



## **Afghan Refugee Help Fund Guide for Organizations**

### **Purpose**

The City of Fremont Human Service Department established the Afghan Refugee Help Fund to provide services to newly arrived Afghan Refugees. Priority is given to the Tri-Cities, Hayward, and the Bay Area. The Afghan Refugee Help fund will be managed by the City's Human Services Department, which will work with Afghan nonprofit organizations to determine the priorities and needs of those new arrivals to our Country.

### **How to Request Funds**

Requests must be made by a representative of the organization via the online application found here: <https://www.surveymonkey.com/r/VVLYZ8M>

The information required for the application is as follows:

- Name of Organization
- Contact information
- Name and address of where to send check (if not the same as organization)
- Contact info for finances for your organization
- Organization EIN
- Detailed request of what being requested
- The amount being requested
- The number of people impacted/served by the funding– including whether it is a request for an individual, a family, or a group and the location where services will be provided
- A copy of the W-9 for whom the check will be written
- Complete a simplified budget outlining expenses related to the request

### **Other Information:**

The organization will be required to submit information outlining how the funds were used.

Requests can be for future needs or reimbursement of funds previously spent by the organization with appropriate documentation.

The funds are flexible. Each request will be considered based on the information provided.

Requests are considered on a rolling basis. Submit requests by end of day Monday Pacific time for consideration that week. Checks for approved request are mailed on Friday.\*

\*Schedule varies some weeks. Confirm deadlines for specific weeks by emailing [arhelp@Fremont.gov](mailto:arhelp@Fremont.gov)

If you have questions, please call Paula Manczuk-Hannay at 510-574-2049.