

## UNIDOSUS AFFILIATE EMERGENCY RELIEF FUND

### APPLICANT GUIDANCE & EVALUATION CRITERIA

#### Program Overview

The UnidosUS Affiliate Emergency Relief Fund provides rapid-response financial support to UnidosUS Affiliates serving communities impacted by heightened immigration enforcement actions and related community instability.

Across the UnidosUS Affiliate Network, organizations are experiencing increased demand for emergency assistance, legal navigation, mental health support, and crisis response services. At the same time, Affiliates face operational pressures including staff burnout, increased scrutiny, and resource strain.

Through this fund, UnidosUS seeks to strengthen Affiliate capacity to respond quickly to urgent community needs while reinforcing organizational resilience during periods of heightened risk and uncertainty. Funding is intended to be flexible and responsive, allowing Affiliates to address immediate needs while sustaining essential services for the communities they serve.

The application period will run from **March 16th to May 1<sup>st</sup>, 2026**. Awards will be announced on a rolling basis but no later than June 19th, 2026.

#### Eligibility Requirements

To apply for this opportunity, organizations must:

- Be a UnidosUS Affiliate in good standing and compliant with affiliation requirements.
- Demonstrate need resulting from enforcement-related harm or organizational threats impacting critical services.
- Be able to spend awarded funds by September 30, 2026.
- Commit to required reporting deliverables, including:
  - A one-page narrative describing how funding was used
  - A client or staff testimonial describing the impact of the funding
  - Be willing to collaborate with UnidosUS on recognition or storytelling opportunities when requested.

#### Application Questions

Applicants must respond to both of the following sections. Depending on your organizational needs, if a question can not be answered please enter 'not applicable'.

#### EMERGENCY RELIEF FOR FAMILIES

This section focuses on how Affiliates are providing emergency support to families impacted by immigration enforcement and related instability.

**Question 1: Describe how your organization is providing emergency assistance to families impacted by immigration enforcement.**

What reviewers will look for:

Applicants should clearly describe the urgent needs facing families in their community and explain how current services respond to those needs. Strong responses demonstrate how the organization's work helps reduce harm, stabilize families, and support community safety.

**Question 2: How will this grant help mitigate this hardship?**

Examples may include food assistance, rental assistance, legal services, or family preparedness support.

What reviewers will look for:

Responses should explain how the proposed activities directly address urgent community needs. Strong applications provide clear examples of how funding will support services that help families remain safe, stable, and connected to resources.

**Question 3: Is the proposed work building on existing efforts or launching a new initiative?**

What reviewers will look for:

Applicants should explain whether the proposed activities expand existing work or represent a new approach in response to emerging needs. Strong responses demonstrate readiness, partnerships, and the organizational capacity to deliver the proposed services.

**ORGANIZATIONAL RESILIENCE**

This section focuses on strengthening the organization's internal capacity to respond to community needs.

**Question 1: Which of the following challenges is your organization currently facing?**

**Applicants will also be asked to provide a brief description of these challenges.**

Examples may include:

- Heightened scrutiny related to advocacy activities or organizational visibility
- Staff burnout or mental health strain
- Limited preparedness to respond to crisis needs
- Physical or digital security concerns
- Other organizational challenges

What reviewers will look for:

Responses should clearly explain the challenges the organization is experiencing and how those challenges affect its ability to serve the community. Strong responses demonstrate urgency and provide clear examples of operational strain.

## **Question 2: How can these funds help address the challenges described above?**

### What reviewers will look for:

Applicants should describe how the proposed use of funds will strengthen the organization's ability to maintain services, support staff, or stabilize operations during periods of heightened pressure. Strong responses explain how investments will help sustain essential programs and community services.

### **BUDGET INFORMATION**

Applicants may request up to \$100,000 in funding. A formal budget is not required; however, applicants must briefly describe how they anticipate using the funds.

Examples may include:

- Direct assistance to clients
- Staff or program support
- Legal or professional services
- Crisis communications or outreach
- Security or operational improvements

### **OPTIONAL SUPPORTING MATERIALS**

Applicants may upload optional supporting materials such as news articles, reports, or other documentation that helps provide context about community conditions or organizational challenges.

These materials are not required but may help reviewers better understand the circumstances described in the application.

## **Reporting Requirements**

Organizations that receive funding will be required to submit:

- A one-page narrative report describing how the funding was used and the impact on the community.
- A story or testimonial from a client or staff member describing how the funding helped the organization or community.

These materials may be used to highlight Affiliate impact across the UnidosUS network.

## How to Apply: QuickBase Submission Required


All proposals must be submitted **exclusively through the UnidosUS Grants RFP Portal** on Quickbase. Submissions by email or other channels will not be considered.

### **Before submitting your proposal**

The staff member who will submit the application must:

- [Register for a QuickBase grants account](#)

The applicant **cannot be the same individual who manages your Affiliate's Okta compliance account**. Recommended staff roles include: Grant writer, Development director/lead, or Program or operations staff responsible for grant submissions.

 *Please allow up to two business days for account activation.*

- **To request access to QuickBase Grants App** complete this [form](#). If you have any issues please email [AE@unidosus.org](mailto:AE@unidosus.org).

Once your account is activated, you'll receive instructions to log into the portal. Please proceed to the **Affiliate Emergency Relief Fund** application to view details and to submit a new proposal.