Elevating Migrant Leadership: Building Inclusive Futures
U.S. Funding Opportunity

Frequently Asked Questions (FAQ)

Last updated on February 13, 2024

The WES Mariam Assefa Fund seeks proposals from organizations in the United States that are elevating the voices and leadership of immigrants and refugees in our communities. If you have additional questions not covered by these FAQs, please reach out to fund@wes.org. We are happy to answer your questions and aim to respond to all inquiries within 48 hours. Questions submitted to fund@wes.org will also be added to this FAQ document on a weekly basis.

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Eligibility

Who is eligible to apply for this funding opportunity?
You are eligible to apply if you meet **all** the following:

- **Organizational Focus:** Only organizations whose mission and vision are focused on serving immigrants and refugees will be considered.
- **Population Served:** Organizations must serve immigrants, refugees, and other migrants who hold intersectional identities from the following racial/ethnic groups: Asian/Asian American/Pacific Islander, Black/African/African American, Latino/Latin American, Middle Eastern, and Indigenous migrants.
- **Budget:** This opportunity is open to organizations with an operating budget that is equal to or less than $3 million in their most recent tax filing.
- **Legal Status:** Organizations must be registered as a 501(c)(3) in the United States, or have a fiscal sponsor with this legal standing, and conduct their operations in the United States. Please see our resources document to learn about obtaining a 501(c)(3) or fiscal sponsor.
- **Grantee Status:** This opportunity is open to organizations who do not have active grant awards with the WES Mariam Assefa Fund as of January 2024 (Note: Supplemental awards, such as our Capacity Strengthening Grants for current partners, are not included in this requirement).

How do you define civic leadership?
- Civic Leadership means "working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference."[1]

- Examples of civic leadership programs include, but not limited to:
  - Preparing migrants with the skills, knowledge, and tools necessary to engage in civic life, engaging in city government and non-profit projects that offer an opportunity for participants to test newly acquired skills and build relationships.
  - Equipping refugees and migrants with basic advocacy training, media training, and the tools to tell their own unique story.
  - A program that provides stipends and leadership development fellowship consisting of mentorship, technical assistance, and project development programming for immigrant and refugee youth.

What programs fall outside of the scope of this funding opportunity?
We will not consider:

- Programs that focus primarily on economic development.
- Direct funding of scholarships and grants to individuals. (We can support organizations who offer scholarships/grants/fellowships or other monetary support to individuals, but we cannot directly support individuals.)

My organization is faith-based. Can we apply?
Yes, 501(c)3-designated religious organizations are welcome to apply as long as the project is otherwise eligible.

My organization is a government entity. Can we apply?
Yes, as a partner organization, but not as a primary applicant. The primary applicant will still need to be a non-profit 501(c)3, or an individual or a group of individuals with a 501(c)3 tax-exempt fiscal sponsor.

We serve children and youth. Are we eligible to apply?
The goals and programmatic interventions being supported by this initiative were not intended for organizations serving children, however, organizations serving youth aged 16-24 are eligible to apply.

My organization has already received a grant from the WES Mariam Assefa Fund. Can we apply?
Organizations that have active grants with the WES Mariam Assefa Fund are not eligible. You qualify to apply if your active grants with the Fund term is scheduled to end by January 2024.

We previously applied for funding from WES Mariam Assefa Fund and were unsuccessful, can we still apply?
Yes!

We used to be WES Mariam Assefa Fund grantee partner but no longer are. Can we still apply?
Yes!

Our organizational budget is above the $3 million budget threshold, but we have programs whose budgets are below the threshold. Are we eligible to apply?
No, the organization is ineligible to apply. We assess the budget requirement at the organizational level, not at the program level.

Our organizational budget is above the $3 million budget threshold, but we re-grant a large portion of our budget. If we do not take into account the amount being re-granted, we would be below the threshold. Are we eligible?
We assess this on a case-by-case basis. Please reach out to us at fund@wes.org, and include in your email: your total budget, the amount that was re-granted, and your primary program activities beyond re-granting.

Application Details

Can an organization submit more than one application?
No, each organization should submit only one short application form at a time.

Can we submit an application with another organization?
Yes. Organizations may submit an application together. While the primary applicant must be a 501(c)(3) nonprofit organization, secondary applicants in a partnership may be any type of organization, including individuals.

However, if a partnering application receives an award, the award will be distributed to the primary applicant, who will serve as a single eligible entity that will have the legal responsibility and authority for the use of the award and that will exercise direction, control and supervision of the proposed project. Ask us if you have any questions!

Where can I submit my Letter of Intent?
We're not requesting a separate Letter of Intent/Inquiry for this opportunity, instead applicants can submit a short online [application](#) form by March 25th. There is no need to submit a separate Letter of Intent via email.

When is the short application form due?
The short application form is due on March 25, 2024, by 11:59 pm Eastern Time. Notifications on the status on their application will be sent to all applicants will be sent by email in early May 2024.

When is the Request for Proposals (RFP) Due?
If your application is selected to move forward in the process, the RFP will be due in June 2024 (exact date to be determined). Final grantees will be selected and notified by August 2024.

Can I meet with WES Mariam Assefa Fund if I have more questions before applying?
Yes! The Fund will host live informational webinars for interested applicants. Please find dates of these sessions and links to register under the "Key Dates" section.

Evaluation Criteria Eligibility

What criteria will you look at to select funding recipients?
Applications will be reviewed using the following evaluation criteria during the short application and RFP phase:

- **Goal and Program Alignment:** Programs must support immigrants, refugees, and other migrants in developing and enhancing their civic leadership and advocacy capacities so that they are better equipped to lead and/or influence the development of programs and policies that affect their communities. Programs must utilize 2 out of the 3 stated programmatic approaches
    - Narrative Building: Immigrants, refugees, and other migrants learn the best ways to help build or shift prevailing narratives so that these are inclusive of their voices and perspectives
    - Experiential Learning: Enhancing leadership capacities through applied learning experiences that help build strategic development and decision-making skills
    - Mentorship: Immigrants, refugees, and other migrants forge relationships with mentors who can provide guidance and introduction to networks and serve as champions
- **Network Development for Leadership:** The organization participates or provides leadership in building connections among the communities they serve. Either through a particular program or as a general approach, it intentionally creates opportunities between immigrants, refugees, migrants and other community members to partner, build best practices, and learn from one another.
- **Representative Leadership:** Members of the organization's leadership (taking into account the Executive Director, senior leaders, and Board of Directors) reflect the lived experience and identities of the communities the organization serves. Leaders include immigrants, refugees, and/or other migrants who come from the communities impacted by this initiative, such as those who hold identities as Asian/Asian American/Pacific Islander, Black/African/African American, Latino/Latin American, Middle Eastern, and Indigenous migrants. If representative leadership is not present, the organization must have a plan for increasing leadership representation, and/or have a community-informed approach.
- **Community-Informed and Democratic Approach:** The program is informed by community needs and perspectives. The organization regularly engages community members to gather feedback on program design, implementation, and/or evaluation to help guide decision making, reflecting an ongoing practice of participatory culture. The organization's structures and processes allow for democratic leadership, whereby

feedback throughout various levels of staff is welcomed and encouraged. This criteria will be assessed in conjunction with representative leadership.

- **Learning & Impact:** The organization must demonstrate both ability and willingness to adapt in order to better address the evolving needs of their communities. How does the organization define success? What is their approach to continue improving and building towards their mission and vision? What do they hope to learn in their journey towards supporting immigrant and refugee communities? The organization has a clear approach of how to continually re-assess objectives and outcomes to reach their ultimate goal and vision.

Who reviews my grant request?
The applications are reviewed by an Advisory Committee with diverse migrant leadership experience. WES and MAF staff will also serve as internal reviewers.

How will applications be evaluated and selected?
The short application form will be reviewed during the timelines indicated below by Mariam Assefa Fund staff and our external review committee based on the evaluation criteria above. The selected organization will then be invited to submit a more detailed RFP. Awards will be announced in late August.

Key Dates

When can I expect to hear about the status of my application?
Below are all of the key dates for this funding opportunity:

Informational Webinar 1	February 6, 10 am - 11 am PT / 1 pm - 2 pm ET
Informational Webinar 2	February 29, 1 pm - 2 pm PT / 4 pm - 5 pm ET
Informational Webinar 3	March 12, 11 am - 12 pm PT / 2 pm - 3 pm ET
Short Application Form Due	March 25th, 2024
Short Application Form Review: Fund Staff and External Committee Review	April 2024
Application Notifications: Declinations or Invitation to Submit Full Proposal	Early May 2024
Full Proposals Due (if invited to submit)	June 2024
Full Proposal Review: Fund Staff and Board	June/July 2024
Final Notifications	August 2024

Application Portal

How do I submit an application?

The application will become available on January 23rd, 2024, and must be submitted through **SurveyMonkey Apply**, our online portal. **Paper applications and applications sent by email will not be accepted.** To help you prepare your application, you can preview the **application form**.

How do I access SurveyMonkey Apply?

If you have never created a SurveyMonkey Apply account for the WES Mariam Assefa Fund before, you may access SurveyMonkey Apply **here** and then click on "Register." You will first need to create an account in order to access the application. For further information about registering, please see **here**.

If your organization has already created a SurveyMonkey Apply account, please log in using your current SurveyMonkey Apply account (the same account you used to apply for previous grants from us). Please reach out to Abigail Frias (**afrias@wes.org**) if you need to retrieve your login information.

Can we download the application questions?

If you do not yet have a SurveyMonkey Apply account, you can preview and download the **application form** prior to applying.

If you have a SurveyMonkey Apply account, you may download the application itself before you submit, or your responses to the application once you submit, if you want to keep it for your records.

Once you log into SurveyMonkey Apply and open your application, you will see three dots on the right of the page, right next to the word "Preview". If you hover over the three dots, you will see the "download" option (see screenshot below). Please note that certain multiple-choice questions might appear differently depending on the answer you provide.
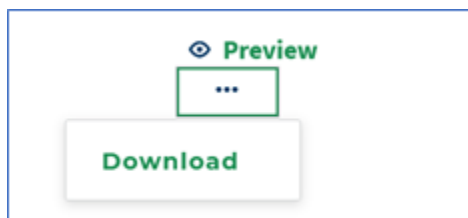
Please read through our **SurveyMonkey Apply FAQs** for additional information.

Do all browsers work well with SurveyMonkey Apply?

Yes, however Mozilla Firefox and Google Chrome offer a better site experience.

Video Submission

Can I submit a video instead of written responses to the application questions?
No. For the short application form (LOI), there is no option to submit a video. Applicants who are invited to submit an RFP may include a video with their application; however, this is completely optional and is meant to provide another way for applicants to tell us about themselves and share their vision in another format. Although the video is optional, written responses to the application questions are required.

Award

What type of funding should I apply for - general operating support for my organization or funding for a specific program / project?
This grant opportunity is for general operating support. You can apply for consideration of a specific program/project or for your organization's work as a whole. Regardless of whether you are applying at the organizational level or for a specific program/project, the grant award will be structured as general operating support to provide flexibility.

What is the grant amount that my organization can expect to receive?

The grant will be awarded to 7 organizations that will receive $100,000 each.

What is the duration of the grant period and is there any flexibility?
The grant duration is two years, and yes, there is flexibility through a no-cost extension available to the grantee.

What are the benefits of becoming a funding recipient of the WES Mariam Assefa Fund?
Becoming a funding recipient of the WES Mariam Assefa Fund as part of the Fund's partner community and have access to peer-learning, capacity building, and other programming. The selected organizations for this grant will have the opportunity to collectively build space to foster connections, share resources and learnings among each other, and build a supportive community.

Additionally, the WES Mariam Assefa Fund offers:

- **Communications Support:** Amplifying the work of our partners by aligning on complimentary strategies, messaging, and cross-promoting outputs and activities
- **Trust-based Capacity Strengthening & Knowledge Sharing:** Opportunities to gain capacity and share expertise among our grantee and investee partners on areas of mutual interest
- **Resources:** Sharing and exchanging news articles, reports, and other publications on issues relevant to our joint work.
- **Networking:** Sharing invitations to connect with partners and others in our network in related and adjacent spaces.
- **Convenings:** Virtual meetings on areas for mutual learning, problem-solving, and collective action (U.S.-specific and cross-border)

What are the reporting requirements for grant recipients?
If your organization is approved for funding, you will discuss reporting requirements with the Fund staff. To date, we have not asked grantee partners to use a specific reporting template and have required partners to share two reports during the grant period: interim and final narrative and financial reports. Partners can repurpose reporting materials utilized for other funders. Any additional deliverables or reporting for the grant will be identified and agreed upon mutually by the funding recipient and Fund team.

SurveyMonkey Apply Portal

1**. How do I create an account in SurveyMonkey Apply?**
    1. Go to the SurveyMonkey Apply login page **here**.
    2. Click on "Register" in the upper right hand of your screen.

    3. Choose to Register using a **Social Media Account** (Facebook, Google, Twitter) or Choose to Register to **SurveyMonkey Apply.**
        a. Selecting a Social Media Account redirects to that platform to complete your registration
        b. Complete the Registration page to register to SurveyMonkey Apply.

    4. Click **Create Account.**

5. Once you register, you'll see this Welcome message – Click on 'Continue to site'
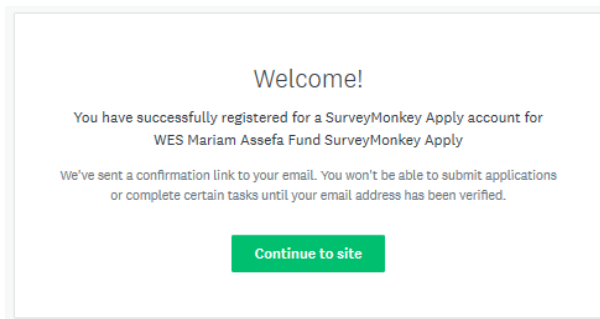
Note: If you chose to register to SurveyMonkey Apply, you will receive an email to validate your SurveyMonkey Apply account and verify your email address. Click on the link to validate your account and access SurveyMonkey Apply.

6. You will then be asked to enter information regarding your organization.

Note: only one person should register per organization. If you want others to be added to your organization, please see below, "How do I add additional members to Organizations and Applications in SurveyMonkey Apply?"

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name

Address (optional)

City (optional)

Country (optional)

Select a country ▼

Organization phone number (optional)

Organization email (optional)

Website (optional)

CONTINUE

7. Once you complete the organization information, you have successfully registered for a SurveyMonkey apply account!

Welcome!

You have successfully registered for a SurveyMonkey Apply account for WES Mariam Assefa Fund SurveyMonkey Apply

Continue to site
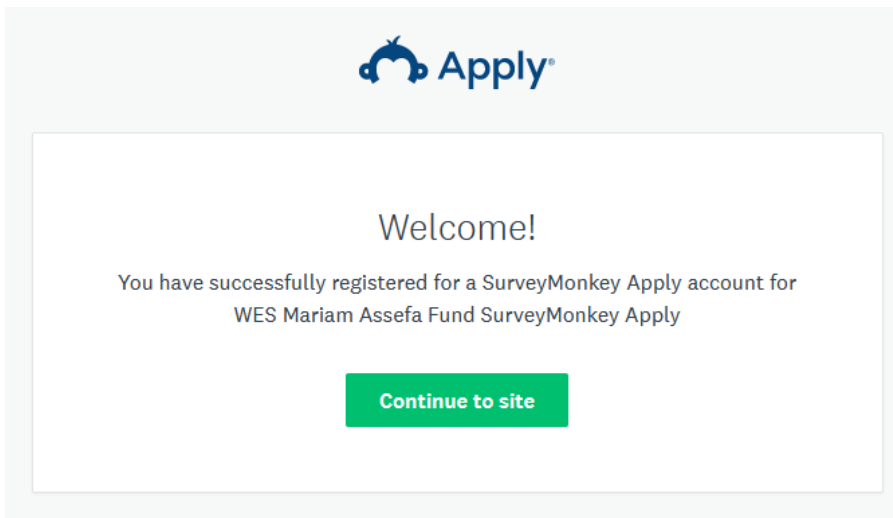
2. **How do I access the application?**

Once you have registered for SurveyMonkey Apply, you will see this window. Click on **View Programs**:

No applications.

Please choose a program from our program listings page to get started

View programs
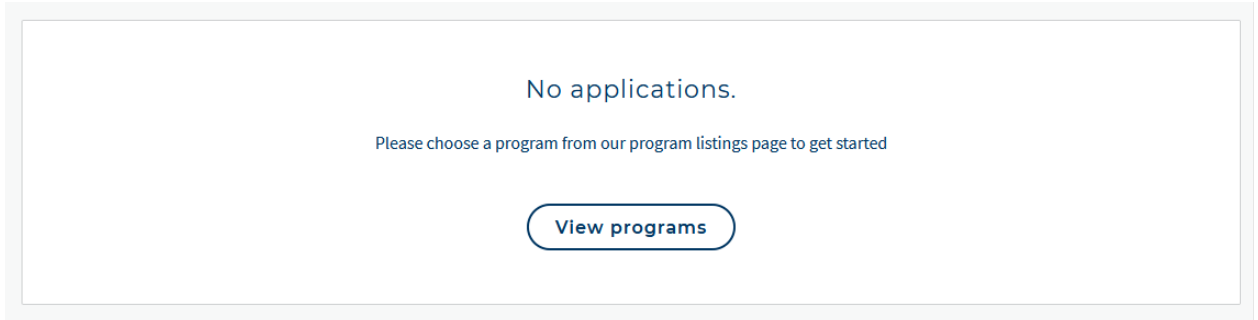
3. **Do all browsers work well with SurveyMonkey Apply?**
Yes, however Mozilla Firefox and Google Chrome offer a better site experience.

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Yes, you may download the application itself before you submit or your responses to the application once you submit, if you want to keep it for your records.
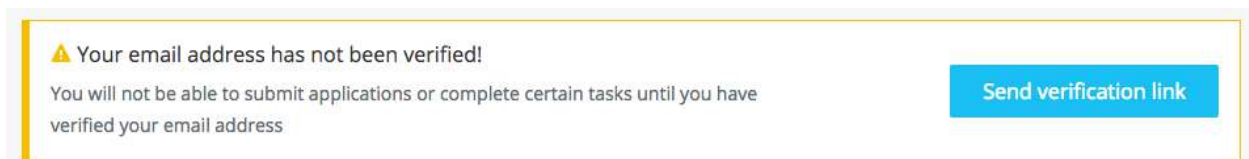
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⊙ Preview
•••
Download
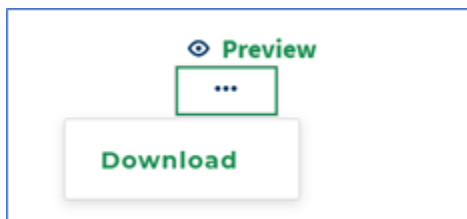
5. **How do I submit my application?**
To be able to submit your application you will first need to complete all required tasks within your application. Additionally, you will need to ensure that you've verified your email.

A Banner will appear within your portal until you've verified your account. Click to Send Verification Link and follow the instructions sent in the email.

⚠ Your email address has not been verified!
You will not be able to submit applications or complete certain tasks until you have verified your email address

Send verification link

Once all tasks are complete, submit your application by performing the following steps:

1. Within the application to submit, select Review & Submit
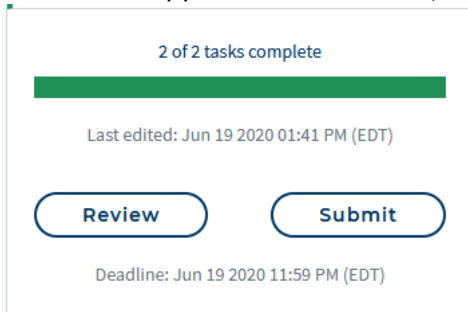
2. **Review** application materials
3. Once you've reviewed all your completed tasks, you can click to **Submit Your Application**.

6. **How do I add additional members to Organizations and Applications in SurveyMonkey Apply?**
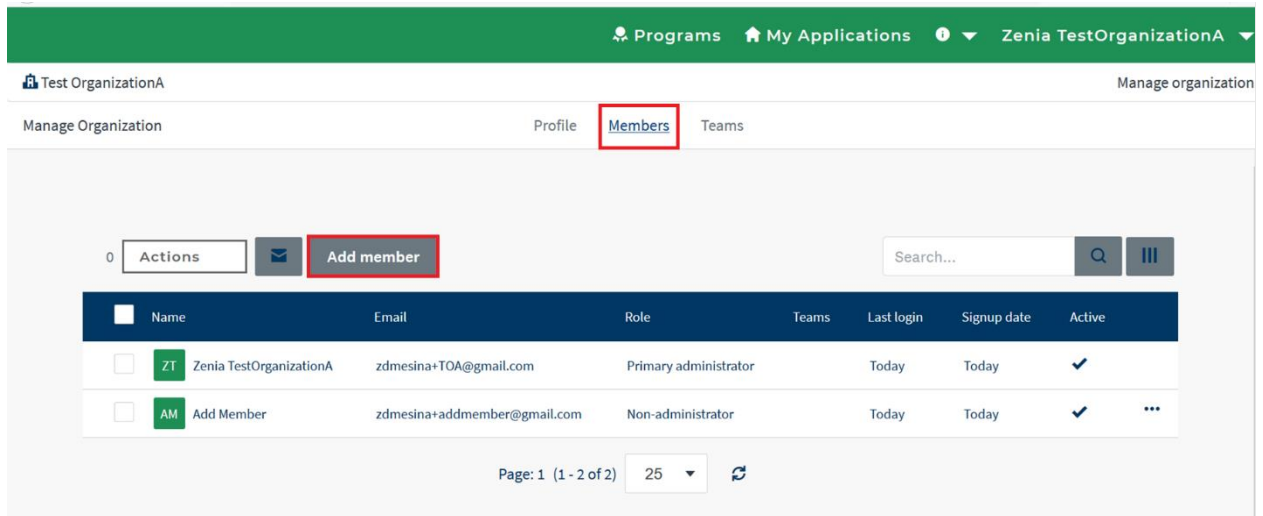
Note: Only one person per organization should register for an account. This person is the Primary Administrator for that organization and will add additional members to their organization in SMApply. The Organization Primary Administrator can be changed once additional members are added to the organization.

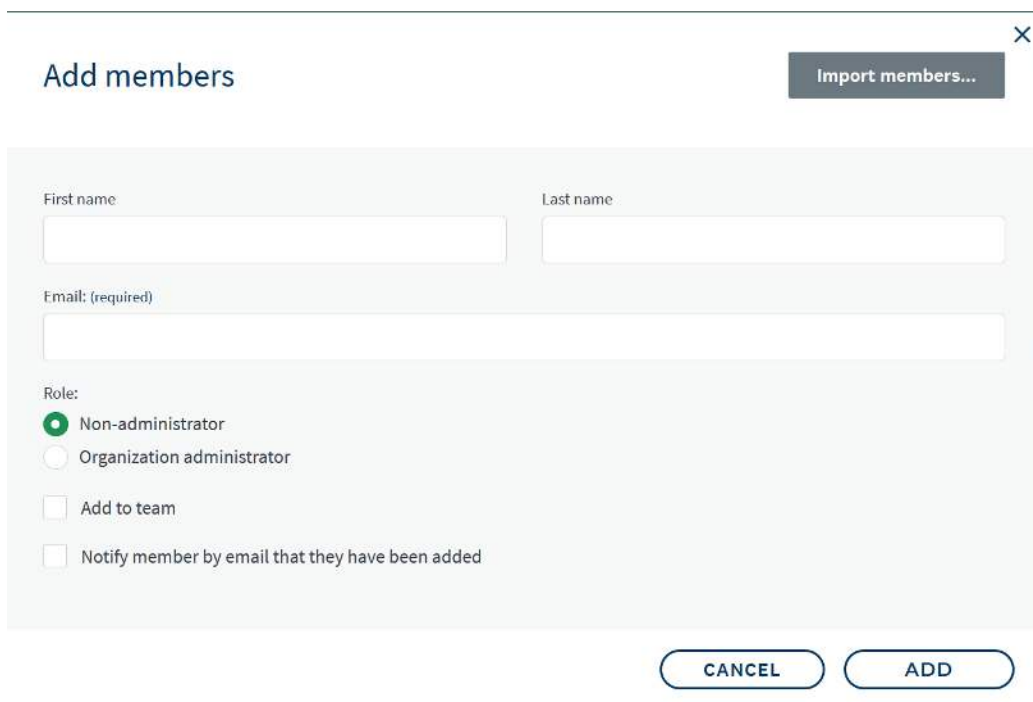6a. **To add additional organization members to an organization**

1. **Organization Primary Administrator** logs into SMApply and clicks on the 'Manage Organization' link in the upper right corner.
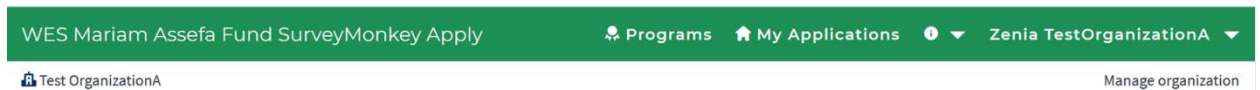
2. **Organization Primary Administrator** clicks on **Members**, then the grey button, '**Add Member**'

3. **Organization Primary Administrator** completes the information for the member to be added to SMApply – **First Name, Last Name, Email address** and **role** - then clicks on **Add**.
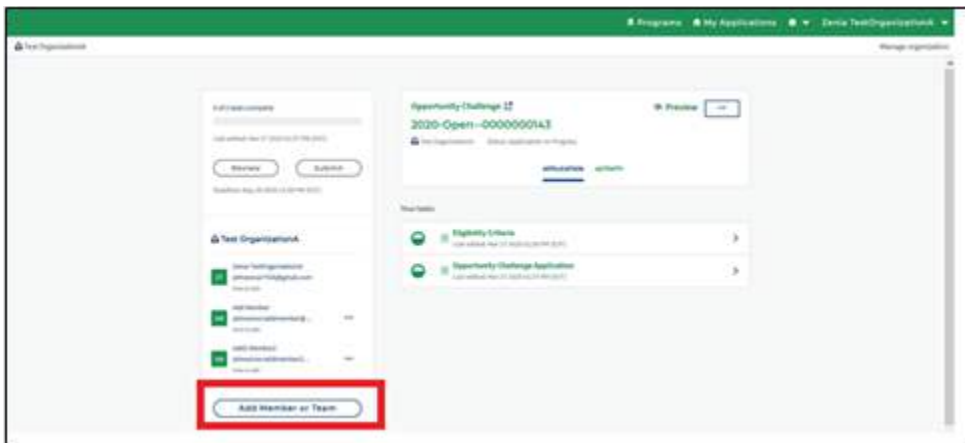

4. If the **Organization Primary Administrator** chooses the **'Notify member by email that they have been added'**, the new member will receive an email and a link to join SurveyMonkey Apply. If they are new to SurveyMonkey Apply, they will need to enter a username, which is the email address the invitation was sent to, and

a password. If they already have an account, they can enter their existing credentials or click on 'Forgot your password?' link and follow the steps to setting a new password. In order for the new member to have access to an application, the **Organization Primary Administrator** needs to add them to the application (see below).

6b. To add additional members to an application

1. **Organization Primary Administrator** first adds an organization member. (see steps above for "To add additional organization members to an organization")
2. **Organization Primary Administrator** navigates to application.
3. On the left side, click on the button to '**Add Member or Team'**

4. The names of organization members will be listed in the pop-up window. Click on the name of the organization member added in step 1. The **Organization Primary Administrator** will be able to change the roles of the members by clicking on the three dots next to each members' name.

7. **What do I do if I have further questions regarding SurveyMonkey Apply?**
If you are having trouble logging into SurveyMonkey Apply, you can contact Abigail Frias at **afrias@wes.org** or the SurveyMonkey Apply helpdesk at **https://wes.smapply.io/helpdesk/**. You can also view SurveyMonkey Apply's Help Center article on **How to Request Login Assistance** for their requirements when requesting login assistance.

If you are logged into SurveyMonkey Apply, in the upper right corner of your screen is an Information icon. Click on that and a menu will appear which will provide three options.

Questions about a program or information on this site?
Contact the site administrator

Need help with using SurveyMonkey Apply?
Check out the FAQ

Having technical issues with this site?
Fill in a support request form