



Minnesota Food Shelf Program (MFSP) 2026-27

GRANT APPLICATION PREVIEW AND INSTRUCTIONS

-for reference only-

****APPLICATION MUST BE SUBMITTED ONLINE****

The Minnesota Food Shelf Program (MFSP) is an annual state-funded grant authorized under Minnesota Statute 142F.14. Funding is available to eligible nonprofit organizations with 501(c)(3) status or Tribal Nations, that participate in The Emergency Food Assistance Program (TEFAP). MFSP is a non-competitive grant.

Before beginning this application, please review the [MFSP Grant Guidance](#) to confirm your eligibility and understand the requirements and compliance expectations associated with accepting MFSP funding.

The application must be **SUBMITTED ONLINE by Wednesday, September 30, 2026.**

INSTRUCTIONS

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

The application includes four main sections:

1. Agency or Tribal Nation Information
2. Distribution Site Information
3. Fiscal Process Information
4. Grant Guidelines, Assurances, and Signature

You can save progress on your application using an access code you setup and can return later to complete.

LOG-IN

- You will need your EIN to log-in.
- Tribal Nations will be sent an alternative log-in ID by email.

SECTION 1: AGENCY or TRIBAL NATION INFORMATION

- You will be asked to confirm your agency's information including name, address, and contact information for main leadership, finance, and program positions.
- Changes and updates to this information can be made and saved.

SECTION 2: DISTRIBUTION SITE INFORMATION

Information for each distribution site operating under your agency or Tribal Nation will be entered separately.

- You will be asked to confirm or edit/update the following information for each distribution site:
 - Physical Address
 - Mailing Address (if different from physical address)
 - Primary Site Phone
 - Primary Site Email
 - Website; if no web presence, please indicate how you primarily communicate with the public
 - Contact information of site: name, email, phone
 - Hours of operation, total hours open per month

- You will also be asked the following additional questions for each site:
 - How do shoppers access food at this distribution site?
 - What services are available to shoppers at this distribution site, either directly or by referral?
 - What best describes the way the majority of shoppers select their food at this distribution site?
 - How frequently can shoppers visit this distribution site?
 - How often do you receive deliveries from your regional food bank at this distribution site?
 - How many paid staff does this distribution site have? Include both full-time and part-time staff.
 - How many volunteers and/or interns does this food distribution site have? (on average in one month)

SECTION 3: FISCAL PROCESS INFORMATION

You will be asked to answer the following questions related to fiscal oversight and governance which are critical to effective management of State dollars and MFSP funds:

- Please indicate what expense categories below you anticipate spending these grant funds on. This information is for planning purposes only and is not considered a final or binding budget. We recognize that spending priorities may change over the course of the grant period.** (select all that apply)
 - Purchase of food, including culturally relevant foods, and hygiene supplies, including diapers
 - Personnel and salaries
 - Equipment (shelving, forklifts, refrigeration, computers and technology, etc.)
 - Space and rental, including internet and utilities, etc.
 - Transportation expenses (mileage, delivery fees, maintenance, fuel)
 - Outreach (printing, translation services)
- How do you track MFSP state grant funds separately from other revenue?**
 - Open comment box
- Please list your current Tribal Leadership or Board of Directors**
 - You must include each member's name, role/title, and term limit (the maximum number of years a member can serve)
 - You may upload a document/Board Roster or enter in the information
- Does your Tribal food program or Agency have an annual operating budget for 2026?**
 - Yes / No
- Who reviews your Tribal food program or Agency's financial statements?** (select all that apply)

• Tribal Council or Board of Directors	• Board Finance Committee
• Tribal Treasurer or Board Treasurer	• Paid Staff
• Tribal Finance Director	• None
• Tribal Program Accountant	• Other:
- How often are your Tribal food program or Agency's financial statements reviewed?**

• Monthly	• As needed
• Quarterly	• None
• Annually	• Other:
- Who is responsible for reviewing and approving Tribal food program or Agency's expenditures? (Select all that apply.)**

• Tribal Council or Board of Directors	• Finance Director/Bookkeeper
• Executive Director	• Program Manager
• Tribal Treasurer or Board Treasurer	• None
• Tribal Finance Director	• Other:
• Tribal Program Accountant	

8. Describe how your Tribal food program or Agency's expenditures are reviewed and approved.

- You must have basic rules for handling money (such as who can approve purchases or pay bills)
- If you have written policies, as is best practice, you may upload a document or describe your processes in a comment box.

9. How are financial duties separated at your Tribal food program or Agency? (Select all that apply.)

- Different people authorize purchases and process payments
- Different people reconcile bank statements and approve expenditures
- Tribal Council or Board reviews financial statements regularly
- We do not have separation of duties (if none, explain)
- Other/explain:

10. Does your Tribal food program or Agency have written internal control policies? (written guidelines or policies for how money is handled and spent)

- Yes / No / I don't know

11. What additional support or technical assistance would help strengthen your financial management?

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| • Grant budgeting and reporting | • Board of Directors – financial oversight and governance |
| • Tracking and documenting grant expenditures | • Recordkeeping and Document Retention |
| • Financial policies and procedures | • Volunteer/Board Training related to Financial Management |
| • Internal controls and separation of financial duties | • Fraud prevention and risk management |
| • Accounting software or financial management systems | • One-on-one financial coaching or TA |
| | • Other (please describe): |

APPLICATION SUBMISSION

You will be asked to review the MFSP Grant Assurances and electronically sign and date the application.