This manual provides guidance and policies for the Early Childhood Equity Grant.
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 three rounds of applications. This manual focuses on the first round of grants to be awarded in summer 2022. DCYF will use the first round results to shape and refine the grant moving forward. Details for future rounds will be released at a later date.

Purpose
DCYF’s purpose statement for the Early Childhood Equity Grant is as follows: To direct funding to the early care and education community and parent support programs, with a priority placed on BIPOC providers and providers serving BIPOC children, to advance and inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access.

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 design, program delivery, program evaluation, and/or staff education/training. Providers may request funds in any or all of these categories.

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

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Minimum Award</th>
<th>Maximum Award</th>
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</thead>
<tbody>
<tr>
<td>Licensed/certified providers</td>
<td>$15,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Family, Friend, and Neighbor (FFN) providers</td>
<td>$100</td>
<td>$2,000</td>
</tr>
<tr>
<td>Play and Learn groups</td>
<td>$5,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>ECEAP/Early ECEAP Sites</td>
<td>$15,000</td>
<td>$100,000</td>
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</tbody>
</table>

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

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. For example, if a provider wants to use the funding to hold a monthly event, they may request funding for up to 24 events (one per month for 24 months).

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.

DCYF will consider the requests in light of the services and/or materials requested. DCYF will not reject requests solely based on the amount of funding requested for applications that would otherwise be considered, but may choose to award providers less than the total requested amount.

What Can the Funds be Used For?

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

This can include things like:

- **Program Design**: curricula; development of policies and procedures; other activities or materials as identified by providers.
- **Program Delivery**: hiring specialized staff for your program; classroom materials; experiences (cultural experiences, field trips); other activities or materials as identified by providers.
- **Staff Education and Training**: conference registrations, on- or off-site training; college courses related to inclusive/equitable, culturally/linguistically supportive practices; education supports (ex: books, computers or equipment, other training or learning materials); other activities or materials as identified by providers.
- **Program Evaluation**: assessment tools; consultation to complete evaluation; administering assessments focused on equity; other activities or materials as identified by providers.

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.
- 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.
  - 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

**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. Eligible applicants may only receive an Early Childhood 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 sites.
- Play and Learn Groups 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/Early ECEAP slots may include non ECEAP/Early ECEAP classrooms in their application.

ECEAP/Early ECEAP-only sites must have a valid Statewide Vendor Payee (SWV) number in order to receive payment. Licensed ECEAP facilities will receive payment through the Social Service Payment System (SSPS).

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

**Section 3: How to Apply**
Different types of providers will have different ways to apply for this grant. Licensed/certified providers and FFN providers should apply through WA Compass. ECEAP/Early ECEAP sites and Play and Learn Groups should apply through our SmartSheet application. Links to both will be available on our [website](#) when the grant application opens.
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 
dcf.providerportal@dcyf.wa.gov or call 866-627-8929.
   a. You will need to contact your licensor to update your name, address, phone number, and 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. If you have concerns about your answers after submitting the application, email dcyf.childcaregrants@dcyf.wa.gov.
Procedure for Play and Learn Groups and ECEAP/Early ECEAP Sites

Application

1. The link to the application will be available on the Early Childhood Equity Grant webpage while the application is open. ECEAP/Early ECEAP sites and Play and Learn Groups 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.
   b. For detailed instructions and screenshots showing how to submit your application, please see the Application Preview Guide for How to Submit an Early Childhood Equity Grant Application in SmartSheet in Appendix D.
   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. If you have concerns about your answers after submitting the application, email dcyf.childcaregrants@dcyf.wa.gov.

Attestations

By completing the Early Childhood Equity Grant application, applicants 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 award on the purchases outlined in this grant application.

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

I understand that DCYF may ask me to provide these 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 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.
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.

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, the agency will prioritize applications according to factors decided in collaboration with providers during the design 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 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 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 (program design, program delivery, program evaluation, and/or staff education and training), 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 licensee/owner, staff, program, and of the children and families served by the facility applying.

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

- Facilities serving a large percentage of BIPOC children.
- Facilities serving a large percentage of children receiving state 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.
- Facilities with a BIPOC licensee or license-exempt program owner.
- Facilities with BIPOC staff.
- Facilities that use a language other than English in the care environment.
- Facilities that provide care during non-standard hours, or 24-hour care.

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

Funding will be awarded from highest priority to lowest priority. In the event of a tie, facilities serving a larger percentage of BIPOC children will be prioritized.

Funding Request Review
After applications are prioritized, the highest priority applications will be reviewed and verified that the amount of funding requested is in line with the project proposed. This review will be done holistically by a group of subject matter experts that includes providers, other external stakeholders, and DCYF staff. Providers 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.

Receiving Payment

The Early Childhood Equity Grant will open for at least three separate rounds of funding in the summer and winter. The application window will open for approximately six weeks. After the application closes, the prioritization team will meet, and decisions will be announced in the following weeks.

For summer 2022, the dates are as follows:

<table>
<thead>
<tr>
<th>Application opens</th>
<th>June 28</th>
</tr>
</thead>
</table>


## 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.

### 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 is partnering with the Imagine Institute and Voices of Tomorrow 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 either the Imagine Institute or Voices of Tomorrow.
    - **Imagine Institute**
      - Phone: 206-492-5249
      - Email: CCSG@imaginewa.org
    - **Voices of Tomorrow** (supporting East African child care providers)
      - Phone: 206-278-8290
      - Email: childcaresupport@tomorrowvoices.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.

- **WA Compass Provider Portal Link**
  - To access your account, use the login link here: 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 or call 866-627-8929.
More Information
Please visit the [Early Childhood Equity Grant webpage](https://www.earlychildhoodequitygrant.org). 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. Questions 1-8 are about the children and families in your program. Questions 9-12 are about the provider, staff, and facility. DCYF will use the information provided to prioritize awards, as described in the Prioritization Guide in Appendix B.

Provider and Program Questions

1. Question 1: How many children are in your care? Please tell us how many children are enrolled in your care on the day you are completing this application.
2. Question 2: Of the children in your care, counted in Question 1, how many are Black, Indigenous, or Children of Color? Please include any children who are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Pacific Islander, or multiracial.
3. Question 3: Of the children in your care in Question 1, how many are white?
4. Question 4: Do the numbers you gave in Questions 2 and 3 add up to the total number of children in your care? The answer should match the number provided in Question 1. If not, please explain.
5. Question 5: How many children in your care, counted in Question 1, are you currently claiming state subsidy payments through the Social Service Payment System?
   Note: This question will only appear for licensed/certified providers and FFN providers. It will not appear for ECEAP/Early ECEAP sites or Play and Learn Groups.
6. Question 6: Of the children you reported serving in Question 1, are any 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
7. Question 7: Are any of the children in your care, counted in Question 1, in out-of-home care due to child welfare involvement? □ Yes □ No
8. Question 8: Do you serve any children, counted in Question 1, who speak languages other than English at home? □ Yes □ No

Questions About the Provider, Staff, and Facility

9. Question 9: Is your facility's licensee or license-exempt program owner Black, Indigenous, or a Person of Color? Please answer yes if the licensee or license-exempt program owner is American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Pacific
Islander, or multiracial. Please answer no if the licensee or license-exempt program owner is white. Please answer N/A if neither is true. □ Yes □ No □ N/A

10. Question 10: Does your facility have staff who are Black, Indigenous, or Persons of Color? Please answer yes if any staff or employee of the early learning program is American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Pacific Islander, or multiracial. □ Yes □ No □ N/A, I do not have any staff/employees

11. Question 11: Does anyone providing care in your facility regularly use a language other than English in the care environment or when interacting with the parents or guardians of children in the program? Regularly means at least once per week. □ Yes □ No

12. Question 12: Does your facility provide non-standard hours or 24-hour care? Non-standard hours are before 6 a.m., after 6 p.m., or on weekends. □ Yes □ No

Spend Category Questions

Questions 13-17 ask how you will use the grant funds, if awarded. Your answers will be evaluated for eligibility and completeness.

The questions are broken up by category. There are four categories of activities that you can request funds for: program design, program delivery, staff training and education, and program evaluation. You need to request funds in at least one category. You are able to request funds in as many categories as you would like. You do not need to request funds in every category. You should only answer the questions about the categories for which you are requesting funding.

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.

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
- 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.
  - Costs of purchasing 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

13. Question 13: Are you requesting funds for program design (curriculum, policies, procedures)? If yes, please answer the questions that appear below. If not, please move on to Question 14. □ Yes
a. What program design activities are you requesting funding for? (Please select all that apply.)
   - Curriculum.
   - Develop policies and procedures.
   - Other (please describe below).

b. If you selected other, please briefly describe what type of program design activity you are requesting funds for. _____________________

c. Does this promote (please select all that apply):
   - Culturally and linguistically supportive and relevant practices.
   - Inclusive and equitable practices.

d. Tell us what you will do:

[Blank space for description]

e. How much funding are you requesting for the program design-related activities described above?

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<tr>
<th>Program design-related expense</th>
<th>How much will this cost? Please include any tax or shipping costs.</th>
<th>Describe how you arrived at that cost.</th>
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<td>TOTAL</td>
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14. Are you requesting funds for program delivery (staff, classroom materials, experiences)? If yes, please answer the questions that appear below. If not, please move on to question 15. □ Yes

   a. What program delivery activities are you requesting funding for? (Please select all that apply.)
☐ Hiring specialized staff.
☐ Classroom materials.
☐ Experiences for students and/or families: cultural experiences, field trips.
☐ Other (please describe below).

b. If you selected other, please briefly describe what type of program delivery activity you are requesting funds for. _____________________

c. Does this promote (please select all that apply):
   • Culturally and linguistically supportive and relevant practices.
   • Inclusive and equitable practices.

d. Tell us what you will do:


e. How much funding are you requesting for the program delivery-related activities described above?

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<th>Program delivery-related expense</th>
<th>How much will this cost? Please include any tax or shipping costs.</th>
<th>Describe how you arrived at that cost.</th>
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15. Are you requesting funds for *staff education and training* (conference registrations, training, tuition, support for education)? If yes, please answer the questions that appear below. If not, please move on to question 16. ☐ Yes

   a. What staff education and training activities are you requesting funding for? (Please select all that apply.)
      ☐ Conference registrations
      ☐ Training on- or off-site
- College courses related to inclusive/equitable, culturally/linguistically supportive practices.
- Support for education, such as books, laptop purchases, or other college/training learning materials.
- Other (please describe below)

b. If you selected other, please briefly describe what type of staff education and training activity you are requesting funds for. ________________________

c. Does this promote (please select all that apply):
   - Culturally and linguistically supportive and relevant practices
   - Inclusive and equitable practices

d. Tell us what you will do:

   ________________________

   e. How much funding are you requesting for staff education and training-related activities described above?

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<thead>
<tr>
<th>Staff education/training-related expense</th>
<th>How much will this cost? Please include any tax or shipping costs</th>
<th>Describe how you arrived at that cost</th>
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<tr>
<td>TOTAL</td>
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16. Are you requesting funds for program evaluation (assessment tools, evaluation consultations, administering assessments)? If yes, please answer the questions that appear below. If not, please move on to question 17. ☐ Yes
   a. What program evaluation activities are you requesting funding for? (Please select all that apply.)
      - ☐ Assessment tools.
      - ☐ Consultation to complete evaluation.
☐ Administering assessments focused on equity.
☐ Other activities or materials as identified by providers.

b. If you selected other, please briefly describe what type of program design activity you are requesting funds for. ____________________

c. Does this promote (please select all that apply):
   • Culturally and linguistically supportive and relevant practices.
   • Inclusive and equitable practices.

d. Tell us what you will do:

   

   e. How much funding are you requesting for the program evaluation-related activities described above?

<table>
<thead>
<tr>
<th>Program evaluation-related expense</th>
<th>How much will this cost? Please include any tax or shipping costs.</th>
<th>Describe how you arrived at that cost.</th>
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<tr>
<td>TOTAL</td>
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17. How much total funding are you requesting? Please check to make sure your answer equals the total amount requested in questions 13, 14, 15, and 16. Enter a numeric value only. ____________

**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.

*I certify that the information I have provided on this application is true and correct.
☐ Yes*
I will spend the Early Childhood Equity Grant award on the purchases outlined in this grant application.
☐ Agree

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

I understand that DCYF may ask me to provide these 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.
☐ Agree

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.
☐ Agree

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.
☐ Agree
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, subtract the points earned from the points possible. For example, a facility that scored 42 out of a maximum of 45 points would have a final score of 3. Applications with lower scores have a higher priority.

**Priority 1:** Percentage of BIPOC children served (percentage calculated by DCYF based on answers to questions 1 and 2).

<table>
<thead>
<tr>
<th>Percentage</th>
<th>75-100%</th>
<th>50-74%</th>
<th>26-49%</th>
<th>10-25%</th>
<th>0-9%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Points Possible</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Priority 2:** Percentage of children served who are receiving state subsidy (percentage calculated by DCYF based on answers to questions 1 and 5).

<table>
<thead>
<tr>
<th>Percentage</th>
<th>75-100%</th>
<th>50-74%</th>
<th>26-49%</th>
<th>10-25%</th>
<th>0-9%</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

**Priority 3:** Unhoused or homeless children served.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Priority 4:** Children in out-of-home care due to child welfare involvement.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Priority 5:** Children who speak languages other than English at home.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>
Priority 6: BIPOC licensee or license-exempt program owner.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Priority 7: BIPOC staff.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

Priority 8: Use of language other than English in care environment.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Priority 9: Care provided during non-standard hours or 24-hour care.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Points Possible</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Total points earned: ______________
Total points possible: ____________
Final score: ____________
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 now 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:

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:
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".


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

8. The Spend Plan question lists the four different allowable spend categories. Only select the spend category/categories that you are requesting funding for. For example, if you are requesting funding for program delivery, select the box here first:

13. Question 13: Are you requesting funds for program design (curriculum, policies, procedures)? If yes, please answer the questions that appear below. If not, please move on to Question 14.

14. Question 14: Are you requesting funds for program delivery (staff, classroom materials, experiences)? If yes, please answer the questions that appear below. If not, please move on to Question 15.
9. After selecting the box, additional questions ("sub-questions") will appear. Your answers to these questions must meet the requirements described in the Application Preview Guide.

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.

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

Once you have entered each service 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 spend category you are requesting funding for.

11. The final question asks for the total amount requested. This answer is the total amount of funding for each spend category added together. Example: if you requested $10,000 for program delivery and $10,000 for program evaluation, you will enter $20,000 for this question.

12. 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.

13. Click "Submit".
If I close my license before the two-year cycle ends, I will return at closed status.

If I do not comply with DCYF reporting requirements or cannot sh grant funds to DCYF.
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. Questions may be added or omitted for certain groups. The instructions below are specifically for the SmartSheet application for ECEAP/Early ECEAP sites and Play and Learn Groups.

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

1. Click on the application link.

2. Enter the requested information about your organization.

3. Review the instructions and then answer questions 1-11. Your answers will be used to prioritize your plan for funding.
4. The Spend Plan question lists the four different allowable spend categories. Only select the spend category/categories that you are requesting funding for.

12. Are you requesting funds for program design (curriculum, policies, procedures)?

- Yes  - No

6. After selecting the box, additional questions ("sub-questions") will appear. Your answers to these questions must meet the requirements described in the Application Preview Guide.

   a. What program design activities are you requesting funding for?
   Please select all that apply.

   b. If you selected other, please briefly describe what type of program design activity you are requesting funds for:

7. 

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

11. The final question asks for the total amount requested. This answer is the total amount of funding for each spend category added together. Example: if you requested $10,000 for program delivery and $10,000 for program evaluation, you will enter 20000 for this question.
16. How much total funding are you requesting? *
Please check to make sure your answer equals the total amount requested in questions 12, 13, 14, and 15. Please enter a numeric value only.

*example: 72000

12. 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.

☑ Agree: I will spend the Early Childhood Equity Grant award on the purchases outlined in this grant application.

☑ Agree: I will spend the Early Childhood Equity Grant within two years of receiving the funds.

☑ Agree: I understand that DCYF may ask me to provide these 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.

☑ Agree: 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.

☑ Agree: 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.

13. Click "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. Its purpose is to direct funding to the early care and education community and parent support programs, with a priority placed on BIPOC providers and providers serving BIPOC children to advance and inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access.

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. 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 sites.
- Play and Learn Groups 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/Early ECEAP slots may include non ECEAP/Early ECEAP classrooms in their application.

ECEAP/Early ECEAP-only sites must have a valid Statewide Vendor Payee (SWV) number in order to receive payment. Licensed ECEAP facilities will receive payment through the Social Service Payment System (SSPS).

Play and Learn groups 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 staff, facilities, and 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). Suppose we receive more complete and reasonably detailed applications than we are able to fund. In that case, we will prioritize applications based on data gathered from the applications, as detailed in the Prioritization Guide.

Q: Do I need to answer every question in the application?
A: No. You only need to answer the Spend Category questions about the categories for which you request funding. You must answer all Provider and Program Questions.

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. If you notice an error after submission, please contact DCYF at dcyf.childcaregrant@dcyf.wa.gov to see if we can help edit your application.

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?", 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 falls within the bounds of the program design, program delivery, program evaluation, and/or staff education and training – as long as it is related to advancing or inspiring practices that promote inclusive and culturally responsive learning, environments, and enhanced language access. Providers must use their application to relate their idea for the funds to the purpose of the grant.

Q: What can I not use these funds for?
A: Grants funds may not be used for: capital improvements (major construction or renovation), general program costs (regular payroll, costs of purchasing a vehicle, rent, utilities, insurance, other business operating costs), raises or bonuses for existing staff, or for any activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access.

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 September 16, 2022, at 11:59 p.m. After the application closes, the scoring and prioritization team will meet. Providers will receive notification of funding status, and providers whose applications are approved will receive funding within 2-4 weeks of the approval notification.

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/Early ECEAP sites 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: Not at this time. This may change in future rounds. Providers may be asked to participate in feedback sessions. Providers are encouraged to submit feedback about the grant or grant process.

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 September 16, 2022, at 11:59 p.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