

Guidelines for Use of the Fund

The **Immigrant Support Fund** is created and managed by the **Faith Network for Immigrant Support (FNIS)** in collaboration with **Interfaith Works (IW)**, who serves as the fiscal agent.

Purpose & Eligibility

- **Target Audience:** The fund supports community members at risk of detention and deportation.
- **Geographic Requirement:** Those receiving funds must live in **Thurston, Mason, or Lewis counties**.
- **Eligible Applicants:** Community organizations and faith communities directly supporting these individuals and families can request funds.

Reimbursement versus Upfront Funding

This fund is generally used to **reimburse expenses an organization has already paid**.

However, an organization may request **one-time only upfront funding of up to \$1,500**. This request must include a plan for how the money will be used and a commitment to providing receipts or other documentation of actual use, generally within three months of receiving the funds.

Examples of Expenses Funded

Funds may be requested for expenses such as

- **Legal & Documentation Fees:** USCIS filing fees to secure or maintain legal status, passport fees for children of parents at risk of deportation, and initial attorney consultations.
- **Detention Support:** Funding phone and food accounts for detained individuals.
- **Emergency Support:** Limited basic needs assistance (generally under \$200) for families in which a parent or other caregiver has been detained.
- **Outreach and training materials**
- **Volunteer Support:** Travel costs (parking, mileage) for volunteers accompanying community members to court or appointments. Volunteer mileage is reimbursed at a maximum of **14¢ per mile** (the IRS allowable volunteer rate).
- **Community Education:** Outreach and training materials.

Fund Management & Administration

Application Process

1. **Submission:** Requests for reimbursement are submitted via an online application to Interfaith Works (IW).
2. **Sponsorship:** Each request must be signed off by a sponsor (e.g., a case manager from a service provider organization, a lead from an immigrant support work group, or a representative from a faith community).
3. **Required Information:** At a minimum, every request must include:
 - Date the request was received
 - Initials of the persons needing financial assistance
 - Name of the sponsoring/referring person
 - Purpose of the request
 - Amount requested

The Fund Management Committee

The committee is selected by the FNIS core group and consists of a rotating roster of **three to six members**.

- **Representation:** Committee membership is intended to include representatives from the community being served, FNIS, and the broader immigrant support coalition.
- **Term Limits:** No member may serve on the committee for more than **two years**. The FNIS core group will fill any vacancies.
- **Leadership:** Every quarter, the committee selects a Chair who is responsible for convening meetings and communicating with IW.

Decision-Making & Disbursements

- **Review Schedule:** The committee meets **twice per month, generally on first and third Wednesdays**, to review requests. The IW fiscal agent will email all received requests to the Committee Chair prior to these meetings.
- **Outcomes:** Based on these guidelines and available funding, requests may be fully approved, partially approved, or denied.
- **Voting & Quorum:**

- A quorum requires **51%** of current members to be present.
- The committee aims for consensus, but decisions can be made by a majority vote.
- **Accountability:** All disbursements must be authorized by the committee before the IW fiscal agent issues payment. The committee will maintain a digital log of all requests, decisions, and IW notification dates.
- **Reporting:** The committee will provide quarterly summary reports and recommendations to the full FNIS work group.

Conflict of Interest Rule: Committee members are prohibited from voting on any request that provides a direct financial benefit to them (such as personal or immediate family member expense reimbursements) or relates to an organization that employs them.