

2022 BASIC SERVICES INITIATIVE
REQUEST FOR PROPOSALS

Liberty Mutual Foundation



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INSURANCE

General Information

Background

Established in 2003, Liberty Mutual Foundation supports the communities in which we live and work. In conjunction-with our nonprofit partners, our common purpose is: to invest the expertise, leadership and the financial strength of Liberty Mutual Insurance and our employees to help our neighbors experiencing great vulnerability.

First released in Boston in 2007, the Basic Services Initiative Request for Proposals (RFP) works toward our mission of advancing security by supporting nonprofit organizations that serve low-income or homeless families and individuals in need of emergency assistance. In the last 15 years, Liberty Mutual Foundation has awarded over \$20.6 million nationally through this effort, providing access to food, shelter, clothing, and other immediate, basic needs.

As we all progress towards life after the pandemic, we acknowledge that a number of uncertainties faced by you, your staff, and your stakeholders may still be present in the days ahead. Undoubtedly, those who are most marginalized by society have faced an inequitable amount of challenges. Liberty is thankful for your continued commitment to listen, learn and co-create responses to address those problems. There are certainly ongoing unknowns about your programs, your clients and the finances of your organization that may influence your ability to prepare this application. Please do the best you can -- and we also encourage you to collaborate with other organizations and innovate in your delivery of services to meet these changing times. Similar to our 2020-21 Basic Services RFP, Liberty continues to entertain requests for general operating support in response to this RFP.

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

Initiative Timeline

Release Date:	April 8, 2022
Response Deadline:	May 20, 2022
Interim Report Due:	April 30, 2023
Final Report Due:	April 30, 2024

Goals and Focus Area

The goal of the Liberty Mutual Foundation Basic Services Initiative is to boost the capacity of existing social services networks and safety nets within the communities where we fund. 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, 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

Liberty Mutual Foundation will award grants through this initiative to:

1. Organizations that seek to provide basic needs to youth, families or adults who are experiencing or are at risk of homelessness.
2. Organizations serving residents of the communities where we have an established funding presence. (For organizations that operate in or near the city of Boston, over 60% of those receiving services should reside in the city.)
3. Not-for-profit organizations with current 501(c)(3) status.

If you received funding as part of the 2020-21 Basic Services RFP, you are welcome to reapply. **If you have been funded in the past 12 months** by Liberty Mutual Foundation with a discretionary, general operating, Education Initiative, or Youth Homelessness RFP grant and are uncertain about your organization's eligibility to apply, please contact us at Foundation@LibertyMutual.com.

Funding Availability and Grant Size

The amount of funding dedicated to this initiative has not been predetermined. Instead, funding levels will be informed by the type, number, and quality of proposals submitted. In past RFP cycles, the average award has been approximately \$30,000 per year. In the 2022-23 cycle, the Foundation may consider larger investments given the increased needs of our community.

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 and a financial review. This report, due on April 30, 2023, will be simplified, but is required to access second-year funding.

New Basic Services Initiative proposals will not be accepted in 2023. The next Basic Services Initiative RFP will likely be released in 2024 pending allocation.

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, through the measurement and presentation of relevant data and evidence.
3. **Organizational Capacity:** Priority will be given to organizations that can demonstrate a fully 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:** Liberty Mutual Foundation supports programs with a demonstrated track record of providing basic services to vulnerable populations.
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.

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 of all abilities.

Reporting Requirements

Grantees will be required to submit an interim report 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, 2024.

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:

1. **General Operating Requests** If you received funding for operating support, a general overview of the organization's activities with an emphasis on services for the target populations of low-

income children, youth, and families, and homeless individuals would be helpful. We also want to know approximately what percentage of your operating budget the Liberty grant comprises.

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

Funded organizations will also be asked to submit a Metrics Verification Report, soon after grants are announced, to update their stated outcomes and goals based on their final award amount.

2020-21 Basic Services Initiative grantees who wish to reapply during this cycle are asked to complete their Year Two (final) impact reports no later than the response deadline for this RFP.

Proposal Deadline and Grant Announcements

Proposals for the Liberty Mutual Foundation Basic Services Initiative should be electronically submitted by 11:59 p.m. on **Friday, May 20, 2022**. **Late applications, incomplete applications, and applications not appropriately completed will not be considered.**

Grant awards will be announced in **June 2022**.

How to Apply

The Liberty Mutual Foundation Basic Services / Initiative application can be found online using this [link](#). **Only proposals submitted through the online platform will be accepted.**

Questions

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