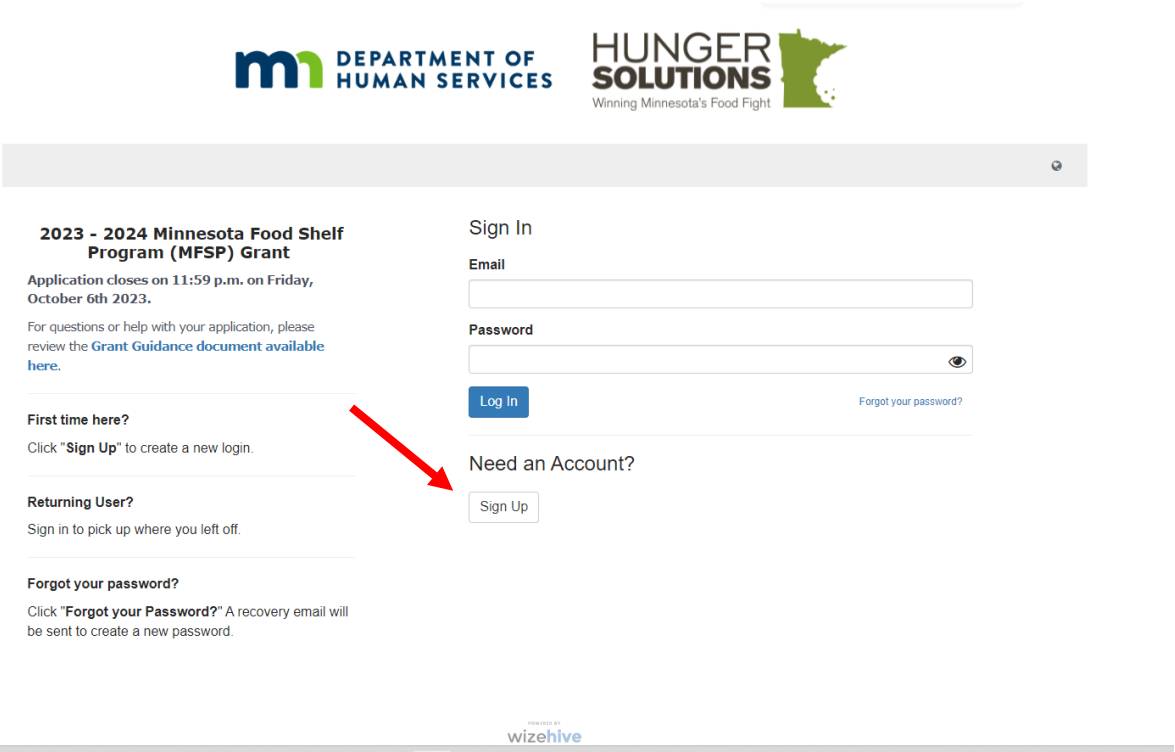
NEW IN 2023: Hunger Solutions has moved to an online grant management software to collect grant applications and track final reports. Please use the instructions below to set up your profile and complete your application for the Minnesota Food Shelf Program Grant.

STEP 1: Visit the Website

To get started, follow this link or visit https://webportalapp.com/sp/login/hunger_solutions_annual_grant_application.

STEP 2: Create an Account

Create an account by clicking the "Sign Up" button.



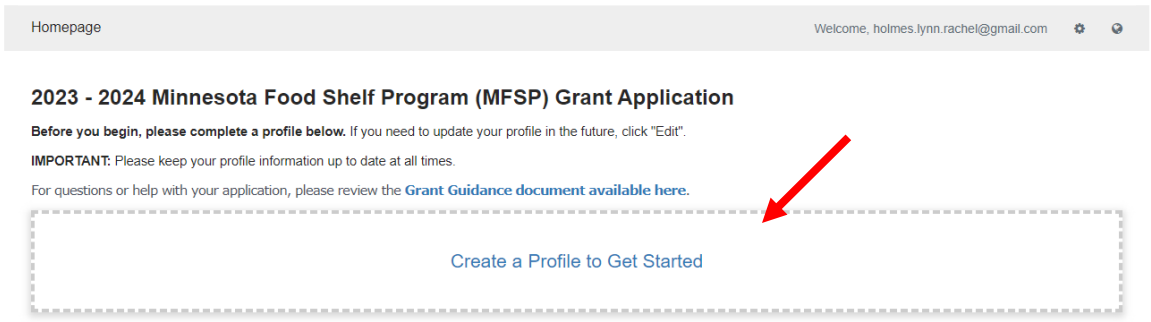
STEP 3: Sign Up

Sign up with your email address.

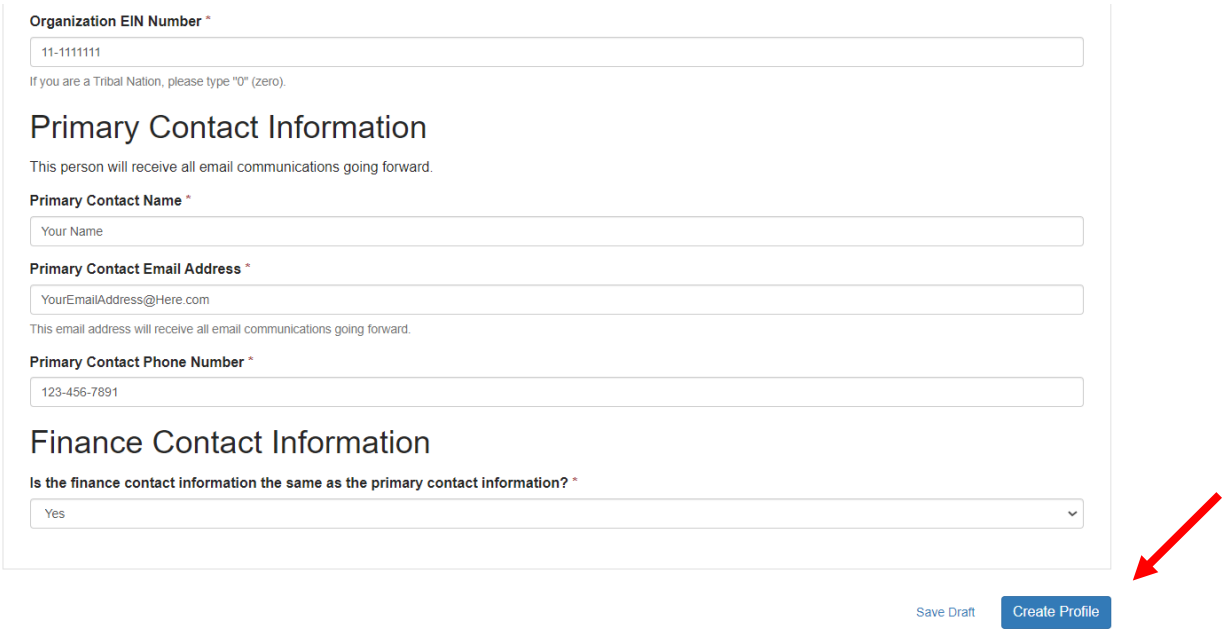
Please note: Your email address will be used to receive all grant-related information. Make sure to use an email address that you're familiar with and receive regular emails on.

STEP 4: Create a Profile

Before you complete your application, you will need to create a profile for your agency or Tribal Nation.

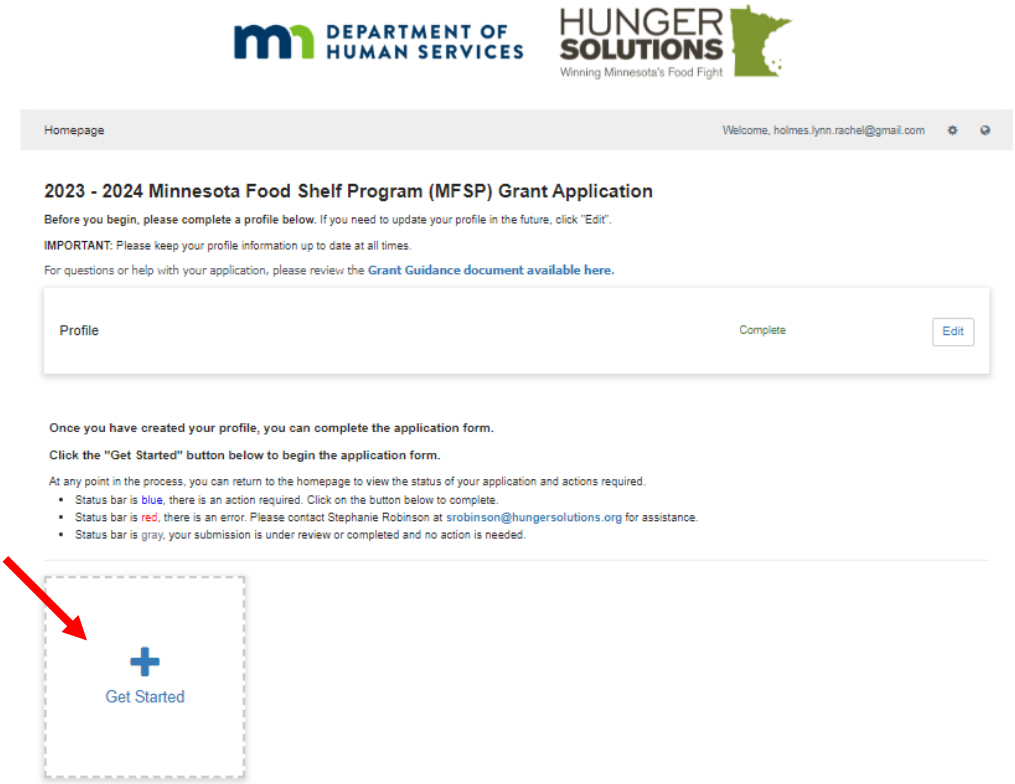


Once you have added all of your information, click "Create Profile". If at any point you need to edit your profile, you can do so here by clicking "Edit". Please make sure your profile is up to date at all times. If there's any staff changes, you will want to be sure to change your primary contact in your profile.



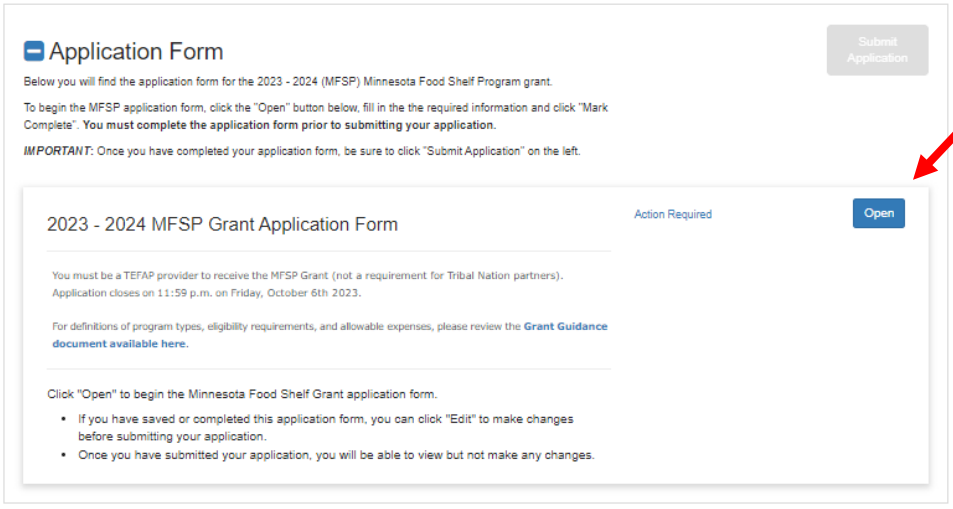
STEP 5: Start your Application

Now it's time to start your application! Click "Get Started" to begin your application for the 2023 – 2024 MFSP Grant.



STEP 6: Application Form

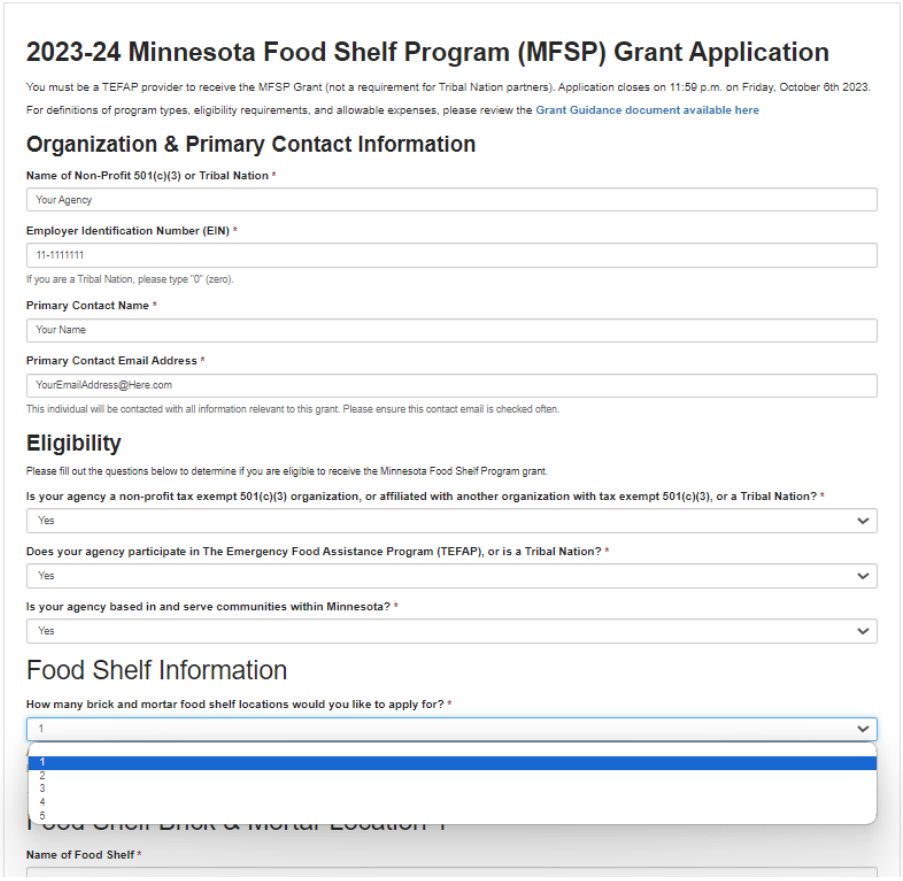
Here you'll find the application form. The 2023 - 2024 MFSP Grant Application Form must be completed before you can submit your application. Click "Open" to open the application form.



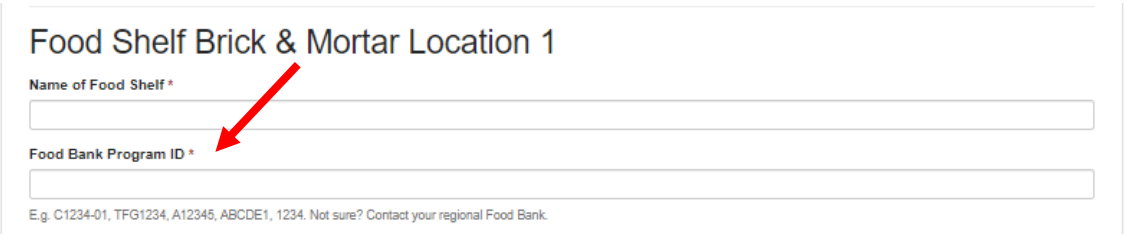
STEP 7: Add Brick and Mortar Food Shelf Location Information

Enter the number of brick and mortar food shelf locations your agency operates. If one, click one. If more, click how many.

If you have more than 5 food shelf locations, please contact Stephanie Robinson at srobinson@hungersolutions.org for support.



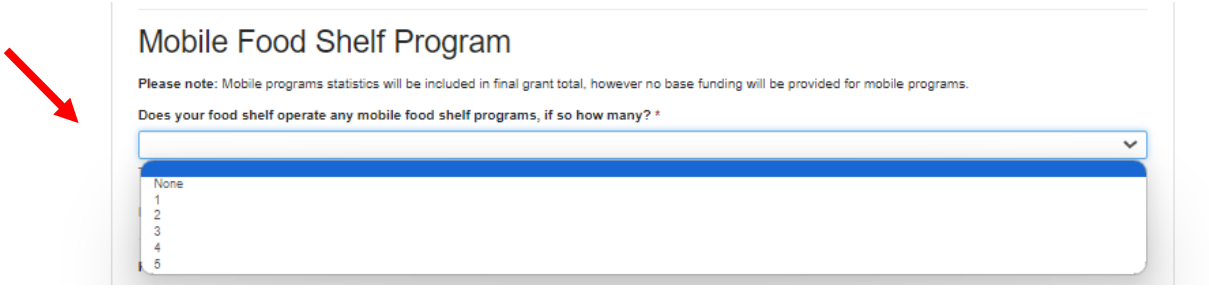
You will need to have your Food Bank ID on hand to complete your application. Don't know your Food Bank ID Number? Please reference the Program Definitions and Eligibility Examples on page 4, or contact your regional food bank.



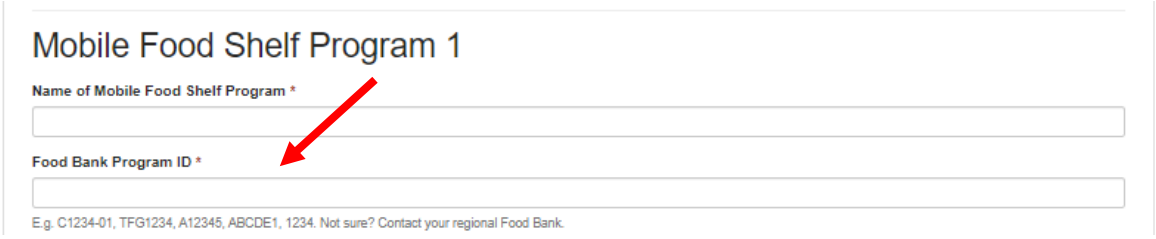
STEP 8: Add Mobile Food Shelf Program Information (if applicable)

Some agencies run Mobile Food Shelf Programs. These mobile programs record their service statistics individually and have their own Food Bank ID number. While these programs are not eligible to receive base funding support like brick and mortar food shelf locations are, service statistics from these programs are included in the calculation to determine final grant total.

If you do not operate a Mobile Food Shelf Program, click none. If you do, please complete the requested information about your Mobile Programs.



Please note: You will need to have your Food Bank ID for your Mobile Programs as well to complete the application. Don't know your Food Bank ID Number? Please reference the Program Definitions and Eligibility Examples on page 4, or contact your regional food bank.



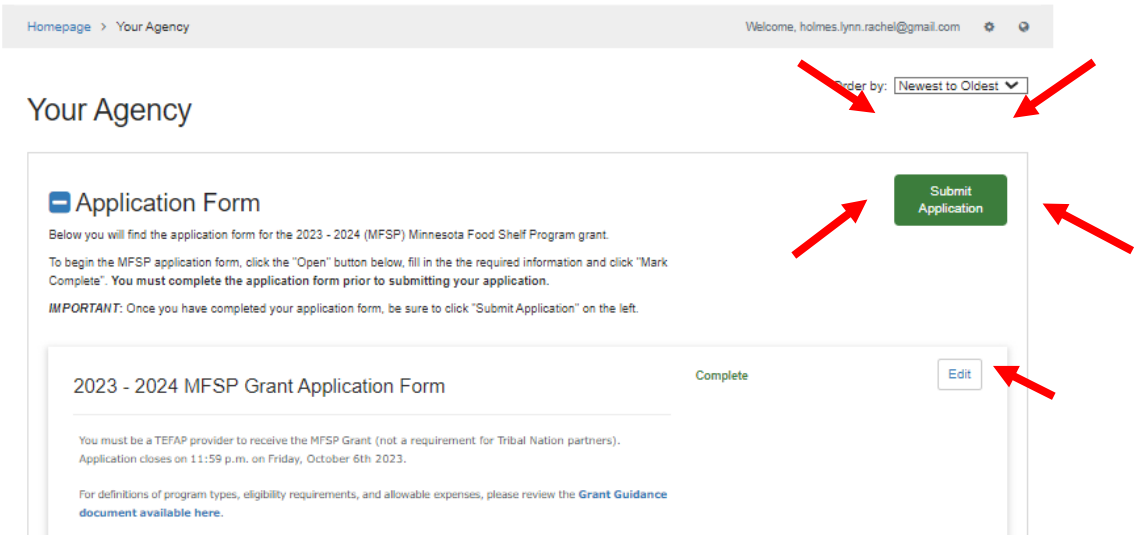
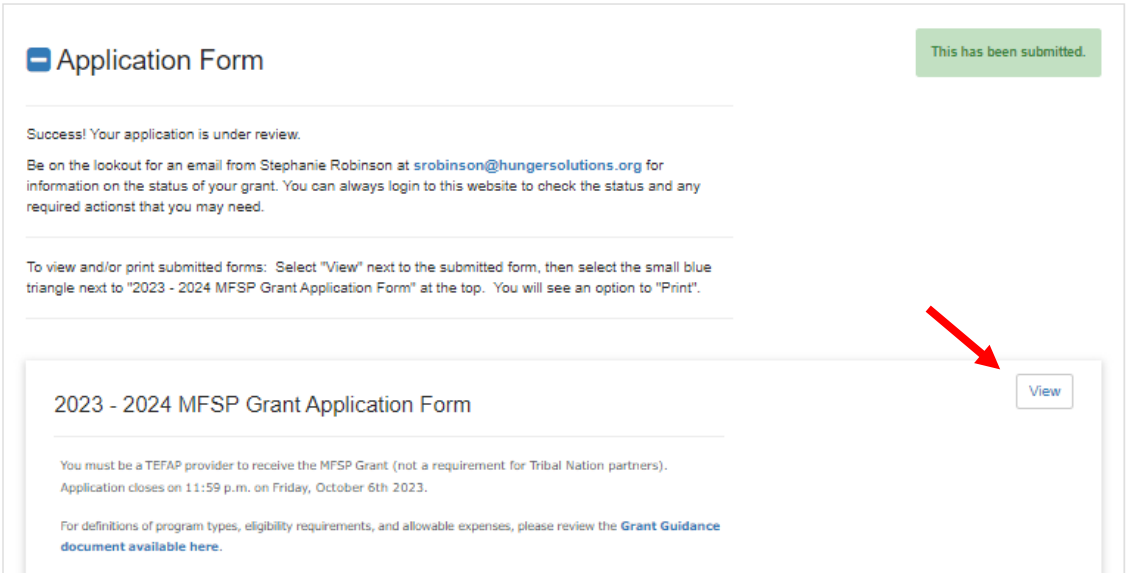
STEP 9: Mark your Application Complete

When you are finished filling out the required information, please read through the assurances on the application form, sign and date your application form and click "Mark Complete."

You can also choose to "Save Draft" to return to your application at a different time.

<u>STEP 10:</u> Submit your Application
Once you have your application form completed, you are able to edit the application information here. To do so, click edit.

If you have no edits to be made and are ready to submit your application, **you will need to click on the green "Submit Application" button to finish the application process.**



Now that your application is submitted, you can view and/or print your submitted application form at any time. Click on "view" to see your completed application.