

2018 BASIC SERVICES INITIATIVE
REQUEST FOR PROPOSALS

Liberty Mutual Foundation



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INSURANCE

General Information

Background

The mission of Liberty Mutual Foundation is to invest the expertise, leadership and the financial strength of Liberty Mutual Insurance and our employees to help our most vulnerable neighbors. To help those with the greatest of need—by providing **security** for men, women and children who are homeless; **accessibility** for people with disabilities, and educational **opportunity** for youth living in poverty.

First released in 2007, the Basic Services Initiative works toward our mission of providing security by supporting nonprofit organizations that serve low-income or homeless families and individuals in need of emergency assistance. In the last 11 years, Liberty Mutual has awarded nearly \$5 million through this effort, providing access to food, shelter, clothing and other immediate, basic needs.

Applicants are encouraged to review Liberty Mutual Foundation's annual [Giving Report](#), to familiarize themselves with the type of programs supported through Foundation.

Initiative Timeline

Release Date:	March 12, 2018
Response Deadline:	April 9, 2018
Interim Report Due:	April 30, 2019
Final Report Due:	April 30, 2020

Goals and Focus Areas

The goal of the Liberty Mutual Foundation Basic Services Initiative is to boost the capacity of existing basic services networks and safety nets within Boston. While we recognize that a continuum of services is the most effective response to homelessness, this RFP seeks proposals that address the immediate capacity of the city's homeless-serving network to meet the most basic needs of individuals and families. To that end, the Liberty Mutual Foundation aims to focus its support on programs that directly provide:

1. Shelter for youth, families or adults, including emergency shelter and time-limited transitional housing, with an emphasis on pairing shelter with access to case management or other social services.
2. Meals or food for low-income individuals and those experiencing homelessness, with an emphasis on health and nutrition.
3. Healthcare and medical services for those experiencing homelessness.
4. Other immediate, basic needs, e.g., clothing, personal hygiene, etc.

Grant Eligibility

The Liberty Mutual Foundation will award grants through this initiative to:

1. Established organizations that seek to provide basic needs services to youth, families or adults who are experiencing or are at risk of homelessness.
2. Organizations serving residents of the city of Boston.
3. Not-for-profit organizations with current 501c3 status.

Organizations are ineligible for a Basic Services Initiative grant if they have received funding from the Liberty Mutual Foundation within the last 12 months (although current Basic Services Initiative grantees have not yet completed their final 12-month grant cycle, these organizations are eligible to reapply through this RFP).

Funding Availability and Grant Size

The amount of funding that will be dedicated to this initiative has not been predetermined. Instead, funding levels will be informed by the type, number, and quality of proposals submitted. We anticipate most awards to range between \$25,000 and \$30,000 per year.

Applicants are encouraged to review Liberty Mutual Foundation's annual [Giving Report](#) to familiarize themselves with the type, number, and size of grants the Foundation has made in previous years.

Funding Cycle

The Liberty Mutual Foundation Basic Services Initiative operates on a two-year cycle. Grantees selected through this RFP will receive a commitment for two years of funding pending the staff's successful review of an interim report. This report, due on April 30, 2019, will be required to access second-year funding.

New Basic Services Initiative grant proposals will not be accepted in 2019. The next Basic Services Initiative RFP will probably be released in 2020.

Grant Awards

Grant awards will be distributed based upon the following criteria:

1. The ability of the organization to define clear measures of success and to document and provide relevant data and evidence regarding the impact of the grant.
2. The level of innovation and commitment of the applicant organization and proposed program/project.
3. The estimated number of clients reached through the grant.
4. The anticipated organizational and community impact of the grant.
5. Other organizational factors such as
 - Budget and financial data
 - Organizational capacity, diversity, governance, history and reputation
 - Other ancillary and complementary programs sponsored by the organization
 - Other funding sources and diversified funding

Selection Criteria

Applicants for grants through the Basic Services Initiative will be evaluated on the following criteria (in no specific order):

1. **Relevance:** The grant applicant's mission and intent must closely follow the guidelines set forth in the RFP.
2. **Program Quality & Target Audience:** Applicants must thoroughly demonstrate the effectiveness of their program(s) in assisting low-income or homeless individuals and families in need of emergency services.
3. **Organizational Capacity:** Priority will be given to organizations that can demonstrate a thoroughly-established internal capacity for reaching individuals experiencing homelessness.
4. **Cost-effectiveness:** A budget for the program should demonstrate a cost-effective use of resources.
5. **Past Performance:** The Liberty Mutual Foundation supports programs with a demonstrated track record of providing basic services to vulnerable populations.

Funding decisions will be made at the sole discretion of the Liberty Mutual Foundation and all decisions will be final.

Sustainability

Liberty Mutual Foundation gives preference to organizations and programs with diversified funding streams.

Inclusion

Liberty Mutual Foundation gives preferences to organizations and programs with thoughtful and clearly articulated plans for the inclusion of people at all levels of physical, cognitive and emotional abilities.

Reporting Requirements

Grantees will be required to submit an interim report by April 30, 2019 in order to access second year funding. A final report that specifically details the achievements, outcomes and opportunities made possible by the Liberty Mutual Foundation grant, will also be expected by April 30, 2020.

Funded organizations will receive instruction on when and how to access the online impact reports approximately six weeks prior to the reports' due dates. Reports may cover:

- **Accomplishments** achieved during the reporting period, including specific, measurable activities and outcomes as outlined in the initial grant proposal.
- **Challenges or setbacks** experienced during the administration of the program, and how they were addressed by your organization.
- **Unexpected results or key insights** learned over the course of the grant period.

Funded organizations will also be asked, soon after grants are announced, to update their stated outcomes and goals based on their final award amount. Such revisions should be communicated quickly to Liberty Mutual Foundation staff for discussion and approval.

2016-2017 Basic Services Initiative grantees who wish to reapply during this cycle are asked to complete their Year Two (2017) impact reports no later than April 9, 2018.

Proposal Deadline and Grant Announcements

Proposals for the Liberty Mutual Foundation Basic Services Initiative should be electronically submitted by 11:59 p.m. on **Monday, April 9, 2018**. **Late applications, incomplete applications, and applications not appropriately completed will not be considered.**

Grant awards will be announced in May, 2018.

How to Apply

The Liberty Mutual Foundation Basic Services Initiative application can be found online by using this [link](#). Enter the invitation code “**Homeless**” on the login screen, in addition to your login credentials:

Liberty Mutual Foundation

- Giving Guidelines
- FAQ
- Foundation Report

Liberty Mutual Basic Services Initiative Application

First time user? [Create your password](#)

Please Log In

* indicates required field

* E-mail Address:

* Password:

Invitation Code (optional):

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

Only proposals submitted through the online platform will be accepted.

Questions

Questions about this request for proposals should be directed to Foundation@LibertyMutual.com.