



The Vermont Governor's Council on Physical Fitness & Sports

Community Wellness Grants

Request for Proposals

Project Title: Community Wellness Grants

Award Period: 1/1/18 – 12/31/18

Date RFP Issued: 6/15/17

Proposal Due: 9/8/17

Contact: Janet Franz, Chairperson, Vermont Governor's Council on Physical Fitness & Sports

Email: vermontfitness@vermont.gov

Requests for Proposals

The Vermont Governor's Council on Physical Fitness & Sports, hereinafter referred to as The Council, is seeking proposals to provide funding for the development of new community wellness initiatives, improvement of existing community wellness programs, and/or collaboration between worksites and community wellness initiatives across the state of VT. The anticipated grant period will be 1/1/18 through 12/31/18, with no option to renew.

Background & Purpose

Exercise is Medicine® (EIM) is a global health initiative led by the American College of Sports Medicine (ACSM). EIM is committed to the belief that physical activity plays an integral role in the prevention, treatment and management of chronic diseases and should therefore be considered and promoted as a vital sign of health. EIM not only strives to integrate physical activity into healthcare but also seeks to link patients to community resources with the ultimate goal of implementing interventions that will slow, stop, and reverse the progression of chronic diseases.

Guided by the EIM initiative, the purpose of the Community Wellness grant is to offer funding assistance with the development of a new wellness program, improve an existing wellness program, or pursue new wellness initiatives that will have an impact on the health and well-being of community members within the state of VT.

Eligible Applicants:

- Community groups including recreation departments, faith-based groups, non-profit organizations, schools, community-based health centers
- Worksites with a community link (primary worksite should be within the state of VT)

Availability & Use of Funds:

A total of \$15,000 is available for this award period. The total number of grants and amounts awarded will be based upon the number received and reviewer evaluations. The Community Wellness award is a one-time award that can be used to cover materials and personnel expenses related to the establishment or improvement of a wellness program, community program, or collaboration between a worksite and community that will have an impact on the health and well-being of community members demonstrated with measurable health objectives/outcomes. The Community Wellness award will not fund one-time events (i.e. blood pressure screening day) or equipment only requests (i.e. standing desks). Although several aspects of wellness (i.e. mental health, social well-being) will be considered for this funding mechanism special consideration will be given to those including physical activity as a primary component.

By encouraging and supporting healthy physical activity habits, community groups as well as collaborations between these groups and worksites have the potential to positively impact the health of their communities. Each community group, or collaborating worksite and community group selected will have different goals for their wellness program, but they must have measurable outcomes with clear strategies for assessing these outcomes. The Vermont Healthy Community Design Resource provides guidance on developing programs and services that best address the physical activity needs and wants of your community.

http://www.healthvermont.gov/sites/default/files/documents/2016/12/active_living_healthy_eating_community_design_resource.pdf

Proposal Guidelines

This RFP defines the scope of work required which the chosen Grantee must operate. In order to be considered for selection, applicant must complete all responses to this RFP in the format described in this document. The Council reserves the right to accept or reject any or all proposals.

Proposals should include a goal, objectives, outlined strategies for meeting objectives as well as the measurable outcomes expected as a result of the proposed program.

Key Steps, Timeline, and Personnel

In order to successfully achieve the outlined objectives, proposals should include a program implementation plan and assessment schedule. In addition, the individual(s) responsible for each key step should be identified.

Sustainability

The Council seeks to fund programs that will continue to have a positive impact on community health and wellness beyond the award period. Proposals should outline a plan and identify individuals responsible for sustaining the program beyond the award period.

Reportable Outcomes

Chosen grantees will be required to submit a brief (no more than 2-page) final report to The Council. This report will provide The Council information regarding the impact of the program on the community, specifically the health outcomes, as well as the current and future, planned status of the program. Failure to submit a final report to The Council and/or significant deviation from the work plan outlined in the awarded proposal will make the grantee ineligible for any future grant opportunities. The final report will become part of The Council grant records.

Communication

Grantees may be contacted and asked intermittently during the award period by members of The Council for program updates, information, and/or photos. Any information and/or photos grantees are willing to share will only be used for promotional purposes by The Council and will not affect the award (funding).

Point of Contact

The Chairperson of The Council, Janet Franz, is the sole contact for this proposal. All communications, including any questions or concerns regarding this RFP are to be addressed **through email** listed on cover sheet of this proposal.

Award Timeline

The Council schedule for this RFP and granting process is listed below. Please note that The Council reserves the right to adjust the schedule below as needed.

RFP published	June 15, 2017
Proposals due	September 8, 2017 at 4:00p.m. EST
Award Notification	On or before October 2, 2017
Anticipated award start date	January 1, 2018
Final Report due	March 31, 2019

Proposal Submission & Deadline

Applicants will submit their proposal electronically to: vermontfitness@vermont.gov with **“RFP Submission” in the subject line of the email**. The closing date for the receipt of proposals is **4:00 PM Eastern Time on Friday, September 8, 2017**.

The Council reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein. Please note that any and all pages of the Applicant proposal containing confidential and proprietary information must be clearly marked “Proprietary and Confidential.” After completion of this bid process, all proposal materials are in the public domain. Proposals may not be marked “Proprietary and Confidential” in their entirety.

Proposal Evaluation

A team of reviewers will determine if each proposal is sufficiently responsive to the RFP to permit a complete evaluation of the Proposal. Proposals must comply with the instructions to Applicant detailed below. Failure to comply with the instructions shall deem the proposal non-responsive and subject to rejection without further consideration.

Method of Award

The Council reserves the right to accept or reject any or all proposals. Upon completion of the evaluation process, The Council will select proposals based on the evaluations and within The Council’s pre-determined grant funding allotment for this RFP.

Proposal Format and Contents

Proposals should include a goal, objectives, outlined strategies for meeting objectives as well as the measurable

outcomes expected as a result of the proposed program.

Goal: Broad, sweeping statement of what you would like to accomplish.

Objectives: Address how you are going to achieve your goals.

Strategies: Discuss activities you will do to reach your objectives.

Measurable Outcomes: Discuss the changes or results you expect as a result of your program and how you will evaluate these changes.

The proposal must be organized in the order outlined below. Headings in **bold** should remain in the proposal. Text beneath the bold headings can be deleted for proposal submission.

Applicant Checklist

Section 1: Applicant Information

Section 2: Work Plan

Section 3: Budget & Budget Justification

PROPOSAL SECTION 1: APPLICANT INFORMATION

Please provide the following information about your organization so that The Council can evaluate the Applicant's ability to support the commitments set forth in response to the RFP. The Council may require additional documentation to support and/or clarify requested information. Applicants should type in responses below.

Applicant Organization(s): _____

Contact Person: _____

Mailing Address: _____

Town: _____ **Zip code:** _____

Contact Email: _____

Contact Phone: _____

Fiscal Agent (Organization name if applicable):

Financial Contact Person: _____

Title: _____

Mailing Address: _____

Town: _____ **Zip code:** _____

Contact Email: _____

Federal Tax ID Number: _____

Contact Phone: _____

PROPOSAL SECTION 2: WORK PLAN

A. PROGRAM DESCRIPTION, PURPOSE, AND NEED

Please describe the program/initiative you plan to pursue including your overall purpose and rationale as to why the program/initiative is needed and how you expect it to be received by the community. (250 words or less)

B. GOALS, OBJECTIVES, AND STRATEGIES

Please list the program’s goal(s), objectives, strategies, personnel, and timelines. (250 words or less)

Goal 1:

Objective 1:

The following is an example of a goal, objectives, and strategies:

Goal 1: Increase the number and diversity of community members who participate in physical activity outdoors on the community pedestrian path

Objective 1: Improve a pedestrian path with the incorporation of exercise stations

Strategies	Responsible Party(ies)	Start/End Dates
Hire a certified fitness trainer to develop exercises at the stations	Tom Townperson- interview and hire	Hire by January 15, 2018
Create signage that explains how to use the exercise stations	Certified Fitness Trainer	Develop & print Jan-Mar 2018
[ADD ROWS AS NEEDED]		

Objective 2: Engage and support community members’ use of the pedestrian path and exercise stations

Strategies	Responsible Party(ies)	Start/End Dates
Increase community member competence of exercise stations with a certified fitness trainer leading initial classes at the stations	Certified Fitness Trainer	May-Jun 2018
Promote the path and exercise stations through printed materials and visits to a wide range of community members (i.e. seniors in group housing, children in local schools)	Tom Townperson, Sally Schoolperson, Vicky Volunteer	April-Sept 2018
[ADD ROWS AS NEEDED]		

C. MEASURABLE OUTCOMES AND KEY STEPS

Please outline the measureable outcomes, key steps, personnel, and timelines involved in the implementation of your program including any planned assessments. (250 words or less)

The following is an example of measurable outcomes and key steps:

Outcomes	Key Step(s)	Responsible Party(ies)	Start/End Dates
The number of community members using the pedestrian path and exercise stations will increase by 30% over the next six months.	A survey will be administered at the pedestrian path as well as electronically through email listservs obtained from the schools, parks and recreation department, and local business. To measure changes in use of the pedestrian path, surveys will be administered prior to- and following the incorporation- and promotion of exercise stations.	Tom Townsperson, Sally Schoolperson, Vicky Volunteer, Bob Business	March 2018- surveys will be administered prior to the incorporation of exercise stations Oct 2018- surveys will be administered following the incorporation- and promotion of exercise stations
The diversity (i.e. age, sociodemographic sector) of community members using the pedestrian path and exercise stations will increase by 50% over the next six months.	A survey will be administered at the pedestrian path as well as electronically through email listservs obtained from the schools, parks and recreation department, and local business. To measure changes in use of the pedestrian path, surveys will be administered prior to- and following the incorporation- and promotion of exercise stations.	Tom Townsperson, Sally Schoolperson, Vicky Volunteer, Bob Business	March 2018- surveys will be administered prior to the incorporation of exercise stations October 2018- surveys will be administered following the incorporation- and promotion of exercise stations
[ADD ROWS AS NEEDED]			

D. SUSTAINABILITY PLAN

Please describe how this program will continue and/or expand to positively impact the health and wellness of employees. Please describe how you plan to sustain the program following the award period including the individual(s) responsible for sustaining the program. (200 words or less)

PROPOSAL SECTION 3: BUDGET

A. BUDGET

Please outline expenses for this program, including salaries, equipment, supplies, and other direct expenses.

Item	Cost
PERSONNEL	
Program Staff (list titles)	
Total Personnel	
OPERATING	
Advertising/Marketing	
Postage	
Travel	
Materials	
Total Operating	
TOTAL	

If you were to receive a lesser amount than requested, would you still be able to proceed with this project?

Yes No

B. BUDGET JUSTIFICATION

Briefly explain the need/cost for each line item listed above.