

**REQUEST FOR PROPOSAL (RFP)**  
**Region 1 Lead Prevention Organization (LPO)**  
**FY26 Subgrants for Substance Misuse Prevention:**

**Vermont Department of Health Barre, Burlington, and St. Albans Health Districts**

<b>ISSUE DATE</b>	March 14, 2025
<b>Q&amp;A SESSION</b>	March 28, 2025, from 11:30am – 12:30pm <a href="#">Teams link</a>
<b>APPLICATION DUE</b>	April 11, 2025, before 5:00 PM
<b>FUNDING PERIOD</b>	July 1, 2025 – June 30, 2026
<b>FUNDING CONTACT</b>	Megan Bridges <a href="mailto:megan@unitedwaynwvt.org">megan@unitedwaynwvt.org</a>

---

## **1. INTRODUCTION**

Vermont Department of Health (VDH) Division of Substance Use Programs (DSU) has awarded a grant to United Way of Northwest Vermont (United Way) to serve as the Lead Prevention Organization (LPO) for DSU's Region 1, covering Barre, Burlington, and St. Albans Health Districts ([see towns included in each district](#)). As the Lead Prevention Organization, United Way serves as a fiscal agent for the state prevention funds and, working with an advisory structure, allocates community subgrants in the region based on regional priorities and in a manner that ensures prevention coverage across the region.

This request for proposals is for prevention work to be completed during the one-year period of:

**July 1, 2025 – June 30, 2026**

There is potential for continuation of funding for two additional years based on performance and availability of funds from DSU.

## **2. FUNDING SCOPE & PRIORITIES**

State funds offered through these subgrants are for the purpose of advancing substance misuse prevention and optimizing wellbeing among individuals, families, and communities by:

- delaying initiation of substance use,
- preventing the onset of substance misuse, or
- promoting healthy lifestyles

Funding will be allocated through a portfolio of subgrants that collectively will:

- sustain existing substance misuse prevention efforts,
- build additional prevention capacity, and
- fill gap areas to ensure regionwide prevention coverage.

Within the scope defined by the state funds, specific priorities have been identified by a Funding Committee of stakeholders within the Barre, Burlington and St. Albans Health Districts.

The priorities identified by the Funding Committee were informed by careful review of available data, local and regional plans, and input from individuals and organizations within LPO Region 1. Although the Funding Committee will review and rank every eligible proposal it receives, in this round of funding, priority will be given to proposals that address one or more of the following priorities:

- **PRIORITY 1:** Program, services, or activities that support youth, young adults and/or older adults
- **PRIORITY 2:** Program, services or activities that address the needs of priority populations\* including: people who identify as Black, Indigenous, and people of color, people who identify as LBGTQIA+; people with limited financial means; refugees, immigrants and people with limited English proficiency; individuals with disabilities; veterans; people living in rural areas; and people who are or have experienced being unhoused

*\*Serving a priority population is defined as*

- *25% or more of the people to be served hold this identity **and/or***
- *the program, service, or activity is intentionally designed to serve people who hold this identity and expected involvement will meet or exceed 25%*

*As people have multiple identities, more than one may be selected*

- **PRIORITY 3:** Program, services, or activities that are expected to have direct impact on at least one of these 4 levels of the Vermont Prevention Model:
  - Policy and Systems – efforts that impact local, state, and federal policies and laws, economic and cultural influences and media.
  - Community – efforts that impact the physical, social and cultural environment
  - Organizations – efforts that impact schools, worksites, faith-based organizations, etc.
  - Relationships – efforts that impact family, peers and social networks

### **3. ELIGIBLE APPLICANTS**

- Nonprofit organizations serving people or communities in the Barre, Burlington, and/or St. Albans Health District(s) including individual schools, supervisory unions/school districts, social service agencies, regional planning commissions, colleges and universities, municipalities, Native American Tribes recognized by the State of Vermont.
- Collaborative proposals are welcome, but one organization must submit as the lead applicant. Individual people are not eligible to apply.
- Organizations addressing prevention at any point(s) across the spectrum of prevention, including preventing the onset of substance misuse, delay initiation of use, promote healthy lifestyles and optimize wellbeing among individuals, families, and communities across the lifespan.

#### 4. OPPORTUNITY & TIMELINE

These funds are intended to support existing prevention strategies and the efforts of organizations that have established roles in the field of prevention as well as “new” or “non-traditional” partners who may not have received prevention funding but are doing work that advances substance misuse prevention.

**Total Funding Available:** \$651,000

**Timeline:**

- Applicant Q&A: March 28, 2025; recording and FAQ will be available after
- Application Due: April 11, 2025, by 5:00 pm
- Awards Announced: Week of May 23, 2025
- All projects must be completed, and all funds expended, by June 30, 2026.
- Funds will be reimbursed quarterly: November 2025; February 2025; May 2025; August 2025

**Amounts of Requests:**

Minimum: \$10,000 and Maximum \$50,000 (*Round the nearest \$1,000*)

#### 5. FUNDING REQUIREMENTS

Activities supported by state funds must:

- be based on evidence-based, evidence-informed, and/or promising practices,
- address one or more levels of the [Vermont Prevention Model](#)
- be grounded the [Strategic Prevention Framework \(SPF\) process and model](#), reflecting assessment of local needs based on data, establishing capacity and readiness, and planning to address those needs.
- reduce Risk Factors and/or increase Protective Factors related to substance misuse.

Applicants must be able to

- comply with Standard Provisions for State Funding: [Attachment C](#)
- fulfill quarterly subgrant reporting requirements, which will include, at a minimum: description of specific activities supported by the funds; description and number of people served including town of residence, and successes and challenges.

**Required Trainings for All Subrecipients:**

- Subrecipient Kick-Off Meeting (date TBD)
- Prevention 101 Training (will be provided by in Summer/Fall 2025, dates TBD)

- Mandated Reporter Training if serving vulnerable populations as defined by Vermont Agency of Human Services Department for Children and Family Services [33 V.S.A. § 4913](#)

## 6. APPLICATION INSTRUCTIONS

A completed application must be submitted in the [FOUNDANT GRANT PORTAL](#) by no later than **April 11<sup>th</sup> before 5:00pm.**

If you do not already have an account in United Way's portal, click this link to [CREATE NEW ACCOUNT](#). Once you have created the user account, click on APPLY in blue bar at the top of the page.

Contact Megan Bridges at [megan@unitedwaynwvt.org](mailto:megan@unitedwaynwvt.org) for grant portal access issues and technical assistance.

## 7. APPLICATION SHOULD INCLUDE:

The funding application requires the following elements:

- **NARRATIVE SECTIONS**, including:
  - Describe how the work will address the funding priority(s).
  - Describe the population(s) and geographic area/town(s) in which activities or services will be offered and any defining characteristics of each population.
  - Describe experience working with priority population(s) and within geographic area(s).
  - Describe proposed work including timeline of activities.
  - Describe how the work will address risk and protective factors for substance misuse.
  - Describe how the work is evidence-based, a promising practice, and/or innovative in its approach.
  - Describe an evaluation plan based on Results Bases Accountability (RBA) performance measures of How Much, How Well, and Is Anyone Better Off.
- **AFFIRMATION OF BACKGROUND CHECK & MANDATED REPORTING**
- **BUDGET:** Upload a copy of your project budget in the grant portal, using the template attached to this email or it can also be found at <https://preventionnetworknwvt.org/>
  - Budgets may include up to 15% indirect costs.
  - You may provide a budget justification in the application narrative if you think that would be helpful.
- **LOGIC MODEL:** Upload a copy in the grant portal which outlines inputs, activities, outputs, and outcomes. An optional template is available at <https://preventionnetworknwvt.org/>
- **RISK ASSESSMENT:** Upload a copy of this internal controls risk assessment document in the grant portal, using the form attached to this email or it can also be found at <https://preventionnetworknwvt.org/>