# Returning Application

Complete the following information for DCYF to issue you a contract for the 2024-2025 contract year. Completed forms should not exceed four pages and are due to DCYF by May 3, 2024.

## Program Information

Organization Name:

Primary Contact Name:

Primary Contact E-mail:

Mailing Address:

County:

Phone:

Who should DCYF send contracts to for signature?

What email address should DCYF send contracts to for signature?

UEI Number (if different from original submission):

## Supplier Diversity Information

Are you a Washington Defined Small Business? [ ]  Yes\* [ ]  No \*If yes, please complete the Small Business Self-Cerficate Statement and return with this form. If needed, please ask DCYF for a copy of this statement.

Is your organization registered by the Veteran’s Administration (www.dva.wa.gov/businessregistry) as a Veteran Owned Business?

[ ]  Yes\* [ ]  No

\*If yes, provide your DVA number:

Is your organization certified by the Office of Minority and Women’s Business Enterprieses (OMWBE). Visit [www.omwbe.wa.gov](http://www.omwbe.wa.gov) for more information about certification:

[ ]  Yes\* [ ]  No

\*If yes, provide your OMWBE number:

## Program/Activity Update

Program Title:

### Primary Protective Factor:

We know many programs affect multiple protective factors. Please select only ***one*** primary protective factor for your programming that you will focus on for the upcoming year

[ ]  Knowledge of Parenting & Child Development

[ ]  Social and Emotional Competence of Children/Nurturing and Attachment

[ ]  Parental Resilience [ ]  Social Connections [ ]  Concrete Supports for Families

### Unduplicated Participants to be Served

These are the total number of participants in your programming from July 1 to June 30 each year. Families that participate in multiple quarters are only counted once in the unduplicated count.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Parents |       | Children |       | Families |       |

### Program Services to be Provided

Describe each activity that will be provided to the target population. Include the minimum number of activities that will be provided between July 1, 2024 and June 30, 2025. This may include the number of classes per class series and the total number of class series, or the number of group sessions or meeting, or whatever unit is most appropriate for your specific program.

## Program Implementation Update

Briefly describe your program implementation plans for July 1, 2024– June 30, 2025. This funding is intended to support the continuation of your family support programming supported by CBCAP funds in 2023-2024. We understand that programs necessarily make adjustments from year to year, especially in light of COVID-19 restrictions. In your response please:

* Identify any plans for the coming year that are different from those in your most recent 2023-2024 program logic model.
* Identify your program’s specific plan and timeline in 2024-2025 for addressing any differences/challenges your program experienced in the past year.

Describe the role parent leadership plays in the planning of your program. How did your program support families in developing leadership in the last year? What are your plans or goals for parent leadership in 2024-2025?

## Attachments

### Budget

Complete the accompanying excel template for your 2024-2025 program budget. Please refer to your email from your program specialist for your total maximum budget request. All budgets must include a minimum of a 25% match from in-kind, grants, or other cash sources.

### Logic Model and Evaluation Plan

Include the most recent version of your program’s logic model and evaluation plan. The submitted logic model and evaluation plan should highlight any changes that are being made for the 2024-2025 contract year. If you do not have any changes at this time, you may still work with your evaluation coach to make changes to your logic model and evaluation plan in the future.

### Evaluation Tools

Attach your program’s most recent version of any evaluation tools (e.g., surveys, interview guidance, etc.). Please note or highlight any changes that are being made to the tool for the 2024-2025 contract year. If you do not have any changes at this time, you may still work with your evaluation coach to make changes to your evaluation tools in the future.