



# COMMONWEALTH CORPS

Request for Proposals  
**Program Year 2026-2027**

ISSUED BY THE MASSACHUSETTS SERVICE ALLIANCE

**INITIAL APPLICATION DUE: DECEMBER 19, 2025**  
**FULL APPLICATION DUE: JANUARY 15, 2026**

MASSACHUSETTS SERVICE ALLIANCE  
98 NORTH WASHINGTON STREET, SUITE 400  
BOSTON, MA 02114.  
[WWW.MASS-SERVICE.ORG](http://WWW.MASS-SERVICE.ORG)

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# SECTION I: OVERVIEW

**Thank you for applying to be a Commonwealth Corps Host Site Partner. Please use this guide to craft your proposal and be sure to follow all instructions and answer all parts of each question.**

For the most up-to-date information on the application process, including webinar registration and recordings, FAQs, and all application materials, please visit the [Commonwealth Corps website](#).

**NOTE:** Starting with the 2026-2027 application cycle, **all host sites must either attend a webinar live (recommended) or watch a recording** from the current year. You will be asked to certify on your application that you have completed this requirement. This is to ensure that all applicants have up to date information on any current application or programmatic requirements.

Please utilize the [Checklist and Timeline for the 2026-2027 Host Site Application Process](#), which is updated regularly with important dates and information. You can reach out with questions to [CCQuestions@mass-service.org](mailto:CCQuestions@mass-service.org).

To further assist in your understanding of our partnership model and application, here are some definitions of key terms in relation to Commonwealth Corps:

- **Capacity Building:** Projects that expand the scale, reach, efficiency, or effectiveness of programs and organizations, and can sustain impact for years to come.
- **Community Volunteers:** Volunteers engaged by your organization. MSA does not allow sites to count volunteers who get payment or stipends. Students may be able to be considered “community volunteers,” depending on the context of their service. *Although there is no minimum number of volunteers that members must recruit/manage, your application should include some meaningful ways that all members would expand volunteerism at your site via volunteer recruitment and/or management.*
- **Cash and/or In-Kind Support:** This will vary depending on your member project, but it is typical to include any resources or funds brought in as a part of members’ service, as well as the value of the volunteers recruited and/or managed by your members. *You will be required to set a target for this as part of your capacity-building performance measures. A good source of information on this is Independent Sector which provides [estimated value of volunteer time](#).*
- **Direct Service:** Member roles and responsibilities that are directly serving clients at your organization, not including volunteers. For example: teaching or facilitation of a class, conducting a client intake, organizing food or supplies for clients, or doing outreach to bring in new clients. *CC members’ service combines direct service with capacity building. While there is not a required percentage for direct service or capacity building, every member must have some combination of the two.*
- **Host Site Partner:** An entity that is selected by Commonwealth Corps to host service members to address a critical community need. *Organizations are in partnership with the Commonwealth Corps team throughout the year to support members and measure impact.*
- **Service Member:** We refer to participants of the Commonwealth Corps as Service Members. This helps distinguish their unique role within your organization, as opposed to staff or volunteers. They can also be referred to as Service Interns.

## Informational and Technical Assistance Webinars

MSA offers webinars to support host sites with the application process. These virtual sessions review the Commonwealth Corps Request for Proposals and include time for questions. **Dates, registration links, and recordings are available on the [Commonwealth Corps website](#).**

**All applicants must either attend live or review at least one webinar recording. Live participation is strongly encouraged, and preference may be given to applicants who attend a session in real time.**

## Commonwealth Corps

The Commonwealth Corps service internship program was established in 2007 with a mission to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Commonwealth Corps members provide direct service, build capacity of local organizations, and recruit and mobilize additional volunteers. The Commonwealth Corps provides opportunities for skill building and leadership development and encourages and enhances lifelong civic engagement for members. The program has a dual focus on 1) members' impact in their organizations and communities *and* 2) members' own growth and development.

Since its inception, over 1,230 individuals have served as members, providing over 852,000 hours of service in areas such as community development, health services, benefits screenings, afterschool or summer programs, and volunteer recruitment and management, and directly benefiting over 670,000 clients, students, and families.

The Commonwealth Corps program strategically places corps members in full- or half-time positions for 10 months to build capacity at host site agencies aiming to increase the number of clients served and/or improve the quality of services provided. Members serve in one of the identified focus areas of economic opportunity/workforce development, education, health & nutrition, veterans' support, or youth violence prevention/youth development. **Please see the addendum for more information on the focus areas and performance measures.**

## Massachusetts Service Alliance

Established in 1991, the Massachusetts Service Alliance (MSA) is a private, nonprofit organization that expands volunteerism and service in Massachusetts by providing individuals and organizations with funding, training, and support, which enables them to strengthen communities and make our Commonwealth a better place to live. Through strong partnerships with local, state, and federal agencies, MSA generates collaboration and public-private partnerships to grow volunteerism and service initiatives in Massachusetts, including AmeriCorps, Commonwealth Corps, and Volunteer Generation Initiatives programs.

MSA partners with nonprofit organizations, academic institutions, and public entities to reinvigorate civic involvement to help address the Commonwealth's most urgent needs and elevate the ethic of service and civic engagement throughout Massachusetts. MSA administers and manages the Commonwealth Corps, including host site management and aspects of member management, such as payment of member stipends and benefits, corps-wide orientation/training, and development of esprit de corps among members. See Section II for more details on MSA and host site roles.

The Commonwealth Corps program is a unique model as a state-funded service program, allowing MSA to engage Massachusetts residents in service to strengthen communities and create an important pathway for service members to hone skills, expand their networks, earn education funding, and grow into the next generation of leaders.

## SECTION II: GENERAL INFORMATION

### Commonwealth Corps Commitment to Equity

We believe that the mission of Commonwealth Corps - strengthening communities, addressing critical needs, and increasing volunteerism - must have at its core a commitment to justice, equity, diversity, and inclusion (JEDI). This means working collaboratively with our community, service members and host site partners to identify and reduce barriers that affect many people across Massachusetts.

As a state-funded service internship program, we see our role in this work as one of training and support for our service members as emerging leaders in the nonprofit sector, as well as our host site partners who support members on their professional journey. Through our host site selection process, member recruitment and selection, and ongoing member and host site support, Commonwealth Corps is committed to being a program that is inclusive of members who reflect the diversity and lived experiences of the communities we serve. We also see our role as helping members explore their own identities while building their knowledge and understanding of others' identities in order to create more inclusive and equitable opportunities through their service. [Read more on our commitment to equity here.](#)

### Commonwealth Corps Shared Commitment with Host Site Partners

Commonwealth Corps seeks partnerships with those who can help to uphold and advance our commitment to equity, who can bring new perspectives or knowledge to our community, and who are open to learning and growing together. Host Site Partners should share in our commitment to:

- Provide opportunities for people of all ages, backgrounds, and identities to serve their communities and focus on their own growth and development
- Engage in conversations and work to address topics of justice, equity, diversity, and inclusion, and examine together the roles we play and identities we hold in serving marginalized communities in our state
- Recognize and address the role of identity, privilege, and systems of oppression in service and volunteerism
- Create an inclusive and welcoming culture and environment for all members and for those we serve, using this [Inclusive Language Guide](#) provided by America's Service Commission for reference.

If you have questions or would like more information on any of the information listed above, including current program data or past priorities and efforts regarding justice, equity, diversity, and inclusion, please email the Commonwealth Corps team at [CCquestions@mass-service.org](mailto:CCquestions@mass-service.org).

## Commonwealth Corps Frameworks

MSA partners with host sites for shared responsibility of member management. The chart below details key responsibilities in the program management structure:

<b>Program Management Area</b>	<b>MSA Responsibility</b>	<b>Host Site Responsibility</b>
<b>Goals and Outcomes</b>	Support selected sites' development of performance measures and other documents, as needed.	Finalize performance measures during the summer and complete other documents to clarify member/program goals and activities.
<b>Member Recruitment</b>	Provide recruitment support and advertising for Commonwealth Corps program and positions generally, throughout the year.	Maintain primary responsibility for developing a tailored position description (in collaboration with MSA) and recruiting and advertising for the specific position(s)/members.
<b>Member Selection</b>	Coordinate with each host site to conduct members' final interviews prior to MSA approval and selection for the position. MSA extends the official offer and accompanying paperwork to members.	Develop and manage the interview and selection process for the position(s) and coordinate final member interviews, conducted by MSA. Host site can sit in on final interview (optional).  Host sites must conduct CORI & SORI checks on all members prior to service.
<b>Member Orientation</b>	Provide Corps-wide orientation and initial training, including overview of Commonwealth Corps, member rights and responsibilities, and other skills essential to successful service.	Support and require members to attend MSA orientation in August.  Host sites must provide on-site (in-person or virtual) orientation to the agency and service role, as well as other initial training to ensure that members are prepared to begin service.
<b>Member Supervision</b>	Provide general member supervision through regular member contact, bi-monthly check-ins, and group meetings throughout year.	Assume primary responsibility for providing ongoing supervision, including, at minimum, weekly 1:1 meetings. If members are serving in-person, supervisors should be based out of the same location for ≥50% of the members' scheduled service time. If members are serving remotely, supervisors must establish significant structures for virtual communication and support.

<b>Ongoing Member Support</b>	<p>Offer trainings throughout the year to deepen members' skills, civic engagement, and understanding of the issues addressed through their service.</p> <p>MSA will coordinate with host site staff to provide support when challenges arise related to member service and on service improvement plans, as necessary.</p>	<p>Provide ongoing training and support to members and must be in regular communication with MSA regarding member progress.</p> <p>Host sites must inform MSA of challenges or concerns regarding member performance and coordinate with MSA on service improvement plans (as necessary).</p>
<b>Member Performance Evaluation</b>	<p>Review member performance evaluations and support host sites, as needed, to address member issues or areas for growth.</p>	<p>Complete mid- and end-of-year member performance evaluations, review these with members and submit them to MSA by the deadline. Sites may also be asked to complete member commitment reviews and support processes.</p>
<b>Fiscal Responsibility</b>	<p>Assume primary responsibility for providing MSA-administered member benefits, including stipend payments, health insurance (full-time members only), MSA-related travel reimbursements, and completion awards.</p>	<p>Contribute a one-time partnership contribution (see Section III for details). This includes a \$500 nonrefundable deposit per member due at the beginning of the partnership.</p> <p>Reimburse members for service-related travel according to their agency policies. Encouraged to provide additional benefits to members.</p>
<b>Progress Reporting</b>	<p>Compile progress reporting data and share it with host sites and other interested parties. The information gathered will be used to gauge program effectiveness, identify areas in need of improvement, and promote the Commonwealth Corps program.</p>	<p>Complete and submit mid- and end-of- year progress reports and beginning and end of year roster reports in a timely fashion. Host sites are required to inform members of the performance measures and goals of their projects and are encouraged to involve members in the data collecting and reporting process.</p>
<b>Host Site Management and Support</b>	<p>Provide training and support to host site staff who supervise members and/or participate in the MSA partnership.</p>	<p>Designate one staff member as the primary MSA contact for the term; and assign one supervisor to oversee corps members and their activities on-site, including holding weekly one-on-one meetings.</p>
<b>Member Compliance</b>	<p>Support host sites, as needed, to address member compliance issues when they arise.</p> <p>MSA will also help manage the minimum weekly member commitment for MSA-related activities.</p>	<p>Ensure member compliance with the Commonwealth Corps program (submitting time sheets and reports, fulfilling weekly MSA- related activity commitment, attending meetings/trainings/etc.) by supporting MSA-based responsibilities and informing MSA immediately of any concerns in this area.</p>
<b>Promotion of Commonwealth Corps</b>	<p>Highlight successes and experiences of individual host sites, members, and the overall program.</p>	<p>Submit one newsletter write-up about their members and promote their affiliation with the Commonwealth Corps and MSA in an ongoing way, including use of logos.</p>

## Technical Assistance, Training and Support from MSA for Selected Host Sites

MSA will support selected host sites in finalizing member position descriptions, performance measures, and through the recruitment and selection process. MSA will lead a Host Site orientation and provide additional webinars through the term covering: an introduction to Commonwealth Corps; host site expectations; creating an inclusive environment; member management (timesheets, hours, benefits, performance management); fostering Commonwealth Corps identity; performance measurement and reporting; and preparing members for “Life after Commonwealth Corps.” Host sites will also receive a Host Site handbook which details the policies and procedures of the program.

Throughout the service term, MSA will offer ongoing technical assistance, in addition to required bi-monthly check-ins, to help sites with member recruitment, selection, support, management, pre-service training, ongoing development, and data reporting. Assistance may include templates, coaching, or referrals to online or peer resources to help sites set up systems, strengthen partnerships, train members for their service responsibilities, and provide additional development opportunities. MSA will also gather input from host sites through meetings, trainings, surveys, and/or peer learning. Topics may include program development, volunteer engagement, and sustainability.

## Training and Support from MSA for Members

MSA will conduct a week long orientation for all Commonwealth Corps members covering: an overview of the Commonwealth Corps (focus areas, performance measures, roles, responsibilities, and benefits); onboarding paperwork such as contracts and tax documents; information on supervision and performance evaluation processes; and procedures for requesting accommodations and handling grievances. We will also begin to explore topics such as communication skills, adopting a social justice lens, and more which will help members strengthen their impact at their host sites. During orientation we will also provide an overview of the professional development opportunities available to members throughout their service term.

MSA offers professional development sessions about twice a month, and each member must attend at least six during their service term. Topics are selected with member input and tailored to their needs, including experience, schedule, and service focus. Trainings generally fall into three areas: service and professional skills, justice, equity, diversity and inclusion (JEDI), and leadership and personal growth. Members also receive support for life after Commonwealth Corps, including career transitions and continued civic engagement.

There are also opportunities for Commonwealth Corps members and staff to come together during the year. This may include group service projects, in-person trainings and events, and the end of term Celebration of Service, as well as others.

## Minimum and Maximum Member Slot Requirements

Host sites may apply to host 2-4 full-time or half-time members to serve with the host site for a 10-month term of service. Sites may request members of one slot type (full-time or half-time) and in one or two focus areas. Members are awarded for only one year and can only serve for one term.

**NOTE:** Please be sure full-time positions are warranted for your request, and you are requesting only the number of members your organization needs for this project.

**Agencies that wish to host fewer than two members can partner with one or more agencies to apply jointly.** One agency must act as a lead applicant and will serve as the main contact with MSA. In such cases, there must be common goals, measures and/or activities that build a sense of team across members and organizations.

## Member Benefits

Members will receive the following benefits:

- Semi-monthly stipend (twice a month while actively serving, described below);
- Health insurance (full-time members only; individual coverage only);



- Completion award (described below);
- Member assistance program, including unlimited, confidential, 24/7 counseling services;
- Limited travel reimbursement to **from MSA** for Commonwealth Corps sponsored activities;
- Limited travel reimbursement **from their host site** for certain service-related travel away from their usual service location, according to that agency's policies;
- Internet reimbursement up to \$50/month if required to complete service from home;
- Ongoing training and professional development opportunities and up to \$100 to be used towards individual professional development (dependent on MSA approval);
- Opportunity for at least 10 days of planned absences plus scheduled holidays;
- Mental health/wellness days (to be counted toward service hours); and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Host sites are allowed and encouraged to provide additional benefits to members serving with their organization. These **must** include reimbursements for service-related travel away from a member's usual service location (according to the host site's general policies for reimbursement of official travel) as well as additional professional development opportunities and **may** include benefits such as tuition reimbursements, monthly public transportation passes or stipends, rental assistance to be paid directly to landlord, or assistance with other living costs. Sites may propose other members benefits for consideration and approval by MSA; however, host sites may not add to the stipend amount for members during their 10-month term of service.

### Term of Service

Members will serve full-time or half-time from August 17, 2026 – June 19, 2027. Individuals are only eligible to serve one term with the Commonwealth Corps. Terms of service are broken down as follows:

Type of Member	Hours Per Service Term	Maximum Stipend (See note below.)	Completion Award
Full-time	1,500	\$26,250 (minus taxes/ withholdings)	\$4,000 (minus taxes/ withholdings)
Half-time	750	\$13,125 (minus taxes/ withholdings)	\$2,000 (minus taxes/ withholdings)

**NOTE:** Member stipends are paid in semi-monthly installments of \$1,250 for full-time members and \$625 for half-time members (minus taxes and withholdings) during the weeks that a member is actively in service. The total stipend paid cannot exceed the maximum stipend amount listed above. Receipt of these stipends and benefits may impact an individual's eligibility for certain public benefits.

**\*Stipend amount will be reviewed annually and is subject to change prior to the start of the member recruitment process. Stipends will be no less than the above amounts.**

## SECTION III: ORGANIZATIONAL REQUIREMENTS

### Eligible Applicants

Project proposals should establish a new project or to expand an existing program to meet a demonstrated need in the Commonwealth of Massachusetts in one of the identified focus areas and to build organizational capacity. Eligible applicants are:

- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization applies;
- State, municipal, and county governments, including departments/agencies therein;
- Academic institutions; and
- Native American tribes.

Applicants currently receiving, or with a pending request for MSA funding may apply to be a host site. The application must clearly demonstrate the difference between the proposed Commonwealth Corps project and those activities already supported by MSA.

### New Host Site Term Limits

Beginning with the 2026-2027 application cycle, Commonwealth Corps host sites may serve for a **maximum of 5 consecutive years**. Applicants that have completed a 5-year term or more may apply for this term and if accepted, this will be their final year before the required 2-year break. Sites should explain in their application how they intend to maintain and continue the growth supported by the Commonwealth Corps program after their participation in hosting service members concludes.

### Restrictions

MSA will not fund projects that engage in any of the following:

- Providing religious instruction, conducting worship services or engaging in any form of proselytization;
- Assisting, promoting, or deterring union organizing;
- Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impairing existing contracts for services or collective bargaining agreements;
- Advocating to impact public funding (state or federal) or for a change in public policy as a part of members' Commonwealth Corps service;
- Utilizing corps members to replace previously budgeted staff positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites.

Host sites cannot pay members for additional responsibilities or employ members in a paid capacity during their term of service.

### Host Site Requirements (Please review program frameworks in Section II of this RFP)

#### Programmatic Responsibilities

Organizations receiving support from MSA are required to:

- Finalize, track, and report on performance measures;
- Develop documents detailing goals and outcomes;
- Recruit and select members with input from MSA;
- Train, supervise, and support corps members, including weekly check-ins with members;
- Determine members' schedules to ensure both a manageable level of responsibility and adequate time to complete overall service commitment/hours;
- Orient and train site supervisors (if applicable);
- Ensure members display materials provided by MSA that identify them as Commonwealth Corps members;
- Support members in completing their weekly MSA-related activities requirement;

- Promote the Commonwealth Corps and their partnership with MSA, including use of logos;
- Plan members' schedules to ensure availability to attend mandatory MSA-led member orientation, trainings, and meetings (minimum of six events post-orientation per member).

#### Administrative Responsibilities

Organizations receiving support from MSA are required to:

- Select one person to serve as main contact with MSA, if multiple supervisors;
  - If not supervising all members, the main contact must have full understanding of all members service roles and be able to keep MSA updated on their progress and experiences. The main contact is also responsible for promoting a sense of team among the members and ensuring that the responsibilities listed below are followed.
  - Alert MSA if staffing changes. New main contacts and supervisors must meet with MSA staff to review the host site's proposal and the host site orientation materials.
- Submit a mid-year and a final programmatic progress report;
- Approve member timesheets weekly;
- Complete and submit a mid-year and end of year member performance evaluation, as well as optional but encouraged Member Hours and Commitment Reviews;
- Participate in mandatory welcome meeting, orientation, trainings, and bi-monthly check-ins;
- Provide write-up for host site newsletter spotlight, and encourage members to provide updates for public sharing;
- Provide adequate work space and resources (desk, computer, phone) for successful service; and
- Host a site visit by MSA staff.

#### Fiscal Responsibilities

All organizations are expected to share a portion of the cost of each member. The host site fee is based on your organization's annual revenue, as reported on your most recently filed Form 990 (total revenue reported less grants made; for the 2024 Form 990, this would be Line 12 minus line 13). If you do not file an annual Form 990 or feel that this number does not accurately reflect your operating revenue, please let us know and we will work with you to determine in which category you belong.

Organizational Revenue	Host Site Fee per Full-Time Member	Host Site Fee per Half-Time Member
Less than \$5M	\$8,000	\$4,000
Greater than \$5M	\$11,400	\$5,700

The host site fees have been determined by considering the compensation costs associated with the members (stipends, completion awards, and taxes). Organizations with less than \$5M in annual revenue cost-share ~25% of member costs; those with greater than \$5M cost-share ~35% of member costs. MSA incurs other costs to operate the Commonwealth Corps program, including health insurance for full-time members, staffing, supplies, training, and other operating costs; therefore, we do not prorate the host site fee if your program or members start late.

A non-refundable deposit of \$500/member is required in mid-July; you will be invoiced for the remainder of the host site fee for all enrolled members in early October. You may request a 30% reimbursement of the host site fee if a member exits within the first three months of service.

Organizations receiving support from MSA are required to:

- Contribute a one-time partnership contribution payment directly to MSA. *Note: MSA offers alternative payment options to accommodate various fiscal cycles or budget constraints. Please reach out with any questions or concerns.*
- Support their members with travel reimbursements for service-related travel away from their usual host site location, according to their organizational travel reimbursement policies that would apply to others traveling for official purposes.
- Host sites are also encouraged to provide additional benefits to members, provided all members

are offered the same benefits. These may include reimbursement for expenses like rent or childcare, transit passes/travel allotments, tuition reimbursement, or training.

### **Provision of Reasonable Accommodations**

MSA **embraces inclusion and welcomes members with disabilities**. Host sites are expected to provide reasonable accommodations for qualified individuals and support every effort to apply for a position and also, once selected, to conduct all activities in accessible settings. Reasonable accommodations and related supports are to enable members to complete their tasks, including the application and interview process. A person with a disability is responsible for letting program staff (MSA and Host Site) know that an accommodation is needed to participate in the application process, to perform essential functions, or to receive equal benefits and privileges of service. Please note that MSA expects for the Host Site to make reasonable accommodations for qualified individuals with known disabilities, unless undue hardship would result, in accordance with the Americans with Disabilities Act and applicable state and local laws. Please contact [vtucker@mass-service.org](mailto:vtucker@mass-service.org) for more information.

### **Criminal History Checks**

MSA is committed to ensuring the safety of program participants and beneficiaries. Organizations must conduct a criminal history check for all Commonwealth Corps members prior to their start of direct service. If a criminal history is identified, it does not automatically disqualify the individual from serving. Each host site determines eligibility based on its policies, with guidance from MSA. Members who have not been cleared to serve may not begin direct service at their host site.

### **Other Applicable Statutory and Administrative Provisions**

All programs must comply with state laws regarding Drug-Free Workplace, Non-Discrimination, and Grievance Procedures. The host site must also comply with all other applicable state statutes, executive orders, regulations, and policies governing the program.

## SECTION IV: SUBMISSION & SELECTION

### Submission Requirements, Deadlines, and Links

Applicants are required to submit the following:

- An initial application due on Friday, December 19, 2025, by 5:00 PM; and
- A full application due on Thursday, January 15, 2026, by 5:00 PM.

*Applications and supporting documents must be submitted via the online portal. Email, hard copy, or fax submissions will not be accepted. Any application that is not complete and/or does not comply with all requirements may not be reviewed.*

#### Please note:

We strongly recommend submitting your application **before the January 15 deadline**. MSA **cannot guarantee technical assistance on the final day**. Submitting early will help ensure your materials are received on time and that we can assist you if any issues arise.

#### **Online System Details:**

- Applicants can save their applications and come back to edit them until submitted to MSA.
- Applicants will need to create and share their login information with others if they are collaborating on their application. The system does not allow for multiple log in accounts.
- The application includes required questions that prohibit movement from page to page, but applicants can put in text as a place holder to move between pages. (A PDF of the application questions is also available on the MSA website).
- It may be helpful to draft the application in a Word document and then copy and paste it into the online system.
- *Be sure to click "submit" AND "confirm"*

**\*\*\* After you click "submit," you can review your application, and then click "confirm" for the submission to be finalized. You will receive a confirmation message upon successful submission. \*\*\***

#### **Application Details:**

1. Applicants will provide organizational information and complete the written narrative directly in the online system. Required attachments [performance measures, position descriptions, and organizational documents] are uploaded within the system.
2. In your narrative, please **leave a space between paragraphs**, as the online system does not allow for any text formatting (tabs, etc.) and **answer the questions as outlined in this RFP**. The **character limits** listed are maximums and include spaces; applicants do not need to reach that maximum in each response.
3. **Current or Former Commonwealth Corps Host Sites** are required to answer additional questions in Section 5 of the application narrative and are allotted additional characters for this purpose.

## **Review and Selection Process**

The Massachusetts Service Alliance will select applications through a multi-stage process that includes a community review, a clarifications period, review by MSA staff, and final selection and approval by MSA's Board of Directors. As part of this process, past performance of organizations that have received MSA funding or support will also be taken into consideration.

## **Selection Criteria**

The Commonwealth Corps seeks to engage a diverse group of host site agencies and corps members who will address critical needs through their service in the identified focus area(s) and build organizational capacity. Agencies of all sizes are encouraged to apply.

### **Preference will be given to projects that:**

- Provide additional benefits to members
- Demonstrate adequate staffing to supervise and manage the program who are involved in crafting this proposal
- Have experience hosting service members with proven record of support and training
- Show an understanding of the difference between staff and service members
- Clearly describe why Commonwealth Corps is the right fit (opposed to other programs)
- Provide a thoughtful and clear scope and sequence for member development and learning with the host site
- Provide geographic or programmatic diversity to MSA's program portfolio
- Have a balance of direct service, capacity building, volunteer management, and member development
- (for returning sites) Consider challenges from previous years and planned improvements or adjustments

### **Proposals to engage members in unallowable activities will not be considered, including projects that:**

- Involve members in prohibited activities (see "Restrictions" section on this document)
- Utilize corps members to replace previously budgeted positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites
- Engage members in primarily administrative and/or office support roles

## SECTION V: APPLICATION INSTRUCTIONS

Section V provides instructions for completing the online portions of your proposal and application. Applicants must also upload additional attachments, outlined in Section VI of this RFP. Requirements and tips for using the online portal are in Section IV.

We urge you to follow these guidelines when writing your proposal:

- Make sure to complete all sections and include all required attachments.
- Answer every section clearly and in order.
- If you are requesting more than one member to serve on the same project:
  - Complete a single application and specify the number of members requested.
- If you are requesting more than one member to serve in differing positions:
  - Complete a Position Description for **each unique role** members will serve in
- If you are applying for members to serve on different projects or with different agencies:
  - Complete a single application that includes some common goals and/or activities and addresses how a sense of team will be built and maintained across members and organizations.
  - Agencies collaborating on an application should select one entity to serve as the lead applicant and main contact with MSA, if selected.
- Attachments outside of what has been requested will not be accepted.

### PAGE 1: APPLICANT INFORMATION:

This first page collects key organizational information, including primary contact details; whether your organization is a current or past host site; any current or past engagement of other service corps members; past receipt of MSA funding; and the cities and towns your Commonwealth Corps members would serve. You will also be asked to indicate the number and type of members you are applying for and to attest that, by applying, your organization agrees to the host site conditions outlined in the RFP, including payment of the host site fee.

You will also certify that you (or an appropriate member of your team) has attended an informational webinar or watched a recording from the current year. This is a requirement for all applicants.

### PAGE 2: PROPOSAL NARRATIVE

#### Executive Summary *[max. of 850 characters; use this template]*

Fill in the [blanks] to complete the Executive Summary for your Commonwealth Corps project:

"[One sentence mission of agency, phrased as 'The mission of AGENCY NAME is to...' or 'AGENCY NAME seeks to/empowers/builds/etc....']. [AGENCY NAME] will host [#] of [full-time or half-time] Commonwealth Corps members [in PROGRAM NAME, if applicable] who will serve as [position title and brief summary of member roles] in [geographic area(s) served]. Through their service, members will [brief summary of anticipated outcomes, both capacity building and focus area related]. In addition, they will leverage [# of volunteers recruited/managed] volunteers that will be engaged in [what volunteers will be doing]."

#### Organizational Background *[max. of 4,750 characters] (20%)*

Provide a clear and concise description of your organization and, if relevant, your organization's previous experience hosting service members, by answering the following questions.

##### Organizational Background:

- What is your organization's mission, target population, and geographic area(s) served?
- What current programs and services does your organization provide?
- What other organizations or community partners in your region/field are addressing the same or similar issues? What is your organization's relationship with these agencies? How do you work together to ensure that services complement one another and are not duplicative?

- Why do you want to host Commonwealth Corps members (as opposed to other service programs, interns, fellows, etc.) for this project? What about the program makes it a good match for your organization, compared to other service or staff roles?
- Does your organization have previous experience hosting service members (AmeriCorps, Commonwealth Corps, etc.)? If yes:
  - In what capacity and for how many years?
  - Describe a few successes and challenges from this experience.
- Does your organization anticipate hosting other service members or interns during the 2026-2027 term? Why or why not? If yes, how will these roles be different?
- How will member roles be distinct from other staff roles at your organization? How will you ensure all staff at your organization have a clear understanding of the member roles and responsibilities? Please provide information regarding both task assignment and support provided.

### **PAGE 3: PROJECT OVERVIEW: (50%)**

Preference will be given to proposed projects that address a clear, critical community need with a well-designed set of projects/activities and measurable, meaningful outcomes. MSA also seeks proposals with a robust plan for member outreach and recruitment as well as applications that offer a well-rounded and intentional professional development/training plan for members. Use this Project Overview section to demonstrate how your project meets these criteria.

#### **Community and Organizational Need [max. of 3,000 characters]**

- Indicate the one or two focus area(s) that you have selected. Within the selected focus area(s), what community needs will the Commonwealth Corps project address?
- Provide specific evidence of these needs and/or explain how community input helped identify them.
- How will member projects build upon existing community strengths and assets?
- What is your organization currently doing to address these specific needs and/or build upon community assets? What does your organization need in order to improve or increase services in this area?
- How will member projects build upon existing community strengths and assets?

#### **Project Details [max. of 6,500 characters]**

- How many and what slot type (full-time OR half-time) of Commonwealth Corps members are you requesting? **NOTE:** Host sites may only apply for one type of member slot (cannot request a combination) and may apply to host 2-4 full-time or 2-6 half-time members.
- Why is the member slot type you are requesting (full-time or half-time) the best fit for this project? How does it align with the project goals and responsibilities?
- What will members do as part of their direct service project(s), supporting clients your organization serves?
- What capacity building project(s) will members complete, and how will these projects strengthen your organization's ability to serve the community?
- How will members engage with volunteers through their service?
- Will all members serve on the same project(s), or will their roles differ? If they differ, what shared goals or activities will connect their service?
- How will you build and maintain a sense of team among your members?
- What will a typical day or week look like for each member role (e.g. schedule, location, type of work)?
- **Please provide a month-by-month timeline (August 2026-June 2027) outlining how the project(s) will progress and the expected outcomes.** Include major activities, milestones, and any member progression that align with or strengthen the projects. *You may present this in paragraph or list form using plain text since the online system does not allow formatting (e.g. a hyphen and space in lieu of bullets).*
- Remember to attach a position description for *each* distinct proposed member role (Attachment B, Position Description Template available on the [MSA website](#).)



### **Member Outreach, Recruitment, and Selection [max. of 3,000 characters]**

Selected agencies must recruit, select, and submit their finalists to MSA for consideration no later than July 31, 2026. MSA will conduct the final interviews and if selected, MSA will extend official offers to candidates to serve as Commonwealth Corps members.

*Note: As you plan your outreach, recruitment, and selection strategy, keep in mind that recruitment for service members can be very different than filling a staff position due to the nature of this kind of opportunity, so we encourage you to think beyond traditional staff recruitment/selection strategies.*

- Describe your member recruitment plan from April to July. Please address the following:
  - Who will oversee recruitment at your organization?
  - What support and resources exist within your organization to help them carry out recruitment?
  - Who will be your target outreach partners?
- The Commonwealth Corps mission is to engage MA residents of all ages, backgrounds, and identities in service. Please address the following:
  - How will your recruitment efforts reach candidates from diverse backgrounds and attract candidates who have the skills and/or experience to be successful in this position?
  - How will you ensure your recruitment and selection of members is equitable and inclusive? (MSA is available to help support you in developing new recruitment and selection strategies, if needed).
- How will your selection process gauge candidates' current skills, knowledge, and abilities for the position? **NOTE:** Service members come to the program with a wide range of skills and needs.
  - Based on what you learn, how will you support their development during the first few months of service?

### **Project Impact/Outcomes [max. of 1,500 characters; Performance Measure Worksheet is separate]**

Complete the Performance Measure Worksheet (Attachment A, template available on the [MSA website](#)). All applicants must complete the "CAPACITY BUILDING" section and then complete the worksheet(s) corresponding to their 1-2 selected focus area(s).

*Note: MSA will work with selected sites on finalizing these measures before the start of the service term.*

- What immediate impact do you expect members to have on your organization's services and the communities served?
- How will you measure and track progress toward your performance measures and evaluate the success of the project and member's service?

### **Sustainability [max. of 1,500 characters]**

- How will the proposed project build **sustainable organizational capacity** in ways that will last beyond the term of service?
- How do you plan to sustain the projects and community impact after members complete their 10-month service, and how will staff continue or integrate this work moving forward?

### **PAGE 4: MEMBER SUPPORT (30%)**

Members need significant training, support, and guidance to be successful. They are recruited to complete a term of service that benefits your organization and community, *and* one that provides opportunities for their own development.

Use this section to demonstrate that your organization has the capacity to support the unique needs of service members and the project. *Note: When members serve in-person, supervisors should be based out of the same location for at least 50% of the members' scheduled service time. When serving remotely, supervisors must establish and maintain a clear method for a variety of forms of communication.*

### **Member Training and Benefits [max. of 1,500 characters]**

- How will you orient members and phase in their responsibilities to ensure a strong, successful start to service?

- What is your member training and professional development plan for the service term? Please outline the essential skills members will need and when they will receive related training (a month-by-month overview is strongly encouraged).
- How will members be supported professionally outside of scheduled trainings? How much staff time will be dedicated to supervision, coaching, and ongoing member development and what will this look like?
- What additional benefits will you provide members (e.g. MBTA pass, grocery or childcare stipend, meal plan, certification opportunities, etc.)?

**Member Supervision and Organization Environment [max. of 3,000 characters]**

- Who will supervise the members, and what is their job title and role in the organization?
  - If there will be multiple supervisors, provide details and note who will be the main contact with MSA. If there is only one supervisor, when this person is temporarily away, who will step in to supervise members?
  - Why does this staff member want to supervise Commonwealth Corps members and what relevant experience do they have supervising service members, interns, volunteers, or early career staff?
- How will members receive day to day support and supervision, both in-person and remotely (if applicable)?
- How have the staff who will directly supervise or support members been involved in developing this application and project?
- Please describe the workspace, supplies, and resources to that will be provided for the members. This should include at minimum a computer and phone access, and if they are serving in-person, a physical workspace. Members are not permitted to use their personal technology for service.
- Please share a brief statement of your organization's commitment to equity, diversity, and inclusion (if you prefer, you can provide a link to a page on your website).
  - With this in mind, how will you ensure your members feel welcomed and included at your organization?

**PAGE 5: CURRENT/PAST COMMONWEALTH CORPS HOST SITES**

(Not applicable for new applicants; **REQUIRED** for current/past host sites)

Current and past Commonwealth Corps host sites may apply for the 2026-2027 program. Beginning with this year's application cycle, host sites may serve for a *maximum of 5 consecutive years*. Sites that have completed a 5-year term or more **may apply for this term**. If accepted, this will be their final year before the required 2-year break. Sites should explain in their application how they intend to maintain and continue the growth supported by the Commonwealth Corps program after their participation in hosting service members concludes.

Returning sites are strongly encouraged to propose new or expanded goals/projects, but they may continue prior goals/projects if they explain why expansion is not feasible (for example, if the member project has a two- or three-year trajectory to achieve the initial goals).

Sites are also encouraged to reflect on their past experiences and provide an accurate representation of their participation and partnership with MSA, as well as areas where improvement could be made. Please keep in mind previous years clarifications as well as feedback provided during host site check-in meetings.

**Commonwealth Corps Model [max. of 2,000 characters]**

- How does your proposed 2026-2027 project compare to your prior Commonwealth Corps model(s)?
- Why did you keep items the same or change them?
- If not addressed above, how will this build upon your previous goals and/or projects, or why is expansion not possible and/or appropriate at this time?

**Past Performance and Lessons Learned [max. of 2,000 characters]**

- Briefly discuss your past performance in terms of:
  - member outreach/recruitment and filling requested slots,
  - member retention, support, and development of skills
  - program impact and meeting performance measures, and
  - communication with MSA and timely fulfillment of host site responsibilities
- What lessons did you learn from your successes with the Commonwealth Corps?
- What lessons did you learn from your challenges?
  - How have you incorporated these learnings into this year's proposal?
- As a returning site, what knowledge, resources, trainings, or other supports would you be able to provide to other host site partners or CC members?

*Beginning with the 2026-2027 application cycle, Commonwealth Corps host sites may serve for a **maximum of 5 consecutive years**. See Section III for details.*

**For sites applying for their final term**

- How will you ensure projects are completed before the end of service?
- How will you sustain your projects after members leave?

*[Section 5 will be considered in the scoring of the above sections, as appropriate.]*

## SECTION VI: PERFORMANCE MEASURES & FOCUS AREAS

Through the Commonwealth Corps, MSA seeks to build the capacity of host site organizations and make measurable impact in identified focus areas. Below is a detailed description of each focus area, the overarching goal, and the specific performance measures applicants will identify on their Performance Measure Worksheet (Attachment A), which selected sites will track and report on throughout the service term.

All applicants must complete the capacity-building section and select one or two focus areas, addressing the measures for each. Performance measures should be submitted using the PDF worksheet (a fillable version is available for download on the MSA website).

Selected host site partners will have the opportunity to adjust their measures over the summer before the start of the service term. Final performance measure targets for 2026-2027 will be set in the Host Site Intake Form, completed at the end of the summer.

**CAPACITY-BUILDING** *All applicants must address all of the required capacity-building measures and at least one additional measure.*

Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. These activities should achieve lasting positive outcomes for the beneficiary populations served by the organization. Projects should:

- 1) support or enhance the program delivery model;
- 2) respond to the organization's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community; and
- 3) enable the organization to provide a sustained level of increased or improved direct services after the members' term of service has ended.

Required Performance Measures:

- Number of unique individuals who have been directly impacted by, benefited from, participated in or connected with your members' service.
- Number of community volunteers recruited and/or managed by members.
- Number of hours of service contributed by community volunteers recruited and/or managed by members.
- Dollar value of cash and/or in-kind support leveraged by members, including member-managed volunteers. (DO NOT include value of Commonwealth Corps members.)
- Number of member projects aimed at increasing sustainability and/or documentation of program, with at least 1 specific example.

Additional Performance Measures (select at least one):

- Number of new beneficiaries served as a result of the Commonwealth Corps project(s) and member activities.
- Number of existing beneficiaries reporting improved program services as a result of the Commonwealth Corps project(s) and member activities.
- Number of additional activities completed by members outside of the proposed project plan.
- Number of outputs produced as a result of Commonwealth Corps project(s) and member activities.

**FOCUS AREAS** *All applicants are required to select ONE or TWO (maximum of two) of the following focus areas in their application and must address all required measures within the selected area. Several focus areas include additional measures applicants must select from.*

### **Economic Opportunity/Workforce Development**

Goal: To improve the economic well-being and security of underresourced individuals, with emphases including the chronically and long term unemployed. Projects will facilitate access to services and resources

that contribute to improved employability.

**Performance Measures (select at least **three**):**

- Number of unique economically under resourced individuals or individuals facing chronically high rates of unemployment:
  - referred to job training and placement services.
  - receiving job training and other skills development services.
  - referred to job placement services.
  - receiving job placement services.
  - assisted in pursuing educational opportunities.
  - assisted in receiving professional certification, licensure, or credentials.
- *Optional:* A different performance measure of the host site's choosing that includes a clear measurable target. *(For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

**Education**

**Goal:** To improve school readiness and success for children and youth. Projects will facilitate access to and participation in quality educational programs for children and youth.

***For early childhood education:***

Required Performance Measures:

- Number of unique children participating in early childhood education programs.
- Number of unique children completing participation in early childhood education programs.
- Number of unique children demonstrating gains in school readiness in terms of social/emotional development, literacy skills, or numeracy skills.

Additional Performance Measures (select at least **one**):

- Number of unique parents/caregivers/guardians receiving referrals to early childhood education programs/services.
- Number of unique parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.
- Number of activities supported by members aimed at increasing family engagement in early childhood education.
- *Optional:* A different performance measure of the host site's choosing that includes a clear measurable target. *(For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

***For general education (programs that focus on grades K-12):***

Required Performance Measures:

- Number of unique children/youth participating in education programs.
- Number of unique children/youth completing participation in education programs.
- Number of unique children/youth demonstrating improved school engagement through changes in two key behaviors and/or attitudes. Please specify the behaviors and/or attitudes, which may include: increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, increased interest in school, improved perspective on school climate, increased attachment to school, and increased educational aspirations.

Additional Performance Measures (select at least **one**):

- Number of unique parents/caregivers/guardians receiving referrals to educational programs/services.
- Number of unique parents/caregivers/guardians increasing engagement in students' learning

and/or educational goals.

- Number of activities supported by members aimed at increasing family engagement in their students' learning and/or educational goals.
- *Optional: A different performance measure of the host site's choosing that includes a clear measurable target. (For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

### **Health & Nutrition**

Goal: To improve the physical and mental health of communities and individuals, with emphases including substance abuse prevention and treatment. Projects will improve access to and utilization of primary and preventive health care, which could include a focus on those impacted by trauma and the promotion of healthy relationships.

#### Performance Measures (select at least **three**):

- Number of unique individuals utilizing preventive and primary health care services and/or programs benefitting their health.
- Number of unique clients to whom information on health insurance, health care access, and health benefits programs is delivered.
- Number of unique clients enrolled in health insurance, health services, and health benefits programs.
- Number of unique individuals participating in health education programs.
- Number of unique individuals receiving individualized health- or nutrition-related coaching or support.
- Number of health and/or nutrition resources, tools, or materials developed and/or distributed as a result of members' service.
- Number of unique individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant.)*
- *Optional: A different performance measure of the host site's choosing that includes a clear measurable target. (For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

### **Veterans' Support**

Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families. Projects will positively impact the quality of life of veterans and improve military family strength by increasing the number of veterans served, and the number of veterans engaged in service. MSA is particularly interested in projects that engage veterans to serve other veterans.

#### Required Performance Measures:

- Number of veterans and/or active-duty military personnel that received assistance.
- Number of family members of veterans and/or active-duty military personnel that received assistance.
- Number of veterans and/or military family members engaged as Commonwealth Corps Members.

#### Additional Performance Measures (select at least **two**):

- Number of veterans receiving housing placement services.
- Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.
- Number of veterans receiving job training, skill development, or job placement services.
- Number of veterans assisted in receiving professional certification, licensure, or credentials.
- Number of veterans assisted in pursuing educational opportunities.
- Number of unique individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant.)*

- *Optional: A different performance measure of the host site's choosing that includes a clear measurable target. (For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability.

#### **Youth Development/Youth Violence Prevention**

Goal: To increase access to positive youth\* development opportunities and decrease youth exposure to risk behaviors. Projects will support positive engagement/development services for teens/young adults, which might include promotion of healthy relationships.

***\*For the purpose of this application, youth and young adults are defined as persons 24 years old or under.***

#### Required Performance Measures:

- Number of unique youth connected to resources and services through outreach.
- Number of unique youth enrolled in education, alternative education, job trainings, or other positive development activities.
- Number of unique youth completing education, alternative education, job trainings, or other positive development activities.

#### Additional Performance Measures (select at least one):

- Number of youth demonstrating increased positive behaviors/protective factors.
- Number of youth demonstrating decreased risk behaviors including decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.
- Number of individuals assisted in receiving professional certification, licensure, or credentials.
- Number of unique individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. *(Applicants are strongly encouraged to include this measure, if relevant.)*
- *Optional: A different performance measure of the host site's choosing that includes a clear measurable target. (For selected sites, this would be finalized with MSA.)*
  - For example: Number of individuals served in this focus area who represent a target population for your organization, such as individuals who identify as BIPOC (Black, Indigenous, and People of Color), Latinx, a person with a disability, or a veteran.

## Program Examples

### Example #1:

An organization in Pittsfield is approved to host two corps members who will serve full-time throughout the school year to establish a literacy-based volunteer program and to provide direct tutoring services during and after school to elementary school children in Pittsfield. They will partner with host site staff to research best practices in literacy tutoring and volunteer management, design the program, and recruit volunteers with an interest in literacy and education. Members will be trained and then provide appropriate training to volunteers on topics such as effective tutoring strategies, behavior management, and an overview of the Pittsfield Public School system. Members are serving with a hybrid schedule, providing 3 days of service in-person and 2 days of remote service. They are also creating trainings to help volunteer tutors adapt to a virtual setting, a resource that will be helpful to the organization for years to come.

### Example #2:

A college in Worcester is approved to engage two veterans as half-time Commonwealth Corps members to serve as orientation coaches and mentors to recently returned veterans who are enrolling in the college and are experiencing challenges adjusting to or remaining in school. Members will plan pieces of orientation specifically geared to meet the needs of veterans and will meet those veterans weekly or bi-weekly to provide guidance and support as needed.

### Example #3:

A partnership of two workforce development agencies submits a joint application to host four half-time members who will serve with their agencies in pairs. Members' service will include expansion of volunteer outreach, client intake, and needs assessment, and referrals to appropriate job training services for the long term unemployed or individuals from populations that experience chronically high rates of unemployment. Members will also conduct follow up services with clients to assess their experience and evaluate whether their needs were met. Each agency will recruit and supervise its members, but all the organizations have a common goal/programming and will bring their members together monthly for joint training and networking sessions.

***Note:*** *In this situation, one organization would serve as the lead applicant and submit the application on behalf of all organizations. Members could be recruited locally by each agency; however, the lead applicant would serve as the main contact with the Massachusetts Service Alliance and would take the lead on submitting reports to and managing communication with MSA.*

### Example #4:

An organization in Boston is approved to host two full-time members who will expand their agency's provision of healthy relationship programming and trauma resources to a larger population of survivors of intimate/ sexual violence. They will expand outreach and programming to new partners/clients, while also developing and documenting new curricular elements. The agency will directly supervise both members, and provide initial shadowing opportunities and ongoing support, as well as orientation and ongoing training around healthy relationships, trauma informed care, and vicarious trauma awareness, and responding to intimate/sexual violence.



## SECTION VII: ATTACHMENTS

### **ATTACHEMENT INSTRUCTIONS:**

Use the **Performance Measure Worksheet (Attachment A)** and the **Position Description Template (Attachment B)** available on [MSA's website](#) to download, edit, and submit. **Attachments A and B, plus the organizational documents detailed below, must be submitted with your application.** MSA will work with selected sites to finalize their Performance Measures and Position Description(s) during negotiations, if necessary.

*\*Please title each attachment as "Agency Name\_attachment type" before you upload.*

### **ATTACHMENT A: Performance Measure Worksheet**

- All applicants must **complete the capacity-building section, AND the section(s) appropriate to their ONE or TWO selected focus area(s).**
- Provide appropriate targets (**numbers**) that you expect to attain **as a direct result of your proposed Commonwealth Corps project and members' service.** For more details on the capacity building and focus area goals, please see Section VI of this document.
- Provide detail on the instruments or tools you will use to measure these targets and describe the overall impact you expect to realize as a result of your Commonwealth Corps project(s).
- This attachment should be submitted **using the editable template** available for download [on the MSA website](#) and filled out for the capacity building measures and **only** the focus area(s) you've selected.

### **ATTACHMENT B: Commonwealth Corps Position Description**

- Add in your agency's logo in the allotted space on the top right.
- Please **fill in, edit, and/or delete the sections highlighted in yellow.**
- Applicants should **submit multiple position descriptions ONLY if they are proposing very different roles across members that cannot be captured in one common position description.**
- This should be attached as **ONE Word document** (even if there are multiple positions).
- Position descriptions **must include all elements in the template.** Your expectations and requirements should be reasonable for a program that is focused on member development, and you should specify which functions are marginal versus essential.
  - **NOTE:** *Essential responsibilities* are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. *Marginal responsibilities* are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position.
  - *We encourage sites to not assume members have required skills such as Microsoft office or language fluency. Please also be clear about any physical/environmental requirements.*
- Include the required weekly schedule and specify days of the week and/or time of day. Be clear about any expectations for scheduling or responsibilities that go beyond the MSA-specific guidelines.
- Add any additional benefits that your organization is able to provide to all CC Members at your site, beyond the member benefits provided by MSA (host sites in the past have provided subsidized bus passes, other transportation assistance, on-site meal plans, childcare assistance, rental assistance to be paid directly to landlord, etc.).
- Only include details for your slot type (full- or half-time) and delete the other information.

### **ADDITIONAL ATTACHMENTS: Organizational Documents (all 3 are required)**

1. **Organization Chart** (submitted as Word document or PDF)
  - a. Please include the names of staff in each position. If a role is currently open, please note this.
2. **Form 990**
  - a. Attach your organization's most recently filed Form 990. If your organization is not required to file a 990, please attach your most recently completed audit or other financial statement that reflects your organization's revenue and expenses for the most recently completed fiscal year.
3. **Verification of Eligibility**
  - a. Attach a copy of the 501(c)(3) letter OR the MA ST-2, "Certificate of Exemption"

# ATTACHMENT A: PERFORMANCE MEASURE WORKSHEET

Applicants must **complete (1) the capacity-building section AND (2) the section(s) appropriate to their one or two selected focus area(s)**. See Section VI of RFP for details on completing this section. **This attachment should be submitted using the editable template available for download on the [MSA website](#).**

CAPACITY BUILDING (Required for all sites)	
<b>Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>REQUIRED MEASURES</b>	
Indicator	Target
Number of unique individuals who have been directly impacted by, benefited from, participated in, or connected with your members' service (e.g., participated in member-led projects/activities)	
Number of community volunteers recruited and/or managed by members.	
Number of hours of service contributed by community volunteers recruited and/or managed by members.	
Dollar value of cash and/or in-kind support leveraged by members, including value of member-managed volunteers (DO NOT include value of Commonwealth Corps members).	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	
Number of member projects aimed at increasing sustainability and/or documentation of program.	
<i>Describe at least one (1) member project aimed at increasing sustainability/documentation:</i>	
<i>Describe the impact you expect in capacity building as a result of the Commonwealth Corps project:</i>	
<b>ADDITIONAL MEASURES (select at least one and option to add additional measures)</b>	
Indicator	Target
Number of new beneficiaries served as a result of the Commonwealth Corps project(s) and member activities.	
Number of existing beneficiaries reporting improved program services as a result of the Commonwealth Corps project(s) and member activities.	
Number of additional activities completed by members outside of the proposed project plan (activities can include special events, conferences, board meetings, community events, etc.).	
Number of outputs produced as a result of Commonwealth Corps project(s) and member activities (outputs can include any tangible, measurable contribution members make such as lessons, reports, outreach materials, etc.)	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	

FOCUS AREA: ECONOMIC OPPORTUNITY/WORKFORCE DEVELOPMENT	
<b>Goal: To improve economic well-being and security of underresourced individuals.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>MEASURES (select at least three, and option to add additional measures):</b>	
Indicator	Target
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>referred to job training and placement services.</i>	
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>receiving job training and other skills development services.</i>	
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>referred to job placement services.</i>	
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>receiving job placement services.</i>	
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>assisted in pursuing educational opportunities.</i>	
Number of economically under-resourced individuals or individuals facing chronically high rates of unemployment <i>assisted in receiving professional certification, licensure, or credentials.</i>	
<i>(Optional) [A different performance measure of the host site's choosing that includes a clear, measurable target.]</i>	
<i>How does your organization define economically under-resourced individuals?</i>	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	
<i>Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:</i>	

<b>FOCUS AREA: EDUCATION</b> <b>Complete the Early Childhood AND/OR the General Education (K-12) Sections</b>	
<b>Goal: To improve school readiness and success for children and youth.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>EARLY CHILDHOOD EDUCATION REQUIRED MEASURES:</b>	
Indicator	Target
Number of unique children participating in early childhood education programs.	
Number of unique children completing participation in early childhood education programs.	
Number of unique children demonstrating gains in school readiness in terms of social/emotional development, literacy skills, or numeracy skills.	
<i>How will the project define and determine participation and completion of programs?</i>	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	
<i>Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:</i>	
<b>EARLY CHILDHOOD EDUCATION ADDITIONAL MEASURES (select at least one, and option to add additional measures):</b>	
Indicator	Target
Number of unique parents/caregivers/guardians receiving referrals to early childhood education programs/services.	
Number of unique parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.	
Number of activities supported by members aimed at increasing family engagement in early childhood education.	
<i>(Optional)</i> [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
<i>How will the project define and determine increased engagement?</i>	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	

<b>GENERAL EDUCATION (K-12) REQUIRED MEASURES:</b>	
<b>Indicator</b>	<b>Target</b>
Number of unique children/youth participating in education programs.	
Number of unique children/youth completing participation in education programs.	
Number of unique children/youth demonstrating improved school engagement through changes in <u>two</u> key behaviors and/or attitudes. <i>Please specify the <u>2</u> behaviors and/or attitudes.</i>	
Behaviors/attitudes may include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals, increased interest in school, improved perspective on school climate, increased attachment to school, or increased educational aspirations.	Targeted behaviors and/or attitudes:
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	
<i>Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:</i>	
<b>GENERAL EDUCATION (K-12) ADDITIONAL MEASURES (select at least one, and option to add additional measures):</b>	
<b>Indicator</b>	<b>Target</b>
Number of unique parents/caregivers/guardians receiving referrals to educational programs/services.	
Number of unique parents/caregivers/guardians increasing engagement in students' learning and/or educational goals.	
Number of activities supported by members aimed at increasing family engagement in students' learning and/or educational goals.	
(Optional) [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
<i>How will the project define and determine increased engagement?</i>	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	

FOCUS AREA: HEALTH AND NUTRITION	
<b>Goal: To improve the physical and mental health of communities and individuals.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>MEASURES (select at least three, and option to add additional measures):</b>	
Indicator	Target
Number of unique individuals utilizing preventive and primary health care services and/or programs benefitting their health.	
Number of unique clients to whom information on health insurance, health care access, and/or health benefits programs is delivered.	
Number of unique clients enrolled in health insurance, health services, and/or health benefits programs.	
Number of unique individuals participating in health education programs.	
Number of unique individuals receiving individualized health- or nutrition-related coaching/support.	
Number of health and/or nutrition resources, tools, or materials developed and/or distributed as a result of members' service.	
Number of unique individuals from the overall population served in this focus area who received substance abuse prevention or treatment related services. <i>(Applicants are strongly encouraged to include this measure, if relevant.)</i>	
<i>(Optional)</i> [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
Describe the instrument(s) or tools you will use to track the above data:	
Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:	

VETERANS' SUPPORT	
<b>Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>REQUIRED MEASURES:</b>	
Indicator	Target
Number of veterans and/or active-duty military personnel that received assistance.	
Number of family members of veterans and/or active-duty military personnel that received assistance.	
Number of veterans and/or military family members engaged as Commonwealth Corps members.	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	
<i>Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:</i>	
<b>ADDITIONAL MEASURES (select at least two, and option to add additional measures):</b>	
Indicator	Target
Number of veterans receiving housing placement services.	
Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.	
Number of veterans receiving job training, skill development, or job placement services.	
Number of veterans assisted in receiving professional certification, licensure, or credentials.	
Number of veterans assisted in pursuing education opportunities.	
<i>(Optional)</i> [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
<i>Describe the instrument(s) or tools you will use to track the above data:</i>	

YOUTH DEVELOPMENT /YOUTH VIOLENCE PREVENTION	
<b>Goal: To increase access to positive youth* development opportunities and decrease youth exposure to risk behaviors.</b>	
Please provide your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<b>REQUIRED MEASURES:</b>	
Indicator	Target
Number of unique youth connected to resources and services through outreach.	
Number of unique youth enrolled in education, alternative education, job trainings, or other positive development activities.	
Number of unique youth completing education, alternative education, job trainings, or other positive development activities.	
Describe the instrument(s) or tools you will use to track the above data:	
Describe the impact you expect in this focus area as a result of the Commonwealth Corps project:	
<b>ADDITIONAL MEASURES: (select at least one, and option to add additional measures):</b>	
Number of unique youth demonstrating increased positive behaviors/protective factors.	
Number of unique youth demonstrating decreased risk behaviors including decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.	
Number of individuals assisted in receiving professional certification, licensure, or credentials.	
Number of unique youth served in this focus area who received substance abuse prevention or treatment related services. (Applicants are strongly encouraged to include this measure, if relevant, which does not count toward required minimum of one measure.)	
(Optional) [A different performance measure of the host site's choosing that includes a clear, measurable target.]	
Describe the instrument(s) or tools you will use to track the above data:	

***\*For the purpose of this application, youth and young adults are defined as persons 24 years old or under***



# ATTACHMENT B: CC POSITION DESCRIPTION

This attachment should be submitted using the [editable template](#) available for download on the [MSA website](#)



## Commonwealth Corps Service Internship Position Description

[INSERT HOST SITE AGENCY NAME]  
[INSERT PROGRAM NAME, if applicable]

Commonwealth Corps

[INSERT SERVICE POSITION TITLE, e.g., "Outreach and Education Coordinator"]

YOUR  
AGENCY  
LOGO  
HERE

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The [NUMBER OF MEMBERS] Commonwealth Corps members with [AGENCY NAME] will serve 10 months in a [SELECT ONE: full-time or half-time] capacity. They will join a diverse corps of members across Massachusetts who share a common desire to explore their passions and expand their network in service to their communities and the Commonwealth.

[INSERT BRIEF SUMMARY PARAGRAPH ABOUT HOST SITE AGENCY AND COMMONWEALTH CORPS PROJECT]

### What You'll Do:

#### *Essential Responsibilities:*

- Complete a minimum of [SELECT ONE: 1,500 or 750] hours of service, serving August 17, 2026 through June 19, 2027.
- Attend Commonwealth Corps trainings and events held by MSA, generally 1-2 times per month.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC RESPONSIBILITIES HERE AS DIRECTLY RELATED TO THE PROJECT]  
**NOTE FOR HOST SITES:** *Essential responsibilities are those directly tied to the reason the position exists and directly support the Commonwealth Corps project. Therefore, these cannot be eliminated or reassigned. Marginal responsibilities are tasks that can be adjusted or reassigned without jeopardizing the basic functions of the position and project.*

#### *Marginal Responsibilities:*

- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC RESPONSIBILITIES HERE]
  - Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

### Who You Are:

#### *You must be:*

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Committed to 10 months of service and **able to balance service internship commitments with personal commitments in a sustainable way**
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC QUALIFICATIONS HERE]  
**NOTE FOR HOST SITES:** *Please be careful about assuming members possess required skills and be explicit about what will be needed, such as experience with Microsoft Office or other technology skills. If it's a skill for which you can provide on-site training, we recommend putting that in the "It would also be great if you" section. Please also be clear about any physical/environmental requirements.*

*It would also be great if you:*

- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC QUALIFICATIONS HERE]  
**NOTE FOR HOST SITES:** Consider phrasing qualifications in a way that can draw upon transferable skills or a willingness to learn. For example, instead of "Have classroom management experience," you could say "Have experience managing young children" or "Willing to learn and implement classroom management strategies". Service members are often transitioning into a new field and while they may not have industry-specific experience, they may have transferable skills that can be valuable to the role.
- Speak a language other than English -- multi-lingual candidates encouraged to apply  
**Note for host sites:** this is an optional bullet depending on the host site's capacity to support members who do not speak English as their first language, feel free to edit or remove.

#### What You'll Get:

- **Stipend** of \$1,250 (full-time) or \$625 (half-time) semi-monthly while in service, up to \$26,250 (full-time) or \$13,125 (half-time), minus taxes and withholdings; [ACTUAL AMOUNT TO BE FINALIZED BY MSA UPON AWARD]
- **Health insurance** (individual coverage only); [PLEASE DELETE IF HALF-TIME POSITION]
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to \$4000 (full-time) or \$2000 (half-time) upon successful completion of service, minus taxes and withholdings; [ACTUAL AMOUNT TO BE FINALIZED BY MSA UPON AWARD]
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and goals (Up to \$100; Dependent on pre-approval from MSA)
- **Ongoing training and support from MSA** including **professional development** workshops and opportunities;
- **Limited travel reimbursement from MSA** to Corps-wide MSA-sponsored activities;
- **Limited travel reimbursement from your host site** for certain service-related travel away from your usual service location;
- **Internet reimbursement** up to \$50/month if required to complete some service from home;
- [ADD IN ANY ADDITIONAL SITE-SPECIFIC BENEFITS HERE] For example: MBTA pass, housing or childcare cost assistance, meal-plan, additional training stipend  
**Note for host sites:** additional benefits can be a great way to attract candidates who may feel the stipend creates a financial burden but would otherwise be a good fit. Think creatively about what your organization can offer.
- **10 Mental Health/Personal Days** (1 day = 8hrs (full-time) or 4hrs (half-time) counting toward service hours
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

*Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.*

#### Term of Service:

- **Position Start Date:** August 17, 2026
- **Position End Date:** June 19, 2027
- Service commitment [SELECT ONE: 40 (full-time) or 20 (half-time)] hours per week during the following days/times \_\_\_\_\_.
- [ADD IN ANY SITE SPECIFIC SCHEDULING REQUIREMENTS HERE - For example: "M-F, 9am-5pm. Potential for up to 2 weekend commitments per month, with two weeks' notice provided. Please also indicate if members will be required to serve in-person or remotely.]

#### How to Apply:

- To apply, [add application instructions for host site agency]. Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to [Name and contact info of your agency's staff person].
- For questions related to the Commonwealth Corps program contact ccquestions@mass-service.org

\*Accepted members will be required to undergo a criminal history check.

[INSERT CORPS SPONSOR AGENCY NAME] will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. [INSERT CORPS SPONSOR AGENCY NAME] welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

