



***The Vermont Governor's Council on Physical Fitness & Sports***

***Outdoor Fitness and Sports Access Grants***

**Request for Proposals**

**Project Title:** Outdoor Sports & Fitness Access Grants

**Award Period:** 7/1/2024 – 12/31/2024

**Date RFP Issued:** 06/05/2024

**Proposal Due:** 06/19/2024

**Contact:** Janet Franz, Chairperson, Vermont Governor's Council on Physical Fitness & Sports  
**Email:** [info@vermontfitness.org](mailto:info@vermontfitness.org)

## **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 community initiatives that foster access to outdoor sports and fitness activities, especially for Vermont citizens representing communities that historically and/or presently have not participated in the activity primarily due to lack of access or feeling unwelcome or unsafe. The anticipated grant period will be 7/1/2024 through 12/31/2024, with no option to renew.

## **Background & Purpose**

The Vermont Governor's Council on Physical Fitness & Sports recognizes the inequity faced by historically marginalized communities navigating racial, physical, social, economic, and systemic barriers to participation in physical fitness activities and recreational sports. The Council seeks to remove barriers and expand access for all individuals and communities across the state of Vermont through a welcoming culture that fosters justice, equity, diversity, and inclusion and supports community members in feeling psychologically and physically safe in the outdoors.

The purpose of the Outdoor Fitness and Sports grant is to offer funding assistance with the development of a new fitness and sports program, improve an existing fitness and sports program, or pursue new fitness and sports initiatives that will foster access for historically and/or presently marginalized communities within the state of Vermont. By encouraging and supporting access to outdoor fitness and sports, community groups and collaborations between groups have the potential to positively impact the health and wellbeing of their communities.

## **Eligible Applicants:**

Community groups including recreation departments, non-profit organizations, faith-based groups, schools, community-based health centers and all qualified persons are encouraged to submit proposals. The Council does not discriminate against organizations or individuals because of race, color, religion, age, disability, familial status, sexual orientation, gender identity, or national origin.

## **Availability & Use of Funds:**

A total of \$8,000 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 total funding may be split among multiple grant recipients (Grantee).

The Outdoor Fitness and Sports grant is a one-time award that can be used to cover materials, gear, supplies, transportation, and personnel expenses related to the establishment or improvement of an outdoor fitness and sports program or initiative that will foster access for historically and/or presently marginalized communities within the state of Vermont. Each community group or collaborative initiative selected must have measurable outcomes with clear strategies for assessing these outcomes.

## **Proposal Guidelines**

This Request For Proposals (RFP) defines the scope of work required which the chosen Grantee must operate. To be considered for selection, the applicant must complete all responses to this Request For Proposals 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 or initiative. 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.

## **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 from the proposed program, as follows.

- Goal: Provide a broad, sweeping statement of what applicant would like to accomplish.
- Objectives: Address how applicant intends to achieve the goal.
- Strategies: Describe activities applicant will do to reach the objectives.
- Measurable Outcomes: Discuss the changes or results applicant expects from the program or initiative and how applicant will evaluate these changes or results.

## **Proposal Submission & Timeline**

RFP published: June 5, 2024

Proposals due: June 19, 2024

Award Notification: July 1, 2024

Final Report due: Upon completion of project of initiative and before December 30, 2024

## **Key Steps**

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. Applicants will submit their proposal electronically to [info@vermontfitness.org](mailto:info@vermontfitness.org) 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 June 19, 2024.

## **Applicant Checklist**

Proposal Section 1: Applicant Information

Proposal Section 2: Work Plan

Proposal Section 3: Budget & Budget Justification

As follows:

## **PROPOSAL SECTION 1: APPLICANT INFORMATION**

Please provide the following information. You may use this page or a separate page.

Applicant Organization(s):

Federal Tax ID Number:

Contact Person:

Full Mailing Address:

Contact Email and Phone Number:

Financial Contact Person:

Title:

Mailing Address:

Contact Email and Phone Number:

## **PROPOSAL SECTION 2: WORK PLAN**

On a separate page, please provide the following information:

### **A. PROGRAM DESCRIPTION, PURPOSE, AND NEED**

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

### **B. GOALS, OBJECTIVES, AND STRATEGIES**

Describe the program's goal(s), objectives, strategies, personnel, and timelines. (500 words or less)

### **C. MEASURABLE OUTCOMES AND KEY STEPS**

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

### **D. SUSTAINABILITY PLAN**

Describe how this program will continue to positively impact the health and wellbeing of participants following the award period. (200 words or less)

## **PROPOSAL SECTION 3: BUDGET**

Outline expenses for this program, including salaries, equipment, supplies, and other direct expenses. Briefly explain the need/cost for each line item listed.

### **Answer this question:**

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