



## MANUAL: DCYF EARLY CHILDHOOD EQUITY GRANT ROUND 2



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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Early Learning Division | Approved for Distribution by Amy Russell, Early Learning Division Deputy



# Washington State Department of CHILDREN, YOUTH & FAMILIES

*This manual provides guidance and policies for round 2 of the Early Childhood Equity Grant.*

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## Section 1: General Information

### Background

The [Fair Start for Kids Act](#) (FSKA) directs the Washington State Department of Children, Youth, and Families (DCYF) to distribute funds to support inclusive and culturally and linguistically specific early learning and early childhood and parent support programs across the state. The funds are distributed through the Early Childhood Equity Grant and are intended to serve as a step toward expanding access to early learning statewide and transforming Washington's early learning system to make it more inclusive and equitable.

The Washington State Legislature passed the FSKA in 2021. The total budget allocation authorized by the Legislature for the Early Childhood Equity Grants is \$5.1 million, to be distributed over two rounds of applications. This manual focuses on the second round of grants to be awarded in spring/summer 2023. Details for future rounds will be released at a later date.

### What Has Changed?

DCYF engaged in a refinement process between the first round of the grant and the second one. This involved engaging with: Early Learning Advisory Council (ELAC) and Provider Supports Subcommittee; Indian Policy Early Learning (IPEL); ally organizations including Voices of Tomorrow, the Imagine Institute, OneAmerica, and Child Care Aware of Washington; SEIU 925; internal DCYF staff; and child care providers. We updated several aspects of the grant as a direct response to the feedback we received. Some of those updates include:

- Adjustments to prioritize providers serving tribal children
- Changes to focus the prioritization criteria on the children served, and include more children from underserved areas
- Lowering the minimum amount a provider can apply for to allow for smaller project proposals
- Creating specific outcome categories for project proposals
- Requiring reporting of project results

For more details on the updates we made and the feedback that inspired them, see the [Overview of Round 2 Refinements](#) on our website.

### Are You Ready to Apply?

The Early Childhood Equity Grant is a competitive grant. That means that not everyone who applies will receive funding, even if they complete the application correctly and meet eligibility requirements. Applications will be selected based on prioritization and how well the proposed project meets the chosen goal.

During the first round, DCYF received 2,370 applications requesting over \$100 million. We were able to fund 34 applications using \$1.7 million. Round 2 will have more funding available - \$3.4

million – but it is likely that there will still be a large number of applications that DCYF is unable to fund.

Please evaluate your ability to plan and execute a project before deciding whether or not to apply. You should answer the following questions to determine whether you are a good fit for this grant:

1. Do you have an idea for a project that you want to carry out at your facility? That is, do you have a specific, connected set of activities, with a beginning and an end, clear goals, and an estimated cost? You should be able to describe:
  - a. What your project will do
  - b. How your project will meet your goal
  - c. How you will know whether your project has met your goal. How will you evaluate your results?
2. Does your project address one of the following outcomes, or are you able to describe an alternative outcome that meets the purpose of the grant:
  - 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. Or 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. You must describe the intended outcome of your project.
3. Do you know how your project will integrate with your current programming? Do you have the resources you need to carry it out? What will you need funding to do? Is this grant an appropriate way to get that funding?
4. Is your facility able to save receipts and fill out follow-up reporting? You should have:
  - a. A way to track expenses associated with the grant
  - b. A way to track what kinds of successes or challenges you have carrying out your project

Grant funds are considered income. DCYF will send out a 1099 in January for tax purposes. The 1099 includes all DCYF funds provided in the tax year period.

## Purpose

The Early Childhood Equity Grant helps support culturally responsive programming so that children have access to diverse care that meets their needs.

Grant funds must be used to incorporate inclusive practices, culturally and linguistically supportive and relevant practices, or both into early learning program design, delivery, education, training, and/or evaluation.

### How Are Grant Amounts Decided?

Providers can request the amount of funding needed to make the desired improvement(s) to their early learning program. Providers may request funds in any or all of these categories. All activities for which providers request funding must be related to their intended outcome.

Award amounts will vary by provider type. DCYF will accept requests within the following ranges based on provider type:

Provider Type	Minimum Award	Maximum Award
Licensed/certified providers	\$5,000	\$100,000
Family, Friend, and Neighbor (FFN) providers	\$100	\$2,000
Play and Learn Host Organizations	\$5,000	\$30,000
ECEAP/Early ECEAP contractors	\$5,000	\$100,000

Applications with requests outside of those ranges **will not be considered**.

For Round 2, DCYF has established budget categories and put separate limits on the amount that can be requested in each category. Those categories are described below.

Providers may receive an Early Childhood Equity Grant once every two years. The funding period is also two years. That means that providers have two years to spend the funds after receiving them. Providers may request funds for the entire two-year period.

Providers should evaluate the needs of the children in their care and their communities and how their current programming can be strengthened to meet those needs, and then use this information to make an informed request that allows them to improve their services.

### What Can the Funds be Used For?

Grant funds must be used for projects with one of the following goals:

- **Preventing suspension and expulsion.** Some examples of project activities might include:
  - Establishing clear protocols for responding to challenging behaviors and purchasing materials to implement those protocols
  - Increasing family partnership in supporting children with challenging behaviors (for example, bringing in an interpreter/translator when appropriate)
  - Offering staff training about reducing challenging behaviors and trauma-informed care
  - Providing access to a mental health consultant, coach, or other professional for staff to work with when responding to developmental or behavioral concerns



- **Increasing the use of research-informed social-emotional teaching practices.**  
Some examples of project activities might include:
  - Purchasing the materials and doing training to implement an evidence-based social-emotional learning program and/or a curriculum with a strong focus on social-emotional development
  - Training supervisors to implement a reflective supervision program for teachers
- **Increasing the use of culturally and linguistically responsive practices and decreasing bias in the classroom.** Some examples of project activities might include:
  - Hiring specialized staff, e.g., bilingual staff
  - Training teachers to work effectively with diverse populations
  - Providing opportunities for staff to learn about intentionally countering stereotypes and biases
  - Purchasing the materials and doing training to implement a curriculum with a focus on diversity, equity, and inclusion
  - Inviting family members to share cultural traditions with children and purchasing materials to help children engage with those traditions
  - Implementing a language policy that embraces children's home languages and that allows providers to set specific language goals for children in conjunction with parents' wishes, for example by purchasing new books in preferred languages or integrating preferred languages into lessons
- **Offering ongoing child assessment and developmental screening**
  - Purchasing any materials and/or training needed to implement assessments that are developmentally, culturally, and linguistically appropriate for the children being assessed
  - Tools that help teachers document child growth and development
  - Increasing ability of teachers to individualize programming for children
- **Connecting families to services and supports that meet health, mental health, financial, or other needs**
  - Increasing the ability for staff to help families access services that address housing, mental health, substance abuse problems, and other challenges
  - Translating resources
- **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. You must describe the intended outcome of your project.**

All funding requested needs to be related to your chosen outcome/goal. You can request funding in the following categories for up to the listed amounts:

Category	What is included?	Maximum request
<b>Hiring Specialized staff</b>	Costs for adding specialized staff needed to complete the project activities	\$100,000
<b>Child care materials and experiences</b>	Materials needed to complete the project activities that will be used by children or by staff during care of children, or activities that will be carried out with children (e.g., culturally relevant toys, field trips)	\$20,000
<b>Office and business supplies</b>	Materials needed to complete the project activities that will be used primarily by staff when not directly caring for children	\$10,000
<b>Staff training</b>	Costs for training needed to complete the project activities and any associated costs	\$50,000
<b>Program evaluation and assessment tools</b>	Tools to evaluate different aspects of your program, or your program overall	\$10,000
<b>Other services</b>	Other services needed to complete the project activities (e.g., translation service)	\$20,000
<b>Other materials</b>	Other materials needed to complete the project activities (e.g., educational materials about challenging behaviors for parents)	\$20,000

Please note that your total request must still be within the minimum and maximum amounts described in the How are Grant Amounts Decided section above.

Grant funds may **not** be used for:

- Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access
- Costs not related to the project outcome
- Religious activities or purposes, including worship or instruction
- Academic, professional, or vocational degrees or certificates, or classes in such programs
- Capital improvements, like major construction or renovation
- General program costs, like the basic expenses of owning and operating your business.

This includes things like:

- Regular payroll costs for existing staff that you already employ in your business
- Costs of purchasing, owning, or maintaining a vehicle
- Costs associated with the space out of which you operate, like rent or utilities
- Insurance
- Federal taxes
- Indirect costs
- Other business operating costs

- Raises or bonuses for existing staff, or newly hired staff who are not part of your project
- Gifts for families

Applications that request funding for these costs will be **removed from consideration**.

## Section 2: Eligibility

The Early Childhood Equity Grant is awarded through a competitive grant process. Applying does not guarantee that an eligible provider will receive a grant award. It is likely that there will be a large number of applications that DCYF is unable to fund. Eligible applicants may only receive an Early Childhood Equity Grant every two years.

Eligibility is open to:

- Licensed, certified, or certified for payment only child care providers with an open license in good standing.
- License-exempt Family, Friend, and Neighbor (FFN) providers serving children receiving state subsidies.
- Licensed ECEAP/Early ECEAP sites
- ECEAP/Early ECEAP contractors
- Play and Learn Group Host Organizations recognized by Child Care Aware of Washington (CCA of WA) and currently receive funding and/or direct programming support from CCA of WA to actively provide direct and virtual education and materials to parents and FFN caregivers. This is the result of a contractual agreement between CCA of WA and the State of Washington and applies to Play and Learn Groups.

For licensed, certified, and license-exempt FFN providers: grants are awarded to a specific licensed facility/site, not a larger organization. Providers with multiple licensed locations will need to submit a separate application for each licensed site that qualifies to apply for a grant.

Unlicensed ECEAP sites may not apply for this grant. ECEAP/Early ECEAP Contractors may submit a single application with information on all sites included in their project.

Facilities that are both licensed and serving ECEAP slots may apply on their own. Licensed sites cannot receive Early Childhood Equity Grant Funding from both their contractor and directly from DCYF.

Play and Learn groups should submit a single application per host organization, with information on all sites included in their project.

## Section 3: How to Apply

Different types of providers will have different ways to apply for this grant. Licensed, certified, certified for payment only providers and FFN providers should apply through WA Compass. ECEAP contractors and Play and Learn Group Host Organizations should apply through our SmartSheet application. Links to both will be available on our [website](#) when the grant application opens.



The deadline to submit the grant will be June 30, 2023, at 5pm PDT. DCYF highly recommends that providers not wait until the last minute to fill out the application. Submitting your application before the deadline will help to prevent any technical issues or last-minute complications that could potentially prevent you from submitting your application. DCYF is unable to accept applications after the deadline.

## **Application Criteria and Language Access**

DCYF encourages applicants with no grant-writing experience to apply. We do not discriminate against applications written in languages other than English or applications with typos or grammatical errors.

DCYF will provide all materials in English, Spanish, Somali, Russian, Arabic, and Mandarin. Providers are encouraged to submit their applications in the language they feel best able to express themselves: English, Spanish, Somali, Russian, Arabic, Mandarin, or some combination. To ensure that all applications receive equal consideration, applications submitted in languages other than English will be translated into English.

## **Procedure for Licensed/Certified Providers and Family, Friend, and Neighbor (FFN) Providers**

**Before you apply, you must have a WA Compass Provider Portal account.**

1. To set up a WA Compass account or reset your password, please contact [dcyf.providerportal@dcyf.wa.gov](mailto:dcyf.providerportal@dcyf.wa.gov) or call 866-627-8929.
  - a. Contact your licensor if you need to update your name, address, phone number, and/or email address.
  - b. Access is granted to the director and primary contact. These roles assign additional designee access.

### **Application**

2. Providers submit an application using the WA Compass Provider Portal.
  - a. Before completing your application, please review the [Application Preview Guide](#), which contains all of the application questions and tips on how to answer them. DCYF strongly recommends you review this guide and the Prioritization Guide before completing your application. The Prioritization Guide is available in Appendix B.
  - b. For detailed instructions and screenshots showing how to submit your application within the Provider Portal, please see the Guide for How to Submit an Early Childhood Equity Grant Application in WA Compass in Appendix C.
  - c. To get started, log in to the [WA Compass Provider Portal](#), navigate to the Grant Information tab, select "Current Grants" and select the DCYF Early Childhood Equity Grant application.
  - d. You will answer a series of questions, then submit the application. Please note that you only need to answer the questions that are relevant to your proposed use of funds. If you want to save your application and come back to it later, scroll to the bottom of the application and click "Save".

3. Once the application has been submitted, it will not be available to edit and you will not be able to make changes. Please review your application carefully before you submit.

## Procedure for Play and Learn Groups and ECEAP Contractors

### Application

1. The link to the application will be available on [the Early Childhood Equity Grant webpage](#) while the application is open. ECEAP contractors and Play and Learn Group Host Organizations have the option to apply online or by using a fillable PDF application. Choose the format that works best for you.
  - a. Before completing your application, please review the [Application Preview Guide](#), which contains all of the application questions and tips on how to answer them. DCYF strongly recommends you review this guide and the Prioritization Guide before completing your application. The Prioritization Guide is available in Appendix B of this manual.
  - b. For detailed instructions and screenshots showing how to submit your application, please see the Application Step-by-Step Guide for How to Submit an Early Childhood Equity Grant Application in SmartSheet in Appendix D of this manual.
  - c. You will answer a series of questions, then submit the application. You will not be able to save the application and return to it later, so plan to complete and submit it in one session. You can prepare your answers in another document if you want to take more time. Please note that you only need to answer the questions relevant to your proposed use of funds.
2. Once the application has been submitted, it will not be available to edit and you will not be able to make changes. Please review your application carefully before you submit.

### Attestations

Before submitting the Early Childhood Equity Grant application, applicants must agree to the following terms and conditions:

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

*I certify that the information I have provided on this application is true and correct.*

*I will spend the Early Childhood Equity Grant funds, if awarded, on the purchases outlined in this grant application.*

*I will spend the Early Childhood Equity Grant within two years of receiving the funds.*

*I will report to DCYF on how I spend the Early Childhood Equity Grant. This will include keeping receipts and documentation from all purchases made with this grant money, and also completing and submitting reports every 6 months using a survey that DCYF will provide.*

*I understand that DCYF may ask me to provide receipts for purchases made with money from this grant, and if I cannot provide these receipts and documentation when asked, I will be required to repay part or all of the grant money to the State of Washington.*

*If I do not comply with DCYF reporting requirements or cannot show that the funds were spent in accordance with my application, I am in violation of the terms of the Early Childhood Equity Grant and I will return the grant funds to DCYF.*

*If I close my license before the two-year cycle ends, I will return any unspent grant funds to DCYF. I will still be responsible to provide reporting and receipts to DCYF detailing funds I did spend, regardless of open or closed status.*

*I understand that my application will be denied if I have requested funding for any disallowed costs.*

*I have reviewed my application and am ready to submit. I understand that once my application is submitted I cannot make any changes to my answers.*

## Section 4: Selection and Awards

### Applicant Selection

The Early Childhood Equity Grant is awarded through a competitive grant process. All applications received within the application period will be reviewed. First, all applications will be screened for eligibility and completeness using the criteria described in the [Application Preview Guide](#). To be considered, applications must be complete, for eligible facilities, and propose projects that are eligible for funding. If more eligible applications are submitted for funding than DCYF is able to fund, which is what we expect, the agency will prioritize applications according to factors decided in collaboration with providers and other stakeholders during the design and refinement process. Once an applicant has been awarded grant funds, all funds must be spent within two years of receiving the grant award and within the scope of the proposed project.

### Screening

#### Provider Eligibility

Applications that do not meet the eligibility requirements described in Section 2: Eligibility will **not be considered for funding**.

#### Project Eligibility

Grant funds must be used for a project with one of the listed outcomes/goals described above. For more details, please see the "What Can Funds Be Used For?" section above and the Application Preview Guide.

Applications that do not meet this standard **will not be considered for funding**.

### Completeness

To be considered complete, all necessary questions must be answered with relevant information, and the answers must be clear and understandable. Applications that do not meet this standard **will not be considered for funding**. For example, providers may request funding in multiple categories, and the funding requested in each category must add up to the total funding request.

Providers should review their applications carefully before submitting them to make sure each necessary question is answered and that their answers make sense. Providers are encouraged to review their applications with our Technical Assistance partners. Information on how to contact them is available in Section 6: Where to Find Assistance. Providers are further encouraged to check their answers using our Application Preview Guide.

### Prioritization

After they are checked for eligibility and completeness, applications will be prioritized according to specific characteristics of the children and families served by the applicant.

DCYF worked with providers and other stakeholders to generate the following list of priority populations for the grant:

- Facilities serving children who are Black, Indigenous, or People of Color (BIPOC)
- Facilities serving children enrolled or eligible for membership in one of Washington's federally recognized tribes
- Facilities serving children receiving state, tribal, or military subsidies
- Facilities serving children experiencing houselessness or homelessness
- Facilities serving children in out-of-home care due to child welfare involvement
- Facilities serving children who speak languages other than English at home

Applications can receive one priority point for each question. The full breakdown of points available and how the final priority score is calculated is available in Appendix B.

The highest priority applications will be given to a Community Review Panel to make the final funding determinations.

### Community Review Panel

After applications are prioritized, the highest priority applications will be reviewed by the Community Review Panel. They will verify that the amount of funding requested is in line with the project proposed. This review will be done holistically by a group that may include providers, parents, other external stakeholders, and DCYF staff. Applicants may be contacted to provide more information for the review panel. Applications will not be automatically disqualified if the funding request does not pass the review, if the application meets eligibility requirements and is otherwise complete. DCYF reserves the right to adjust the award total if deemed necessary. Applications will be rated by the Community Review Panel, and DCYF will award projects according to the panelists' ratings until funding is exhausted.

## Receiving Payment

The application window will be open for approximately nine weeks. After the application closes, the prioritization team will meet, and decisions will be announced in the following weeks.

For spring/summer 2023, the dates are as follows:

<b>Application opens</b>	May
<b>Application closes</b>	June 30 at 5pm
<b>Applicants notified about whether they are finalists</b>	July/August
<b>Scoring team meets</b>	July/August
<b>Finalists are notified of award decisions</b>	August/September
<b>Payments processed</b>	2-4 weeks after approval notifications

Providers will receive the grant payment in one lump sum. Please understand that electronic payment processing and the U.S. Postal Service may take several business days, impacting the exact date providers receive payments.

For licensed, certified, and license-exempt FFN providers: DCYF will process payments through SSPS. Providers will receive the DCYF Early Childhood Equity Grant payment in the same way they receive SSPS payments. Details for future rounds will be released at a later date.

Play and Learn Host Organization grant payments will be processed through Child Care Aware of Washington.

ECEAP contractors will receive funds in the manner indicated on their Statewide Vendor Payee (SWV) registration.

## Section 5: Post Award

If you are awarded a grant, you must be prepared to submit your receipts for items and expenses you used the grant funding for. Once an applicant is awarded grant funds, all funds must be spent within two years of receiving the grant and within the proposed project's scope.

DCYF will send grantees a short survey approximately twice a year through the grant period to check in on the status of the project, as well as any successes and challenges implementing the project. This survey is required. Grantees must be prepared to report on the status of their project.

DCYF plans to ask recipients the following questions:

- 1 – Have you spent the full amount of your Early Childhood Equity Grant award at this time?
- 2 – Do you think you will need to make changes to your original Early Childhood Equity Grant spend plan?
- 3 – If yes, please describe.
- 4 – Is this grant funding helping you accomplish your chosen project goal?
- 5 – What are your results so far? Are the results so far different from your original goals?
- 6 – What has gone well with your project?
- 7 – Have you experienced any challenges?
- 8 – Do you require any additional help or assistance at this time?
- 9 – Have you learned anything that might help other facilities?

## Tracking Receipts

Providers must keep all receipts from purchases made with Early Childhood Equity Grant funds for five years and may be asked to submit receipts to DCYF. If the provider is unable to submit receipts, they may be required to return part or all of the funds to the State of Washington.

DCYF will randomly select 10% of grantees to submit receipts for all purchases associated with the grant. Providers selected for receipt review will be notified after the two-year grant spending period closes.

DCYF recognizes multiple ways to track all receipts for your grant funds. Below are ideas to get you started:

1. **Keep all receipts.** This point cannot be overstated. Developing a systematic process of filing receipts can save you a lot of time if you are selected for receipt review.
2. **Scan receipts and keep them at least five years.** This is helpful if the ink on a receipt fades. If DCYF cannot read a receipt, they will not be able to accept it as part of receipt review. DCYF allows electronically stored receipts. However, it is a good idea to back up stored receipts in case your hard drive crashes.
3. **Take a picture of receipts with your smartphone.** This is a great idea and there are a number of apps that can assist you. With today's technology, you can "make a note on the receipt and then take a picture of it." But remember to back up those app files too.
4. **Have your receipts emailed to you, if offered.** This is a great idea, and a number of vendors offer this as a service to you.
5. **Don't rely on bank statements, credit-card statements, or canceled checks.** These are important, yet insufficient without actual receipts. For recordkeeping purposes, bank statements, credit card statements, and canceled checks are excellent, but the detail of the transaction, which the receipt provides, is critical for a DCYF receipt reviewer. DCYF may see on the credit card statement that you spent \$435 at Home Depot, but they have no idea what exactly you bought. It could be that you purchased a barbecue grill instead of the ADA handrails you listed in your grant application.
6. **Avoid cash.** This is very important. Cash is hard to track, easy to spend, and nearly impossible to reconcile with receipts. Use debit and credit cards; they provide you with monthly statements that can be easily matched to your receipts.



7. **Ask for help if you need to.** The receipt review process is not meant to be scary. Please ask if you have questions about what receipts and documentation are required. We are here to help.

## Section 6: Where to Find Assistance

DCYF partners with the Imagine Institute to offer full technical assistance in multiple languages, both pre- and post-award.

- Technical Assistance and Language Access
  - If you need technical assistance, including assistance in your language, guidance with preparing for and accessing the application, or have questions on spending and saving receipts/documentation, you can contact the Imagine Institute
    - [Imagine Institute](#)
      - Phone: 206-492-5249
      - Email: [CCSG@imaginewa.org](mailto:CCSG@imaginewa.org)
- Application Questions
  - If you have questions about the application, the timeline of the grant, or other questions specific to the grant, please email [dcyf.childcaregrants@dcyf.wa.gov](mailto:dcyf.childcaregrants@dcyf.wa.gov).
- WA Compass Provider Portal Link
  - To access your account, use the login link here: [https://wacompass.force.com/PP\\_LoginPage#](https://wacompass.force.com/PP_LoginPage#)
- Can't Log In?
  - If you need help logging into your WA Compass Provider Portal account, please email [dcyf.providerportal@dcyf.wa.gov](mailto:dcyf.providerportal@dcyf.wa.gov) or call 866-627-8929.

## More Information

Please visit the [Early Childhood Equity Grant webpage](#). The webpage has links to all of our available resources.

## Appendix A: Early Childhood Equity Grant Questions

### Prioritization Questions

The following questions will appear on the Early Childhood Equity Grant application. DCYF will use the information provided to prioritize awards, as described in the Prioritization Guide in Appendix B.

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**
2. Question 2: Are any of the children currently in your care enrolled or eligible for membership in one of the 29 federally recognized tribes in Washington? **Yes / No**
3. Question 3: Are any of the children currently in your care experiencing houselessness or homelessness? This includes children lacking a fixed, regular, and adequate place to stay overnight. They may be in sheltered situations (e.g., emergency shelter or transitional housing) or unsheltered situations (e.g., outside or in vehicles). **Yes / No**
4. Question 4: Are you currently claiming state, tribal, or military subsidies for any of the children currently in your care? **Yes / No**
5. Question 5: Are any of the children currently in your care in out-of-home care due to child welfare involvement? **Yes / No**
6. Question 6: Do any of the children currently in your care speak languages other than English at home? **Yes / No**

### Project Questions

The following questions ask about how you will use the grant funds, if awarded. Your answers will be evaluated for eligibility and completeness.

**Your project should have one of the following intended outcomes:**

- Preventing suspension and expulsion
- Increasing the use of research-informed social-emotional teaching practices
- Increasing the use of culturally and linguistically responsive practices and decreasing bias in the classroom
- Offering ongoing child assessment and developmental screening

- Connecting families to services and supports that meet health, mental health, financial, or other needs
- 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. You must describe the intended outcome of your project.

For examples of project ideas, please see the examples earlier in this document.

You should request funds for a project with one of the above goals. You can request funding related to those goals in any or all of the following categories:

- Hiring specialized staff (maximum request \$100,000)
- Child care materials and experiences (maximum request \$20,000)
- Office and business supplies (maximum request \$10,000)
- Staff training (maximum request \$50,000)
- Program evaluation and assessment tools (maximum request \$10,000)
- Other services needed to complete your project activities (maximum request \$20,000)
- Other materials needed to complete project activities (maximum request \$20,000)

The maximum request for your project as a whole is \$100,000 for licensed or certified providers, and \$2,000 for FFN providers.

Before you begin, please make sure you have an idea for a project and have a description of the programs/services you will implement that includes goals and objectives, activities, new staff members, and how the programs/services will be evaluated.

**Grant funds may not be used for:**

- Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access
- Costs not related to the project outcome
- Religious activities or purposes, including worship or instruction
- Academic, professional, or vocational degrees or certificates, or classes in such programs
- Capital improvements, like major construction or renovation
- General program costs, like the basic expenses of owning and operating your business, are not allowed. This includes things like:
  - Regular payroll costs for existing staff

- Costs of purchasing, owning, or maintaining a vehicle
- Costs associated with the space out of which you operate, like rent or utilities
- Insurance
- Federal taxes
- Indirect costs
- Other business operating costs
- Raises or bonuses for existing staff
- Gifts for families

For each category that you request funding from, provide as much detail as you can. Please remember that the grant period is two years long. **You should request the amount of funding you need for the entire grant period. For complete instructions and further guidance, we recommend that you consult the [Application Preview Guide](#), available on our website.**

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. You must describe the intended outcome of your project.
8. Question 8: If you selected other, please briefly describe the intended outcome of your project and how it help support culturally responsive programming so that children have access to diverse care that meets their needs. Your answer should be about 1-2 sentences.
9. Question 9: In 1-3 paragraphs, tell us what your project is. How will you use Early Childhood Equity Grant funding to make it happen? How will the project lead to the outcome you selected? Why is this a good project for your facility?
10. Question 10: If you are requesting funding to hire specialized staff, please fill out the table below with details. You can request up to \$100,000 for specialized staff. If your

project does not require funding to hire specialized staff, you can move on to the next question.

Describe the role you are hiring for, or other costs associated with hiring specialized staff.	Estimated cost. Enter whole dollar amounts only. For example, "25000" and not \$25,000.32"	Basis for estimate – how did you arrive at the estimated cost? Example – information based on an hourly rate of pay for a proposed staff person to meet this need. Please take payroll taxes and benefits into consideration.
<b>TOTAL</b>		

11. Question 11: If you are requesting funding for child care materials and experiences, please fill out the table below with details. You can request up to \$20,000. This includes materials that will be used by children or by staff during care of children, or activities that will be carried out with children (e.g., culturally relevant toys, field trips). 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.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "15000" and not \$15,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
<b>TOTAL</b>		

12. Question 12: If you are requesting funding for office and business supplies, please fill out the table below. You can request up to \$10,000. This includes materials that will be used by staff when not directly caring for children. If your project does not require funding for office and business supplies, you can move on to the next question..

Describe the office and business supplies.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "5000" and not \$5,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
<b>TOTAL</b>		

13. Question 13: If you are requesting funding for staff training, please fill out the table below. You can request up to \$50,000. Remember that DCYF is unable to fund travel or hotel costs. If your project does not require funding for staff training, you can move on to the next question.

Describe the staff training.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "25000" and not \$25,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a quote or price on a website.
<b>TOTAL</b>		



14. Question 14: If you are requesting funding for program evaluation or program assessment tools, please fill out the table below. You can request up to \$10,000. If your project does not require funding for program evaluation or program assessment tools, you can move on to the next question.

Describe the program evaluation or program assessment tools.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "2000" and not \$2,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
<b>TOTAL</b>		

15. Question 15: If you are requesting funding for other services, please fill out the table below. You can request up to \$20,000. This includes other services needed to complete your project (e.g., translation services). If your project does not require funding for other services, you can move on to the next question.

Describe the other services needed.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "2000" and not \$2,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a quote or price on a website.
<b>TOTAL</b>		

16. Question 16: If you are requesting funding for other materials, please fill out the table below. You can request up to \$20,000. This includes materials that do not fit into any of the above categories that are necessary to complete your project (e.g., educational

materials for families). If your project does not require funding for other materials, you can move on to the next question.

Describe the other materials needed.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "2000" and not \$2,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
<b>TOTAL</b>		

17. 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.

### Technical Assistance Questions

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.
- 19. Question 19: If you received assistance, who provided you with that assistance? Please select all that apply.
- 20. Question 20: Do you have any feedback on the assistance you received? Is there anything you want to tell DCYF about why you did or did not access assistance?

### Terms and Conditions

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

*I certify that the information I have provided on this application is true and correct.*

*I will spend the Early Childhood Equity Grant funds, if awarded, on the purchases outlined in this grant application.*

*I will spend the Early Childhood Equity Grant within two years of receiving the funds.*

*I will report to DCYF on how I spend the Early Childhood Equity Grant. This will include keeping receipts and documentation from all purchases made with this grant money, and also completing and submitting reports every 6 months using a survey that DCYF will provide.*

*I understand that DCYF may ask me to provide receipts for purchases made with money from this grant, and if I cannot provide these receipts and documentation when asked, I will be required to repay part or all of the grant money to the State of Washington.*

*If I do not comply with DCYF reporting requirements or cannot show that the funds were spent in accordance with my application, I am in violation of the terms of the Early Childhood Equity Grant and I will return the grant funds to DCYF.*

*If I close my license before the two-year cycle ends, I will return any unspent grant funds to DCYF. I will still be responsible to provide reporting and receipts to DCYF detailing funds I did spend, regardless of open or closed status.*

*I understand that my application will be denied if I have requested funding for any disallowed costs.*

*I have reviewed my application and am ready to submit. I understand that once my application is submitted I cannot make any changes to my answers.*

## Appendix B: Early Childhood Equity Grant Prioritization Guide

*Instructions:* Use the guide below to calculate how many prioritization points an applicant qualifies for. To calculate the final score, add up the points scored.

**Priority 1:** Serving children who are Black, Indigenous, or People of Color (BIPOC)

Answer	Yes	No
Points Earned	1	0

**Priority 2:** Children enrolled in or eligible for membership in one of the 29 federally recognized tribes in Washington served

Answer	Yes	No
Points Earned	1	0

**Priority 3:** Children receiving state, tribal, or military subsidy served

Answer	Yes	No
Points Earned	1	0

**Priority 4:** Unhoused or homeless children served

Answer	Yes	No
Points Earned	1	0

**Priority 5:** Children in out-of-home care due to child welfare involvement served

Answer	Yes	No
Points Earned	1	0

**Priority 6:** Children who speak languages other than English at home served

Answer	Yes	No
Points Earned	1	0

**Total points earned:** \_\_\_\_\_

## Appendix C: 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

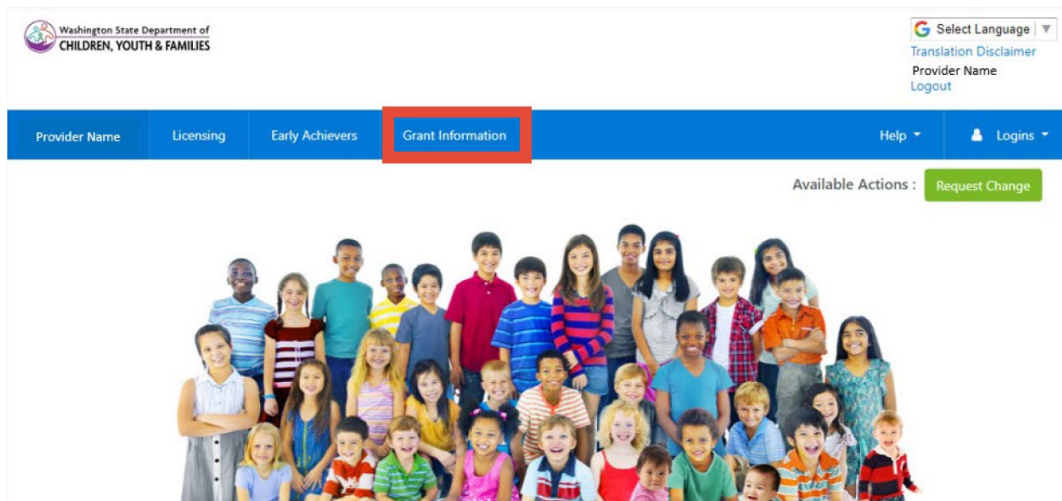
If you save the grant without submitting it you can come back later and finish it but it will NOT be submitted for review at this time. Do you want to save the grant?

Cancel

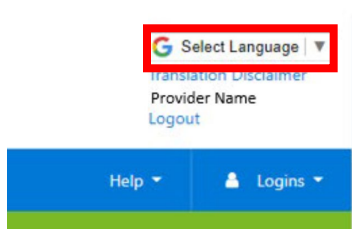
Save

To complete the application:

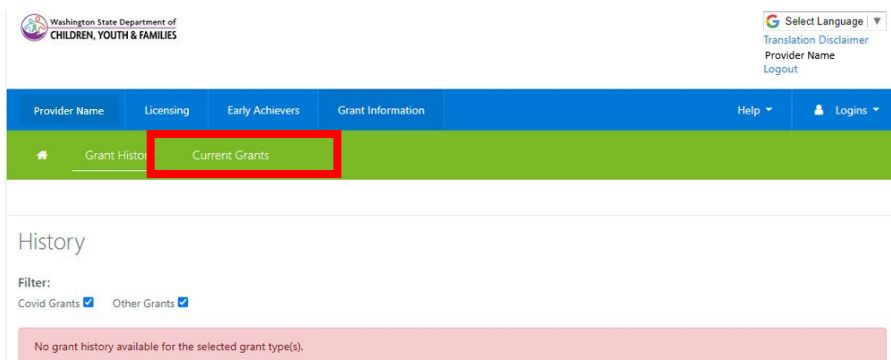
1. Log in to the WA Compass Provider Portal.



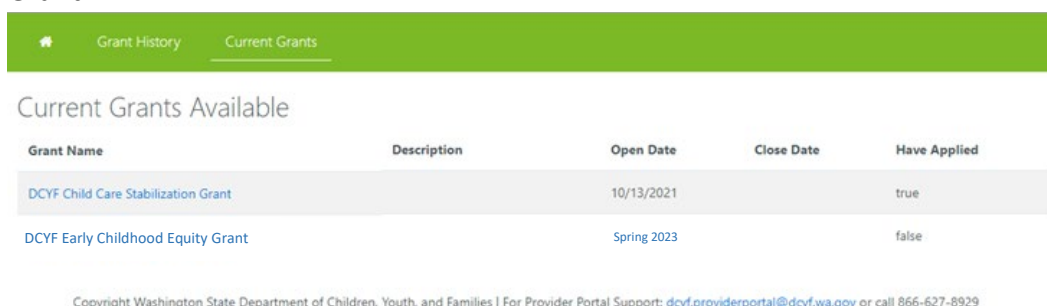
3. Select Language if you would like to view the page in a language other than English:



4. Click "Current Grants".



5. "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>	\$0 <div></div>	<div></div>	<div>- Remove</div>
<div></div>	\$0 <div></div>	<div></div>	<div>- Remove</div>
<div></div>	\$0 <div></div>	<div></div>	<div>- Remove</div>
<div></div>	\$0 <div></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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## Appendix D: 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

## Appendix E: Frequently Asked Questions

### **Q: What is the Early Childhood Equity Grant?**

**A:** The Early Childhood Equity Grant is a competitive grant opportunity from DCYF. The Early Childhood Equity Grant helps support culturally responsive programming so that children have access to diverse care that meets their needs. This is our second round of funding.

### **Q: What happened in the first round of the Early Childhood Equity Grant?**

**A:** See here for full results: [2022 summary](#)

### **Q: Who is eligible for the Early Childhood Equity Grant?**

**A:** The Early Childhood Equity Grant is awarded through a competitive grant process. Applying does not guarantee that an eligible provider will receive a grant award. In the first round, less than 2% of applications were awarded a grant. Eligible applicants may only receive an Equity Grant every two years.

Eligibility is open to:

- Licensed or certified child care providers with an open license in good standing.
- License-exempt Family, Friend, and Neighbor (FFN) providers serving children receiving state subsidies.
- ECEAP/Early ECEAP contractors.
- Play and Learn Group Host Organizations that are recognized by Child Care Aware of Washington (CCA of WA) and currently receive funding and/or direct programming support from CCA of WA to actively provide direct and virtual education and materials to parents and FFN caregivers. This is the result of a contractual agreement between CCA of WA and the State of Washington and applies to Play and Learn Groups.

Each facility applying must have at least one child enrolled or regularly receiving care at the time of the application.

For licensed, certified, and license-exempt FFN providers: grants are awarded to a specific licensed facility/site, not a larger organization. Providers with multiple licensed locations will need to submit a separate application for each licensed site that qualifies to apply for a grant.

Facilities that are both licensed and serving ECEAP slots may only apply through their ECEAP contractor. ECEAP contractor applications may include funds for non-ECEAP classrooms at the same facility.

ECEAP contractors should submit a single application with information on all sites, including non-ECEAP classrooms within ECEAP-funded sites.

Play and Learn Host Organizations should submit a single application per host organization, with information on all sites.

### **Q: How does the Early Childhood Equity Grant differ from past DCYF grants?**

**A:** Many of our previous grants have been awarded to everyone who was eligible or on a first-



come, first-serve basis. This grant is different. We are asking providers to tell us about their the children in their care, as well as what they will do with the funds to support the needs of the child(ren) in their care. Data from the applications will be used to prioritize the funding.

**Q: If I am eligible and apply for a grant, am I entitled to receive the grant?**

**A:** No. The money that has been set aside for this grant by the Legislature is not enough to fund every application. Only complete and reasonably detailed applications will be considered (please see the Application Preview Guide for more information). In the first round, DCYF received more applications than we were able to fund, so many providers who were eligible did not receive funding. Only about 1.5% of applications in the first round were funded.

**Q: Do I need to answer every question in the application?**

**A:** No. You only need to answer the Project questions about the categories for which you request funding. You must answer all Prioritization Questions and agree to all attestations.

**Q: What happens if I submit my application and then need to change something?**

**A:** Providers should make every effort to ensure that their application is complete and error-free before submitting it. DCYF is unable to change the content of your application after it is submitted.

**Q: What can I use these funds for?**

**A:** Grant funds must be used to incorporate either inclusive practices or culturally and linguistically supportive and relevant practices, or both into program design, program delivery, program evaluation, and/or staff education and training. For examples, please see "What Can the Funds be Used For?", above, and the [Application Preview Guide](#).

**Q: Can I use the funds for [something else]?**

**A:** In general, the funds can be used for any activity that is not explicitly prohibited, and that helps promote the chosen outcome of the project. Providers should use the application to relate the purchase to the chosen outcome.

**Q: What can I not use these funds for?**

**A:** Grants funds may not be used for: Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access

- Costs not related to the project outcome
- Religious activities or purposes, including worship or instruction
- Academic, professional, or vocational degrees or certificates, or classes in such programs
- Travel costs (hotels, airfare, etc.)
- Capital improvements, like major construction or renovation
- General program costs, like the basic expenses of owning and operating your business. This includes things like:

- Regular payroll costs for existing staff
- Costs of purchasing, owning, or maintaining a vehicle
- Costs associated with the space out of which you operate, like rent or utilities
- Insurance
- Other business operating costs.
- Raises or bonuses for existing staff
- Gifts for families

**Q: Can I apply for staffing funds to pay my salary?**

**A:** No. You cannot use the funds to cover the current payroll.

**Q: Can I use these funds to give my current staff a raise or bonus?**

**A:** No. Funds cannot be used to give raises or bonuses to existing staff.

**Q: Can I use these funds to hire new staff?**

**A:** Yes, funds can be used to hire staff with specialized skills. Staff must be able to help incorporate either inclusive practices or culturally and linguistically supportive and relevant practices, or both, into your programming. You must explain your plans to do so on the application.

**Q: Can these grant funds be used for reimbursement of previous purchases?**

**A:** No, this funding may only be used for resources identified in the grant application once the grant is approved and the provider receives the funds.

**Q: I just applied. What happens next?**

**A:** The application will be open until June 30, 2023, at 5 p.m. After the application closes, DCYF will prioritize the applications according to the priority factors. We will update applicants about whether or not they are finalists via email. After the finalists have been notified, the Community Review Panel will meet. Finalists will receive notification of funding status, and providers whose applications are approved will receive funding within 2-4 weeks of the approval notification.

**Q: What if I don't agree with the decision about my grant? Can I appeal?**

**A:** While applicants may feel that their proposal is strong, there may be other projects that are deemed more deserving of funding based on the available resources and the specific goals of the grant. Due to the limited availability of funding, it is not feasible to provide an appeals process for grant applications that are not approved. Providing an appeals process could lead to delays in the funding process and potentially unfair treatment of other applicants.

**Q: Can DCYF tell me why my application was rejected?**

**A:** Due to the anticipated volume of applications, DCYF will not be able to provide individual feedback on applications. Our technical assistance partners at Imagine Institute are able to go over your application with you and can give you feedback specific to your application. You can contact them at:

Imagine Institute  
Phone: 206-492-5249  
Email: CCSG@imaginewa.org

**Q: How will I receive payment if I am selected for funding?**

**A:** Licensed/certified providers will receive payments through the Social Service Payment System (SSPS). These providers will receive the funds in the same way they usually receive subsidy payments from DCYF. Providers who have not received payments through SSPS will receive payment via the U.S. Postal Service. Payments will be mailed to the address associated with the SSPS number.

Payments to Play and Learn Groups will be processed through Child Care Aware of Washington. ECEAP contractors will receive funds in the manner indicated on their Statewide Vendor Payee (SWV) registration.

**Q: If I am selected for funding, when can I expect to receive payment?**

**A:** Payments will be processed within 2-4 weeks of the approval notification and dependent upon USPS mail processing and electronic payment timelines of your financial institution.

**Q: Is this grant taxable?**

**A:** Yes. Grant funds are considered income. DCYF will send out a 1099 in January for tax purposes. The 1099 includes all DCYF funds provided in the tax year period.

**Q: Do these grant funds need to be spent within a certain timeframe?**

**A:** Yes. Grant funds must be spent within two years of receipt.

**Q: Can I apply for this grant more than once?**

**A:** Yes. Providers can only receive an Early Childhood Equity Grant every two years. If you are not selected for funding, you may apply again in the next round.

**Q: Do I need to save and submit receipts associated with this grant?**

**A:** Yes. Providers must save the receipts for purchases made with these grant funds for five years. Providers may be asked to submit these receipts to DCYF. If a provider is unable to provide receipts and documentation upon request, they may be required to repay part or all of the grant funds.

**Q: Are there any other reporting requirements associated with this grant?**

**A:** Yes, providers will be asked to complete a regular survey on their project results, and any successes and challenges they experienced in implementing their project.

**Q: What happens if I close my license after receiving the grant?**

**A:** If a provider receives the grant and then closes their license, they must return any unspent grant funds to DCYF. A provider may still be responsible for providing receipts to DCYF detailing funds they spent, regardless of open or closed status.

**Q: Is there a deadline to apply for this grant?**

**A:** Yes. The application deadline is June 30, 2023, at 5p.m.

**Q: When can I learn more about the next funding round for this grant?**

**A:** More information should be available later in the year. DCYF will send out updates to licensed providers via GovDelivery. The information will also be posted online at <https://www.dcyf.wa.gov/services/early-learning-providers/child-care-grants>