

REQUEST FOR PROPOSALS (RFP)

Region 1 Lead Prevention Organization (LPO)

FY27 Subgrants for Substance Misuse Prevention

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

ISSUE DATE:	August 26, 2026
Q&A SESSION:	12-1pm, September 3, 2026, via Teams
LETTER OF INTEREST DUE:	September 23, 2026
APPLICATION DUE:	November 10, 2026 (for those invited to apply)
FUNDING PERIOD:	January 1, 2027 – June 30, 2027 (with potential extension through June 30, 2028)
FUNDING CONTACT:	Beth Whitlock – beth@unitedwaynwvt.org

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 six-month period of January 1, 2027 – June 30, 2027.

The intention is to continue funding for one additional year based on performance and availability of funds from DSU, for a total of 18-months funding.

2. FUNDING SCOPE & PRIORITIES

We are currently in the second year of a three-year funding cycle for Region 1 LPO subgrants. This RFP is intended to add new subgrants to an existing portfolio of subgrants, with the specific goal of filling gaps in the current portfolio related to age groups and geography. Although the Funding Committee welcomes all applications for projects that address one or more of the priorities listed below, the Committee will prioritize proposals that serve older adults, LGBTQIA+ individuals, and/or residents of Franklin and Grand Isle counties.

Overall grant and portfolio priorities are listed below:

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 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: up to \$150,000 for 1/1/27 - 6/30/27 and renewals up to \$300,000 for 7/1/27 - 6/30/28.

Timeline:

- Applicant Q&A: 12-1pm, September 3, 2026, [via Teams](#); recording and FAQ will be available after
- Letter of Interest due: September 23, 2026
- Notified to proceed: October 9, 2026
- Application Due: November 10, 2026
- Awards Announced: mid-December 2026
- Projects begin: January 1, 2027
- All projects must be completed, and all funds expended, by June 30, 2027
- Funds will be reimbursed quarterly, with reimbursement requests due the 20th of the month after quarter-end (April 20, 2027 and July 20, 2027)

Amount Per Request: Minimum of \$5,000 and maximum \$25,000 (*round to the nearest \$1,000*). Please note that typically requests are \$10,000 - \$50,000 for 12-month projects. We have pro-rated amounts based on a 6-month project and anticipate the full amounts of \$10,000 - \$50,000 to be available for continued funding for 7/1/27 - 6/30/28.

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](#) 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 subgrantees:

- Subgrantee kick-off Meeting (date TBD)
- Prevention 101 Training (1-2 hours; 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

Stage 1:

A Letter of Interest must be submitted in the [FOUNDANT GRANT PORTAL](#) by no later than September 23, 2026. 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.

Stage 2:

Applicants who are invited to submit a full application must submit a completed application via Foundant by no later than November 10, 2026.

Contact Beth Whitlock at beth@unitedwaynwvt.org for grant portal access issues and technical assistance.

7. APPLICATION SHOULD INCLUDE:

Stage 1: Letter of Interest requires the following elements:

- A brief description of the proposed project, including the priorities addressed, population(s) served, geographic area served, and timeline
- A brief description of the applicant's relevant experience, including:
 - Experience in program delivery
 - Experience working with priority populations and within stated geographic areas,
 - Experience with and/or knowledge of prevention best practices
- A brief description of how the project will address risk and protective factors for substance misuse and the strategies used to accomplish this

Stage 2: Full application for those invited to apply 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 Based Accountability (RBA) performance measures of How Much, How Well, and Is Anyone Better Off.
- **AFFIRMATION OF BACKGROUND CHECK & MANDATED REPORTING** (if relevant)
- **BUDGET:** Upload a copy of your project budget in the grant portal, using the template [linked here](#) (link will download).
 - Budgets may include up to 15% indirect costs, calculated as 15% of direct expenses
 - 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 [here](#) to download.
- **RISK ASSESSMENT:** Complete the internal controls risk assessment, [linked here](#).