



# Minnesota Food Shelf Program (MFSP) Annual Grant 2025-26 Grantee Guidance Document

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## Overview

The Minnesota Food Shelf Program (MFSP), sometimes referred to as the “state grant” or the “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). Funds are distributed one time per year in the fall. MFSP is a non-competitive grant, and potential grantees must apply annually online. The Food Group (TFG) formerly Hunger Solutions Minnesota distributes funds on behalf of the Department of Children, Youth and Families, Office of Economic Opportunity (DCYF-OEO).

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## MFSP Funding 2025 - 2026

The total distribution for Minnesota Food Shelf Program grant is **\$9.3 million** in 2025-2026, which includes up to:

- \$4.5 million in annual funding and;
- \$4.8 million in one-time funding from the Minnesota State Legislature to provide additional funds to food shelves in response to the continued increase in food shelf visits.

The Minnesota Food Shelf Program Grant is a non-competitive grant, and potential grantees must submit an online application by October 1, 2025. TFG will distribute grant funds on behalf of DCYF-OEO by November 1, 2025 or when funds are available.

- The majority of funds will be distributed in proportion to the number of individuals served.
- Grant amounts will range from a minimum of \$10,000 and a maximum of \$175,000.
- Service statistics from all distribution sites of your agency or Tribal Nation will be combined to calculate your MFSP funding amount.
- One grant disbursement will be made per agency or Tribal Nation.
- New grantees without current program stats will be eligible for minimum funding only.

## Eligibility

Agencies with 501(c)(3) status and Tribal Nations are eligible for the MFSP Grant if they:

- Currently participate in TEFAP and have a program ID with their regional food bank (not a requirement for Tribal Nations)
- Are in good standing with TEFAP and their food bank and have provided complete and accurate monthly statistics for the period of July 1, 2024 to present

### Who is not eligible to apply?

- Any applicant not in good standing with the TEFAP program and/or their regional food bank (ex: not submitting monthly stats on time or accurately)
- Any applicant not registered as an approved TEFAP provider with their food bank (not a requirement for Tribal Nations)
- Any applicant with outstanding MFSP Final reports from the previous year
- 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

**Grant funds MUST be fully spent by June 30, 2026.**

## How to Apply

**Application:** The application is available online and will be sent via email.

- Please submit only ONE application per Agency or Tribal Nation. (See definitions below). The application will include information for all associated distribution sites (mobiles, pop-ups, multiple site locations, etc.).
- Applications for multiple distribution sites connected to the same Agency or Tribal Nation will not be accepted.

**Timeline:** The application will be open for two weeks from **September 17, 2025 to October 1, 2025** at 11:59 p.m. Central Daylight Time. Funds will be disbursed by November 1, 2025, or when funds are available.

## Grant Reporting

The Minnesota Food Shelf Program grant period starts upon arrival of an official grant award letter and goes until **June 30, 2026**. Funds must be spent down by June 30, 2026.

### **Progress Report (\*\*New in 2025-2026\*\*)**

A MFSP progress report submission is required for all grantees documenting the amount of funds spent to date by category. Progress reports are due to TFG no later than **March 1, 2026**. The progress report will be sent out by email or made available on the TFG website by February 1, 2026.

### **Final Report**

A MFSP final report submission is required for all grantees documenting how funds were spent. Final reports are due to TFG no later than **July 15, 2026**. The final report will be sent out by email or made available in Spring 2026 on the TFG website and can be completed at any time once the funds are fully spent starting in the spring.

## Grant Monitoring

**All grantees are subject to monitoring by DCYF-OEO and/or TFG and must maintain and keep spending documentation on-site for 7 years.** All 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.

The Food Group and DCYF-OEO are required at a minimum to conduct monitoring site visits, in-person or virtually, with all grantees that receive greater than \$50,000 in grant funds. Grantees receiving greater than \$50,000 in funding will be notified in advance and asked to schedule a monitoring visit as well as submit receipts and spending documentation. Monitoring visits will be scheduled during the current grant period.

## Definitions

### **Agency:**

- This is the tax-exempt entity; legal name; often a 501c3, Tribal Nation, or equivalent
- Is an Organization, Agency, Tribal Nation as defined in regulations for a “Eligible Recipient Agency” or ERA (“eligible recipient agency” [§ 251.3\(d\)](#))
- Meets tax-exempt status per [§ 251.5\(a\)\(3\)](#)

### **Distribution Site:**

- A location where the agency distributes food
- Includes Brick and Mortar Sites (traditional “Food Shelf”), Outreach Programs, Mobile Program, Pop-Up Distribution, etc.

### **TEFAP ID:**

- Your TEFAP ID is given to you by your regional food bank. Each of your TEFAP eligible programs will have their own unique TEFAP ID.
- IDs are used for purchasing orders from your food bank and should be on your invoices or in your online food bank account.
- You will need to know the TEFAP ID for each program you will apply for prior to completing the application.

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

Second Harvest Heartland: C1234-01

The Food Group: TFG1234

Second Harvest Northland: 1234 or A12345

Channel One: 1234

North County: ABCDE1

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

Note: For food shelves that order from more than one food bank (for example, ordering from both The Food Group AND Second Harvest Heartland), be sure to use the ID number from the agency you order TEFAP products from. Food shelves located in Hennepin County order TEFAP from The Food Group. Food shelves in the rest of the Twin Cities metro area order TEFAP from Second Harvest Heartland.

**Contact**

Please contact Stephanie Robinson, Statewide Food Access Liaison at The Food Group at [srobinson@thefoodgroupmn.org](mailto:srobinson@thefoodgroupmn.org) if you have additional questions.