



The Vermont Governor's Council on Physical Fitness & Sports

Winter Sports Youth Access initiative
Request for Proposals

Project Title: Winter Sports Youth Access initiative

Award Period: 1/31/25 – 12/31/25

Date RFP Issued: 12/6/2024

Proposal Due: 1/6/2024

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

Email: 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 new Winter Sports Youth Access Initiatives or improvement of existing Youth Winter Sports Initiatives in Vermont to foster access to sports and fitness activities, especially for youth from communities that historically have not participated in the activity primarily due to lack of access or feeling unwelcome or unsafe.

The anticipated grant period will be 1/31/25 through 12/31/25, 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 winter 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 youth of communities.

The purpose of the Winter Sports Youth Access Initiative grant is to offer funding assistance with the development of a new winter fitness and sports program, improve an existing fitness and sports program, or pursue new fitness and sports initiatives that will foster access for historically marginalized communities within the state of Vermont. By encouraging and supporting access to youth fitness and sports, community groups as well as collaborations between these groups have the potential to positively impact the health of their communities.

Eligible Applicants:

- Community groups including recreation departments, non-profit organizations, faith-based groups, schools, community-based health centers
- Special consideration will be given to proposals that foster Justice, Equity, Diversity and Inclusion in winter sports, particularly for Black, Indigenous and People of Color (BIPOC) and populations that are traditionally underserved or traditionally do not participate in winter sports.

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 (Grantees).

The Winter Sports Youth Access Initiative 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 a winter youth sports program or initiative with measurable health objectives and outcomes. Each community group or collaborative initiative selected must have measurable outcomes with clear strategies for assessing these outcomes. The award will not fund one-time events or equipment only requests

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 two-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	December 6, 2024
Proposals due	January 6, 2025 at 5:00p.m. EST
Award Notification	On or before January 12, 2025
Anticipated award start date	January 19, 2025
Final Report due	March 31, 2026

Proposal Submission & Deadline

Applicants will submit their proposal electronically to: info@vermontfitness.org with **“RFP Submission” in the subject line of the email**. The closing date for the receipt of proposals is **5:00 PM Eastern Time on January 6, 2024**.

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

On a separate page, please provide the following information:

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. If applicable, please describe how the proposed program fosters Justice, Equity, Diversity and Inclusion in physical fitness activities and sports, particularly for BIPOC and traditionally underserved populations. (350 words or less)

B. GOALS, OBJECTIVES, AND STRATEGIES

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

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)

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

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

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

Yes _____ No _____