

2025-27 Youth & Young Adult Workforce Development Initiative

Greater Boston Request for Proposals

Liberty Mutual Foundation



***Please Note:** Organizations that were awarded a grant in 2025 or have an active grant that will end after 10/31/2025 are not eligible to submit proposals under this current RFP. Strategic Supplemental Grants are an exception, i.e. Impact Driven Collaboration Grants and Climate Mini-Grants.*

General Information

Background

Established in 2003, Liberty Mutual Foundation (LMF) supports the communities in which Liberty Mutual employees live and work. In conjunction with our nonprofit partners, our common purpose is to invest in the expertise, leadership and financial strength of Liberty Mutual Insurance and our employees to advance security and support resiliency for people and communities in vulnerable situations. To further this purpose, we launched our Youth and Young Adult Workforce Development Initiative in 2022.

This Request for Proposals (RFP) is intended for nonprofit partners that offer programs and services to underserved families in economically challenged neighborhoods located in Greater Boston, defined as:

- Boston
- Brockton
- Cambridge
- Chelsea
- Quincy
- Randolph
- Somerville

Initiative Timeline

Release Date:	June 2, 2025
Q&A Session:	June 11, 2025; 2:00-3:30pm
Proposal Deadline:	July 14, 2025
Metrics Verification Report Due:	Within 30 days of grant approval
Interim Report (year 1) Due:	August 14, 2026
Interim Report (year 2) Due:	August 16, 2027
Final Report Due:	June 30, 2028

Goals of the Youth and Young Adult Workforce Development Initiative

This Request for Proposals (RFP) seeks proposals that address Youth and Young Adult Workforce Development. Building on its efforts to advance security for vulnerable individuals and families, and to expand opportunities for vulnerable youth, Liberty Mutual Foundation seeks to enhance workforce development opportunities for youth and young adults in Greater Boston by preparing disconnected youth for post-secondary career success. Although the age range isn't defined, programs under this initiative typically serve working age youth and young adults.

Youth and Young Adult Workforce Development: Sample Metrics

The Liberty Mutual Foundation seeks to **prepare disconnected youth and young adults for post-secondary career success**. Priorities are to:

- Enhance services and support for disconnected youth with the greatest needs.
- Build and strengthen capabilities and partnerships among nonprofit organizations that will improve opportunities for targeted youth, and that can be sustained and expanded over time.
- Leverage government and other investments in youth and young adult workforce development.

Priority populations for Youth and Young Adult Workforce Development grants are:

- Youth and young adults experiencing homelessness
- Youth and young adults with disabilities
- Youth aging out of foster care
- Youth and young adults who are English Language Learners (ELL)
- Low-income youth and young adults

Organizations responding to this RFP are asked to propose metrics that they are prepared to measure and report on, and to identify those metrics that most strongly support the proposal's goals. The priority metric that aligns strongly to this RFP and LMF's strategic framework is listed below:

- # of people supported who obtained living wage jobs

Grant applicants may have metrics that are different from this priority metric and more closely aligned with proposed goals. Here are examples of other metrics.

- # of young people enrolled in workforce development services
- Among youth experiencing homelessness, youth with disabilities, or other vulnerable populations:
 - # of young people who enroll in and complete workforce development and/or technical programs
 - # of young people who retain employment for 6 months or longer
 - # of young people who earn an industry-recognized credential
 - # of young people who are employed

Grant Eligibility

Liberty Mutual will award grants through this initiative to organizations that:

- Seek support for discrete programs within their organization to support the goals described in this RFP. Initiatives should have clear measures of success and may include efforts to build capacity, improve quality and impact, or scale up efforts targeting low-income populations or neighborhoods.
- Have relevant experience with youth and young adult workforce development.
- Are designated by the IRS as a 501(c)(3) nonprofit organization.
- Not awarded a grant in 2025, *except for a Strategic Supplemental Grant as outlined on page one.*

Funding Availability and Grant Size

Funding levels will be competitive, determined by the type, number and quality of proposals submitted. *Nonprofits with smaller organization budgets, and requests under \$50,000 (per year) are encouraged to apply through our discretionary proposal process.*

Funding Cycle

The Liberty Mutual Foundation Youth Workforce Development Initiative operates on a three-year cycle. Organizations selected through this RFP will receive a commitment for three years of funding, pending availability of funds and our successful review of your interim reports. **Interim reports, due August 14, 2026, and August 16, 2027, will be required to access second-year and third-year funding.** We would also ask to be informed of any material changes related to program budget, personnel, or programs.

New Youth Workforce Development Initiative grant proposals will not be accepted in 2026-2027. The next Youth Workforce Development Initiative RFP will be dependent upon board approval and would not occur before 2028.

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 scope of the program.
4. The organizational and community impact of the grant.
5. Other organizational factors such as:
 - Clear budget and financial data
 - Organizational capacity, diversity, governance, history, and reputation
 - Other ancillary and complementary programs sponsored by the organization
 - Experience collaborating with other organizations
 - Connection to the community
 - Other program funding sources and a diversified funding base

Selection Criteria

Applicants for grants 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, and the work must align with our top-level metric for this initiative:
 - # of people supported to obtain living wage jobsWhile this metric is our primary focus, we acknowledge the many efforts that contribute to achieving this goal. We are committed to supporting organizations and programs that can clearly demonstrate how their work aligns with and drives progress toward our top-level metric.
2. **Program Quality & Target Audience:** Applicants must thoroughly demonstrate the effectiveness of their program(s) in assisting low-income communities, through the measurement and presentation of relevant data and evidence.
3. **Organizational Capacity:** Priority will be given to organizations that can demonstrate internal capacity and experience in reaching low-income communities.
4. **Cost-effectiveness:** A budget for the program should demonstrate cost-effective use of resources. The budget should clearly illustrate how grant funds will be used to reach the target number of youth and/or young adults.
5. **Past Performance:** Liberty Mutual Foundation supports programs with a demonstrated track record of serving vulnerable populations and communities.
6. **Innovation & Impact:** Priority will be given to applicants that demonstrate a willingness to innovate and collaborate with other nonprofit and community organizations.

Funding decisions will be made at the sole discretion of Liberty Mutual Foundation, and all decisions will be final. Liberty Mutual Foundation gives preference to organizations and programs with varied funding streams. It is not intended that this funding should be the sole support of any proposed program.

Accessibility

Liberty Mutual invests in community initiatives dedicated to advancing access for people with disabilities. To that end, the Foundation gives preference 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

1. A brief Metrics Verification Report will be required soon after funding announcements. Because awards are not always in the amount requested and things may change between the time of grant submission and award receipt, it is important that awarded organizations use this report to confirm and/or refine key metrics that will be measured throughout the grant period to demonstrate impact.
2. Interim Reports in 2026 and 2027 are required to access funding for 2026 and 2027.
3. A Final Report, that specifically details the achievements, outcomes, and opportunities made possible by this grant, is required.

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

- **Accomplishments** achieved during the reporting period, including specific, measurable activities and outcomes as outlined in the initial grant proposal, the number and type of participants and/or communities served by the program, and other relevant data (*interim and final reports*). ***Interim Reports will also require up to date financial reporting upon submission.***
- **Challenges or setbacks** experienced during the grant period, and how they were addressed by the organization (*final report only*).
- **Unexpected results or key insights** that were learned during the reporting period. Please take this section seriously as we hope to learn together. (*final report only*)

Proposal Deadline and Grant Announcements

Proposals should be electronically submitted by 11:59 p.m. on July 14, 2025. Late applications, incomplete applications, missing financial documents, and applications not appropriately completed will not be considered.

Grant awards will be announced in August/September of 2025.

Information Session

Applicants are invited to participate in a Microsoft Teams webinar on **June 11, 2025, 2:00-3:30pm EST** to answer questions related to the RFP requirements and process. This webinar is strongly recommended for new applicants but is not required to apply. The webinar will be recorded.

Register in advance for this webinar:

[Youth & Young Adult Workforce Development Information Session](#)

**After registering, you will receive a confirmation email containing information about joining the webinar.*

The online application can be accessed through this following [link](#).

Note: Once you enter the CyberGrants application portal make sure to click “start new application” before reviewing any previously submitted proposals. Make sure you are still within the “Liberty Mutual Youth & Young Adult Workforce Development Initiative Application” when applying.

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

Proposal Questions, Format, & Procedures

Note: Only one proposal per agency, submitted through this online platform, will be accepted. The information below is provided solely as a guide for preparation and does not constitute the application in its entirety.

Proposal Questions

1. Description of Project or Program

Please describe your proposed project or program and how it will address the goals of this initiative. Please consider:

- What is the rationale for your proposed effort?
- What research and/or data supports your ideas?
- Briefly describe relevant experience of your organization and any collaborating partners in serving the target populations/communities and addressing their needs.
- Please share how this proposal connects to or leverages other programs or services your organization provides.
- How will the requested grant expand, enhance, or otherwise add value to the current efforts of your organization?
- How do you propose to sustain the proposed effort over the long term?

2. Request Cash Amount

All figures in your proposal (budget, numbers to be served, anticipated outcomes, etc.) should reflect ONE year of operations.

3. Project Title/Elevator Pitch

Foundation staff members need to quickly understand your program and be able to succinctly describe your request to others.

4. Community Needs and/or Target Population

What community does your proposal focus on? What are the characteristics of the target population(s) or community, including specific needs, assets and barriers? Describe the criteria and processes used to identify communities who may best benefit from the proposed efforts. Please be certain to include a description of positive characteristics that you seek in prospective participants or neighborhoods, and challenges that may arise in identifying and/or reaching your target goals. Describe how you will conduct outreach and engage the community in the proposed efforts, including any methodologies to be used to gather input or inform program planning.

5. Monitoring and Evaluation

Please describe your process for monitoring and evaluating your program's success. Include metrics showing your results over the past 12-18 months and describe how these results lead toward the achievement of your stated goals.

6. Activities and Outcomes

Describe the goals and specific program activities that your organization proposes to address. Please use the following format to describe activities and outcomes:

- | | |
|--------------------------|---|
| Goals: | <i>(What goals does the proposal seek to advance?)</i> |
| Activity: | <i>(How will the requested grant be used to achieve program goals?)</i> |
| Expected Outcome: | <i>(What are the changes that you expect as a result of your activity?)</i> |
| Baseline: | <i>(How will you determine your expected outcomes?)</i> |
| Measurement: | <i>(How will you collect and measure your outcomes?)</i> |

7. Demographic Information Requested

- Total number served by the organization and by the program for which funds are requested
- Potential number of new participants
- Age and academic level(s) served by the program
- Genders to be served by the program
- Children/Youth/Young Adults with disabilities served by the program
- Race or Ethnicity served by the program (%)
- Average family income of program participants (#) (identify sources used to determine income)
- Percentage of English-Speaking, Limited English-Proficient, and Non-English-Speaking students

8. Financial Review Requirements

All RFP submissions include a financial review. As part of this review applicants will need to submit their most recent financials, including:

- Balance Sheet
- Statement of Activities (P&L)
- Independent Audit or Review (when required by law)

Additionally, applicants should be prepared to answer the following questions within the RFP, with responses being consistent with the information provided in the submitted financial documents. Please keep in mind that the following must be as of the most recent balance sheet.

- Total current assets
- Total current liabilities
- Total liabilities
- Total unrestricted net assets
- Current balance of cash accounts
- Net income for most recently completed fiscal year (provide context for deficit)
- Average cost per participant (based on overall program costs, not just grant request)
- List of other funding sources and grant amounts
- Any other context or financial information to support numbers provided

Definition of Terms:

- **Current Liabilities:** These are obligations that must be repaid within one year. Examples include accounts payable, accrued expenses, and short-term loans.
- **Noncurrent Liabilities:** Long-term obligations that are not due within the next year. Examples include long-term debt, long-term portion of liabilities, and any other liabilities that are due beyond 12 months
- **Total Liabilities:** 100% of the organization's total liabilities, including both current and noncurrent.
- **Net Assets:** The difference between total assets and total liabilities. In the context of nonprofits, net assets are categorized into unrestricted (funds that can be used at the discretion of the organization without specific limitations) and restricted net assets (funds designated for specific purposes or timeframes).

Note: If any questions are difficult to answer due to the nature of your proposal, please respond as best you can or indicate N/A (not applicable).

APPENDIX

Frequently Asked Questions

1. Our organization received funding through the last grant cycle. Do we need to submit a final report before we can apply through this grant cycle?

Yes. You will receive instructions on when and how to access the online impact report for your previous grant via an email from CyberGrants (please check spam/junk folders). We encourage prior grantees to complete final reports as soon as possible, if planning to participate in the current RFP cycle.

2. Our organization received a grant through the Foundation's discretionary grants program within the last 12 months. Can we also apply for a grant through this initiative?

Organizations that have already been awarded a grant this year or have an active grant that will end after 10/31/2025 are not eligible to submit proposals under this current RFP.

3. Can Massachusetts organizations outside of the City of Boston apply?

In addition to the City of Boston, we are also accepting applications from organizations located in or serving residents of Brockton, Cambridge, Chelsea, Quincy, and Somerville.

4. What is the maximum/minimum amount that our organization can request through this RFP?

The grant range has not been predetermined. Funding levels will be competitive, determined by the type, number and quality of proposals submitted.

5. Should our request amount and proposal information cover three full years of programming?

No, the request amount and proposal information should reflect one year of programming.

6. We would like to discuss our proposal ideas with someone at the Foundation before submitting. Is there a number we can call? Can we request a site visit?

Unfortunately, we are unable to speak with every organization interested in applying. We recommend that you participate in the listed conference call. Preliminary site visits and interviews will be conducted on an as needed basis. You should submit your questions via email to Foundation@LibertyMutual.com. Please keep in mind that the RFP is a competitive process and that we are unable to "pre-vet" applications.

7. Is there an age limit on the people we can serve through this grant?

Although an age range isn't defined, programs under this initiative typically serve youth and young adults up to age 30.

Examples of Questions Asked in Impact Reports

- **Start Report Period / End Report Period**

Please enter the start and end dates for the grant period included in this impact report.

- **Future Operation**

Given the current success (or challenges) experienced during the grant period, how likely is it that the program funded by this grant will continue to operate over the next 12 months?

- **Cost of Supported Program**

Please provide an updated total cost for the program during Year 1 of this grant. If funds were applied toward operating support, provide an update of your agency's operating budget.

- **Most Recent Statement of Activities & Balance Sheet**

Please provide your organization's most recent statement of activities and balance sheet.

- **Program Activity (1) Outcomes**

Referring to the first Program Activity and Expected Outcomes described in your application, please provide the Actual Outcomes achieved because of this activity during the reporting period.

- **Program Activity (2) Outcomes**

Referring to the second Program Activity and Expected Outcomes described in your application (if any), please provide the Actual Outcomes achieved because of this activity during the reporting period.

- **Program Activity (3) Outcomes**

Referring to the third Program Activity and Expected Outcomes described in your application (if any), please provide the Actual Outcomes achieved because of this activity during the reporting period

- **Organization Changes**

Please describe any material changes to your organization or program during the grant period, or that you expect to occur in the next 12 months, e.g., key staff changes, significant increase or decrease in budget, substantial growth in program size or geographic footprints, etc.

- **Major Accomplishments**

Please briefly describe your organization's major accomplishments during the grant period.

- **SetBacks**

Please describe any setbacks or challenges you encountered during the grant period

- **Metrics – Outcomes**

Referring to the following predefined metrics and your program's anticipated outcomes made possible by this grant, please update the following metric fields with **actual outcomes** achieved during the grant period.

- # of people supported to enter vocational / training programs
- # of people supported who obtained living wage jobs