

## WA Compass Application Step-by-Step Guide

We recommend using the [Application Preview Guide](#) to prepare your answers before inputting them into the WA Compass application.

Tip: You can save your application! If you would like to save your answers and continue working on them later, at any point, you may scroll down to the bottom of the application and hit "Save":



Then hit "Save" again to confirm that you would like to save your answers:

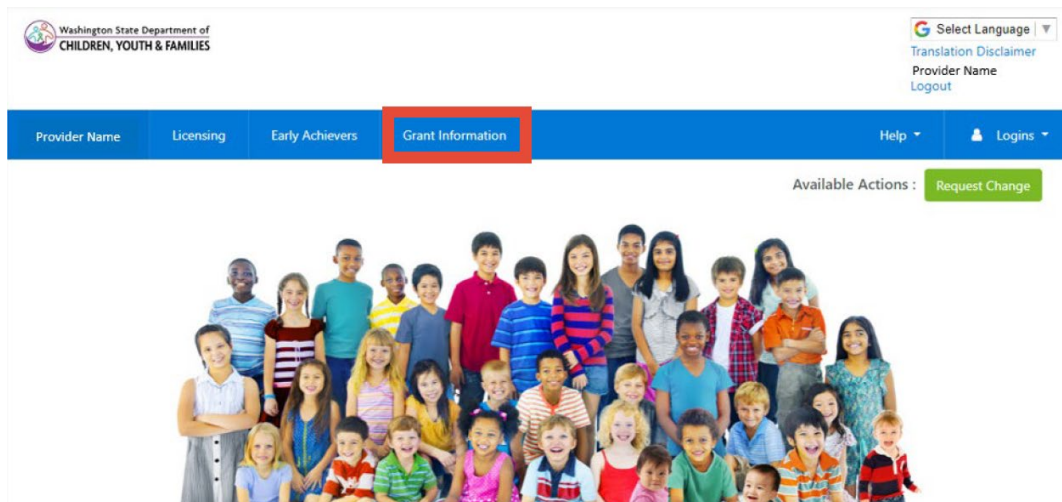
Save Application

If you save the grant without submitting it you can come back later and finish it but it will NOT be submitted for review at this time. Do you want to save the grant?

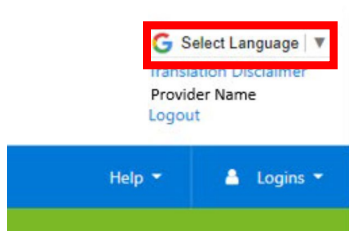
Cancel Save

To complete the application:

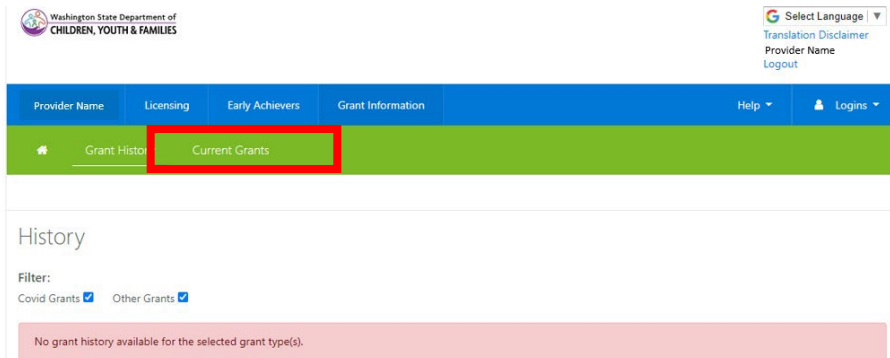
1. Log in to the WA Compass Provider Portal.
2. Click on the "Grant Information" tab:



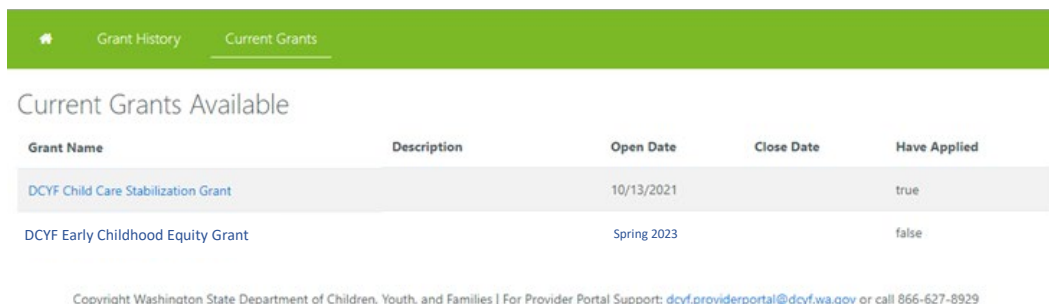
3. Select Language if you would like to view the page in a language other than English:



1. Click "Current Grants".



2. "Current Grants" shows all grant opportunities currently open, with a check box to show whether or not a provider has already applied. Click on "DCYF Early Childhood Equity Grant".



6. Application opens in a new window.

7. Read and answer the Prioritization Questions. Your answers will be used to prioritize your plan for funding.

8. The Project Questions ask for the goal of your project, what you will do, and for details on what you will spend the funding on if you receive the grant. You only need to fill out spending information for the category/categories that you are requesting funding for.

Tip: To make a text box bigger, click on the bottom right corner of the box with your mouse, and drag to change the size

8. In 1-3 paragraphs, tell us what your project is. How will you use Early Childhood Equity Grant funding to make it happen? How



Tip: If you need additional lines to enter your anticipated expenses, click [+Add New Item](#) at the bottom left of the table.

and experiences. If your project does not require funding for child care materials and experiences, you can move on to the next question.

Describe the materials or experiences.	How much will this cost?	Describe how you arrived at that cost.	Actions:
<div></div>	<div>\$0</div>	<div></div>	<div>- Remove</div>
<div></div>	<div>\$0</div>	<div></div>	<div>- Remove</div>
<div></div>	<div>\$0</div>	<div></div>	<div>- Remove</div>
<div></div>	<div>\$0</div>	<div></div>	<div>- Remove</div>
<div>+Add New Item</div>			
<div>Total: \$0</div>			



Once you have entered each expense and the estimated cost, the total for this specific spend category will appear at the bottom of the table. Review the total to make sure it shows the entire amount of funding you are requesting for this specific spend category.

10. Complete this process for each category you are requesting funding for.

11. The application asks for the total amount requested. This answer is the total amount of funding for each spend category added together. Example: if you requested \$1,000 for office and business supplies and \$90,000 for hiring specialized staff, you will enter \$91,000 for this question.

12. The final questions ask about your experience using technical assistance, if applicable. These questions are for reporting purposes and will not be used to evaluate your application.

13. Read and agree to all terms and conditions by checking each box. Each term and condition requires a response in order to submit your application.

14. Click "Submit". Verify that you are ready to submit the application, then hit "Submit" again.



*If I close my license before the two-year cycle ends, I will return or closed status. \**



*If I do not comply with DCYF reporting requirements or cannot share grant funds to DCYF. \**



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Cancel

Save

Submit



## SmartSheet Application Step-by-Step Guide

We recommend using the [Application Preview Guide](#) to prepare your answers before inputting them into the WA Compass application.

Tip: the Early Childhood Equity Grant application has multiple versions. The instructions below are specifically for the SmartSheet application for ECEAP/Early ECEAP contractors and Play and Learn Group Host Organization.

You will not be able to save your application to come back to it after you start.

1. Click on the application link on our website.
2. Enter the requested information about your organization.

Organization Information

Today's Date \*

I am \*

Select

Organization Name \*

Name of ECEAP Contractor or Play and Learn Host Organization

Mailing Address 1 \*

Mailing Address 2 (Optional)

City \*

State \*

Zip Code \*

Phone \*

+1 ( ) -

Email Address \*

Statewide Vendor Payee (SWV) Number

3. Read and answer the Prioritization Questions. Your answers will be used to prioritize your plan for funding.

## Prioritization Questions

For questions 1-6, please answer about the children in your program. DCYF will use the information provided to prioritize awards, as described in the Early Childhood Equity Grant Manual

**1. Question 1: Are any of the children in your care Black, Indigenous, or Children of Color? Please include any children who are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Middle Eastern/North African, Pacific Islander, or multiracial. \***

- ☐ Yes
- ☐ No

4. The Project Questions ask for the goal of your project, what you will do, and for details on what you will spend the funding on if you receive the grant. You only need to fill out spending information for the category/categories that you are requesting funding for. Your answers to these questions must meet the requirements described in the [Application Preview Guide](#).

**7. Question 7: You may request funding for a project with one of the following outcomes. All activities you request funding for should be related to the outcome you select. What is the intended outcome of your project? \***

- ☐ a. Preventing suspension and expulsion
- ☐ b. Increasing the use of research-informed social-emotional teaching practices
- ☐ c. Increasing the use of culturally and linguistically responsive practices and decreasing bias in the classroom
- ☐ d. Offering ongoing child assessment and developmental screening
- ☐ e. Connecting families to services and supports that meet health, mental health, financial, or other needs
- ☐ f. Other: another project to incorporate inclusive practices, culturally and linguistically supportive and relevant practices, or both into early learning program design, delivery, education, training, and/or evaluation.

5. Complete this process for each spend category you are requesting funding for.

6. The application asks for the total amount requested. This answer is the total amount of funding for each spend category added together. Example: if you requested \$1,000 for office and business supplies and \$90,000 for specialized staff, you will enter \$91,000 for this question.

**Question 17: How much total funding are you requesting? Please check to make sure your answer equals the total amount requested in the tables above. ECEAP contractors may request up to \$100,000. Play and Learn Host Organizations may request up to \$30,000. \***

Please enter a numeric value only.

*example: 72000*

7. The final questions ask about your experience using technical assistance, if applicable. These questions are for reporting purposes and will not be used to evaluate your application.

### Technical Assistance Questions

Questions 18-20 ask about your experience accessing technical assistance, if applicable. Technical assistance information is collected for reporting purposes and will not be used to evaluate your application.

**18. Question 18: Did you receive any assistance in filling out the grant application? This information is collected for reporting purposes and will not be used to evaluate your application.**

☐ Yes

☐ No

8. Read and agree to all terms and conditions by checking each box. Each term and condition requires a response in order to submit your application.

### General Terms and Conditions

The DCYF Early Childhood Equity Grant must be spent within two years of award and within the project scope described above.

☐ **Agree: I certify that the information I have provided on this application is true and correct \***

9. Click "Submit".

Submit