

## Section 1.4: Grant Application Process

11/2023

**References:** [State Rules 4617](#)

**Policy:** WIC Grant applications are available as per the MDH Master Grant Agreement schedule. WIC Program Grant Agreements are renewed at least once every 5 years. Local Agencies must apply for WIC grant funds according to the procedures listed below. See [Exhibit 1-O](#) for more information on the Grant Application Process.

The grant application is the process in which a local agency applies to the Minnesota Department of Health for grant funds to administer a WIC Program. This process is governed by [Minnesota Administrative Rules](#). Applications are accepted for serving a geographic area(s) or special populations.

Types of local agencies which may apply for a WIC grant are listed in order of their priority for application approval:

1. Community Health Board
2. Public or Private Nonprofit Health Service Agency
3. Public Human Service Agency
4. Private Nonprofit Human Service Agency

A local agency is classified as either a health service agency or a human service agency, based on the type of services it primarily provides during its current fiscal year. The same priority system applies to all agencies, regardless of whether they have previously applied for or received WIC funding.

### Procedures

- The State WIC office will make the application and instructions available to apply for WIC Program funds.
- An agency must notify the Commissioner in writing of its intention to apply for WIC Program funds.
- Upon receipt of notice of intent to apply for WIC Program funds, the state WIC office will provide an application form and instructions to the requesting agency.
- An agency may apply to administer the WIC Program for a geographic area or for a special population.

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- In conjunction with applying to administer the WIC Program, an agency may also apply for a Peer Breastfeeding Support Program Grant.
- Application materials must be received by the date stated in the Notice of Availability.

For any questions about the grant application timeline or application process, contact the State WIC Office with the [Questions and Feedback for the Minnesota WIC Program](#) form.

### Reference – Complete Listing of Hyperlinks

[State Rules 4617](https://www.revisor.mn.gov/rules/?id=4617&view=chapter) (https://www.revisor.mn.gov/rules/?id=4617&view=chapter)

[Exhibit 1-O](#)

(https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/exhbts/ex1/1o.pdf)

[Questions and Feedback for the Minnesota WIC Program](#)

(https://redcap.health.state.mn.us/redcap/surveys/?s=YLFWF87TRW)

[Minnesota Administrative Rules](https://www.revisor.mn.gov/rules/4617.0010/) (https://www.revisor.mn.gov/rules/4617.0010/)

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