

## 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, who serves as the fiscal agent. It is intended to support community members at risk of detention and deportation. Funds may be requested to reimburse community organizations and faith communities directly supporting these immigrant individuals and families.

In general, reimbursements will be limited to \$500 per request. Requests may be approved for such expenses as: fees to secure passports for citizen children of undocumented parents; USCIS filing fees needed to seek or maintain documented status; parking, mileage and related costs of volunteers accompanying community members to court and other appointments; outreach and training materials; funding phone and food accounts for detained individuals; initial attorney consultation; and limited funding of basic needs (generally less than \$200) for families when a primary breadwinner has been detained. Mileage reimbursement will be at no more than 14 cents per mile, the IRS allowable rate for volunteers.

### Fund Management

Requests for reimbursement from the Immigrant Support Fund are submitted via an on-line application to Interfaith Works (IW).

The Fund Management Committee is selected by the core group of Faith Network for Immigrant Support (FNIS). It is a rotating group of three to six members who will convene twice per month to review and make decisions on the requests for funds to come from the Fund.

Membership of the Fund Management Committee is intended to come from:

- Representative(s) of the community being served.
- Representative(s) from Faith Network for Immigrant Support (FNIS)
- Representative(s) from broader immigrant support coalition

All disbursements from the Fund will be authorized the Fund Management Committee and the IW fiscal agent will make payments.

- The IW fiscal agent will email the requests received during that time period to the lead person on the Fund Management Committee.
- Each disbursement request must have a sponsor signing off on the request for consideration. For example, the request could be a need identified by a case manager from one of the service provider organizations, lead from one of the immigrant support work groups, or representative from a faith community.
- The Fund Management Committee will meet twice a month to make decisions on the requests received. The fund managers will determine approval of requests based on the above guidelines and available funding. Requests may be approved, approved for partial funding, or not approved.
- The committee will maintain a log of the requests received, decisions made and when IW has been notified of its approval.
- Requests need to contain at a minimum the following information:
  - a. Date request received,
  - b. Initials of person needing financial assistance
  - c. Name of person who is sponsoring /referring this request
  - d. Purpose of the request
  - e. Amount being requested
- The Fund Management Committee will provide quarterly summary reports to the full FNIS work group as to the action taken place during that quarter and any recommendations.

- The Committee will, each quarter, select a chair, responsible for convening meetings and communicating with IW.
- Committee members may not vote on any request related to an organization or individual with whom they have any affiliation.
- No member of the Committee will serve for more than two years. FNIS core group will fill vacancies.
- Quorum for taking action on requests is 51% of current members. The Committee will aim for consensus, but decisions may be based on majority vote.
- Those receiving funds must live in Thurston, Mason or Lewis counties.