

DCYF Early Childhood Equity Grant Application Preview Guide

Introduction

This guide will help you put together your Early Childhood Equity Grant application.

To be eligible for funding, you must be an eligible program. That means you need to meet the eligibility requirements described below. You must also be proposing an eligible project, which means that what you want to do with the funding needs to be aligned with the legislature's goals for the funding. Finally, your Early Childhood Equity Grant application must be complete, which means that all the necessary questions must have answers, and the answers must meet certain standards.

All of the questions on the Early Childhood Equity Grant application are in this guide, as well as tips and materials to help you figure out what information each of your answers should include. Below each question is an example answer. Each question also has a checklist for you to follow when selecting or writing your answer. These checklists will help you make sure that your answer is complete and that what you are asking for fits within the rules we have for the grant funding.

Please note: the sample answers below are not intended to represent a full grant application and should not be copied. The sample answers are meant to represent the information that should be present in your answer to each question. Each sample answer may represent a different possible project or program.

Your application may be removed from consideration if your answers do not meet the criteria below. That means we will not be able to fund your request.

If you are unable to answer each question on the application to the standards described below, please contact one of our Technical Assistance partners for help before submitting your application. If you need help for any reason, or want someone to read through your answers before submitting them, we highly encourage you to reach out to Technical Assistance.

Technical assistance is available to all applicants. If you have any questions about this application, prioritization, the spending categories, or the grant process, please contact:

- [Imagine Institute](#)
Phone: 206-492-5249
Email: CCSG@imaginewa.org
- [Voices of Tomorrow](#) (supporting East African child care providers)



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Phone: 206-278-8290

Email: childcaresupport@tomorrowvoices.org

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 one 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) caregivers serving children receiving state subsidies.
- ECEAP contractors.
- Play and Learn Groups 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, as a result of a contractual agreement between CCA of WA and the State of Washington and passed on to the recognized Play and Learn Group.

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 to 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.

Provider and Program 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 Early Childhood Equity Grant Manual, which will be available on our [website](#) when the grant application launches.

Questions About the Children and Families in Your Program

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.

Example answer: 16

Your Answer Must

- Be a whole number.
- Not include any text.
- Not include any information other than the number of children.
- Be greater than zero.

Providers may count any children enrolled in the program, or who typically attend, whether or not they were actually in attendance on that day. For example, children who are enrolled but out sick or on vacation may be counted.

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.

Example answer: 7

Your Answer Must

- Be a whole number.
- Not include any text.
- Not include any information other than the number of children.
- Be less than or equal to the number given in Question 1.

Question 3: Of the children in your care in Question 1, how many are white?

Example answer: 9

Your Answer Must

- Be a whole number.
- Not include any text.
- Not include any information other than the number of children.
- Be less than or equal to the number given in Question 1.

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.

Example answer: *Yes*

Your Answer Should

- Be “Yes”, OR provide appropriate explanation of why the numbers do not add up.
- For example, you might be unsure of the race/ethnicity of a particular child and not want to count them for either question.

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?

Example answer: *10*

Your Answer Must

- Be a whole number.
- Not include any text.
- Not include any information other than the number of children.
- Be less than or equal to the number given in Question 1.

This question will only appear for licensed/certified providers and FFN providers. It will not appear for ECEAP contractors or Play and Learn Groups.

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

Example answer: *No*

Your Answer Must

- Be either “Yes” or “No”.
- Include any children who lack a fixed, regular, and adequate nighttime residence. This may include children whose families are couch-surfing or sheltering in others’ homes.

If you are unsure if any of the children you serve are unhoused, answer “No.”

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

Example answer: *Yes*.

Your Answer Must

- Be either “*Yes*” or “*No*”.
- Include any children in temporary care, foster care, or kinship care due to child welfare involvement.

If you are unsure if any of the children you serve are in out-of-home care due to child welfare involvement, answer “*No*.”

Question 8: Do you serve any children, counted in Question 1, who speak languages other than English at home? Yes No

Example answer: *No*.

Your Answer Should

- Be either “*Yes*” or “*No*”.
- Count any children from households where a language other than English is spoken. For example, children who are being raised bilingual may be counted. The child does not have to be from a limited-English-speaking household. The child does not need to have difficulty speaking English.

If you are unsure if any of the children you serve speak languages other than English at home, answer “*No*.”

Questions About the Provider, Staff, and Facility

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

Example answer: *Yes*.

Your Answer Should

- Be either “*Yes*”, “*No*” or “*N/A*”.
- Be “*Yes*” if the licensee is American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Pacific Islander, or multiracial.
- Be “*No*” if the licensee is white.
- Be “*N/A*” if the licensee is a legal entity rather than an individual, or if some other situation applies.

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

Example answer: *No*.

Your Answer Should

- Be either “*Yes*”, “*No*” or “*N/A*”.
- Be “*Yes*” if the facility has staff/employees who are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Pacific Islander, or multiracial.
- Be “*No*” if the facility has staff/employees and all are white.
- Be “*No*” if the facility is part of a larger organization that has staff/employees of color, but those staff/employees are not part of the early learning program.
- Be “*N/A*” if the facility does not have any staff/employees.

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

Example answer: Yes.

Your Answer Should

- Be either “Yes” or “No”.
- Be “Yes” if any early learning provider or staff regularly speak a language other than English while working with children.
- Be “Yes” if any early learning provider or staff regularly speak a language other than English while interacting with the parent or guardian of a child in care.
- Be “No” if all early learning providers or staff only speak English.
- Be “No” if all early learning providers or staff only speak a language other than English outside of the care environment.

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

Example answer: No

Your Answer Should

- Be either “Yes” or “No”.
- Be “Yes” if the facility is open to provide care before 6 a.m., after 6 p.m., and/or on weekends.
- Be “No” if the facility used to provide care during non-standard hours or 24-hour care, but is not currently doing so.
- Be “No” if the facility plans to provide care during non-standards hours or 24-hour care in the future, but is not currently doing so.

Spend Category Questions

This section asks 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:

1. Program design.
2. Program delivery.
3. Staff training and education.
4. Program evaluation.

You need to request funds in at least one category. You can 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 request funding.

For each category you request funding from, provide as much detail as possible. Please remember that the grant period is two years long. **You should request the funding you need for the entire grant period.**

Grant funds may not be used for:

- Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, inclusive and culturally responsive 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. This includes things like:
 - regular payroll costs
 - costs of purchasing, operating, 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

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

Example answer: Yes

Your Answer Should

- Be “Yes” if you are requesting funds for program design-related materials or activities. Otherwise, move on to question 14.

Program design-related materials and activities include those related to:

- The curriculum(s) used in your program.
- Planning or development of program policies.
- Planning or development of program procedures.

- Other relevant activities or materials as identified by providers.

If you are not sure if your idea for the funds fits best in this category or a different one, please consult one of our TA partners: [Imagine Institute](#) or [Voices of Tomorrow](#) (supporting East African child care providers). Full contact information is listed above.

13a. What program design activities are you requesting funding for? (Please select all that apply.)

- Curriculum
- Develop policies and procedures
- Other (please describe below)

13b. If you selected “Other” – please briefly describe what type of program design activity you are requesting funds for. _____

Example answer: *Develop policies and procedures*

You Should

- Only answer this question if you are requesting funds for a program design-related activity.
- Select all that apply. You must select at least one. If you plan to use funds for all of the listed activities, you may select all three.

If you select *Other (please describe below)*, you should write a few phrases or sentences describing how your idea relates to program design at your facility. You may use as many words as you feel are necessary.

Describe your proposed activity as you would to any adult who might enter your facility. For example, you might describe it as you would to a parent who is coming in for a tour of your facility. Do not assume that reviewers will know anything about your program or facility.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance: [Imagine Institute](#) or [Voices of Tomorrow](#) (supporting East African child care providers). Full contact information is listed above.

13c. Does this promote (please select all that apply):

- Inclusive and equitable practices.
- Culturally and linguistically supportive and relevant practices.

Example answer: *Inclusive and equitable practices, Culturally and linguistically supportive and relevant practices*

You Should

- Only answer this question if you are requesting funds for a program design-related activity.
- Select all that apply. You must select at least one.

Not sure which category is the best fit for your idea?

- In general, *inclusive and equitable practices* make every group feel safe and welcome in your environment. An example might be convening a focus group of parents and community members to help develop an anti-bias policy.
- In general, *culturally and linguistically supportive and relevant practices* are those that help a provider respond to and support a specific cultural and/or linguistic background. An example might be purchasing a dual language curriculum for children learning both Spanish and English.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance for support: [Imagine Institute](#) or [Voices of Tomorrow](#) (supporting East African child care providers). Full contact information is listed above.

13d. Tell us what you will do:

Example answer: *We will purchase Sally's Curriculum for Dual Language Learners in Spanish and English. We will also buy the associated learning materials, including posters and educational games to help reinforce the concepts and vocabulary introduced in the curriculum. Our goal is to include it as a formal part of our program, with instruction in English and Spanish daily. We already have a teacher who speaks both Spanish and English, and we try to incorporate some language work in our daily activities, but purchasing a curriculum would give us new ideas and a more formal way to make sure that instruction is included.*

We currently have four children who are dual language learners, so this would be a linguistically-specific support for them. We know there are many more families in the community who might want this – our local school district says that over 50% of their English Language Learners speak Spanish, and it is by far the most commonly spoken language (other than English) in OURTOWN, where we are located. Being

able to offer instruction in both Spanish and English formally would help the kids currently in our care, and we would advertise it to parents to help get that language access to more kids who would benefit.

You Should

- Only answer this question if you are requesting funds for a program design-related activity.

Your Answer Must

- Address what you said you were doing in Part A. In your answer, be specific about what program design-related activities you are engaging in.
 - I. If you said you wanted funding for a curriculum, tell us which curriculum(s) you are interested in.
 - II. If you said you wanted funding to develop policies and procedures, tell us what you hope to develop and how you will do it.

Your Answer Must

- Address what you said you would promote in Part C.
 - I. If you said the funding would help promote inclusive and equitable practices, how will it help do that?
 - II. If you said the funding would help promote culturally and linguistically supportive and relevant practices, how will it help do that?

A great answer will answer the following:

- What goal will your activity help you meet?
- What resources do you already have for that goal? What are you already doing to help you achieve it?
- Who will benefit from this funding? How will they benefit?
- What need is there for this? Who needs it?

Remember that reviewers will not be familiar with your program and will only know what you write.

We highly encourage you to reach out to Technical Assistance: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. They can help you figure out how to describe your idea to our reviewers. Full contact information is listed above.

13e. How much funding are you requesting for the program design-related activities described above?

Example answer:

Program design-related expense	How much will this cost? Please include sales tax or shipping costs.	Describe how you arrived at that cost.
1 <u><i>Sally's Curriculum for Dual Language Learners in Spanish and English</i></u>	\$539	Cost of the curriculum for sale at sallyscurriculum.com/duallanguage , plus sales tax at 10%
2 <u><i>Sally's Curriculum for Dual Language Learners in Spanish and English</i></u> curriculum materials kit includes classroom posters, educational games, and other materials for use in supporting learning	\$1,500	Cost of two of the materials kits for sale at sallyscurriculum.com/duallanguage , plus sales tax at 10%. We want one kit for year one and one for year two as a replacement because the materials get worn with daily use.
TOTAL	\$2,039	

Only answer this question if you are requesting funds for a program design-related activity.

The total cost should be the amount of funding you need for program design-related costs over the two-year life of the grant.

Your Answer Must

- Align with what you said you were doing in Part D. Your costs should reflect what you said you will do.
- Not include** any materials or activities that you did not describe in Part D.

Be as specific as possible and:

- Identify the specific materials, activities, and/or services you need funding to purchase.
- Identify where you plan to purchase the materials, activities, and/or services you are requesting funding for.

- Describe where you got your costs in as much detail as possible. Costs should be justified by showing relevant and/or linked sources, hourly rate(s), professional estimates, or other verifiable sources.

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. Yes

Example answer: Yes

You Should

- Answer “Yes” if you are requesting funds for program delivery-related materials or activities. Otherwise, move on to Question 15.

Program delivery-related materials and activities include those related to:

- Hiring specialized staff for your program
 - Funds cannot be used for existing payroll costs.
 - Funds cannot be used for raises or bonuses to existing staff.
- Classroom materials for your program.
- Experiences for children and families in your program, such as field trips and cultural excursions.
- Or other relevant activities or materials as identified by providers.

If you are unsure if your idea for the funds fits best in this category or a different one, please consult one of our TA partners: [Imagine Institute](#) or [Voices of Tomorrow](#) (supporting East African child care providers). Full contact information is listed above.

14a. 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 or field trips.
- Other (please describe below).

14b. If you selected other, please briefly describe what type of program delivery activity you are requesting funds for. _____

Example answer: *Classroom materials, Experiences*

You Should

- Only answer this question if you are requesting funds for a program delivery-related activity.
- Select all that apply. You must select at least one. If you plan to use funds for all of the listed activities, you may select all four.
- Not assume that reviewers will know anything about your program or facility. Describe your proposed activity as you would to any adult who might enter your facility. For example, you might describe it as you would to a parent who is coming in for a tour of your facility.

If you select *Other (please describe below)*, you should write a few phrases or sentences describing how your idea relates to program delivery at your facility. You may use as many words as you feel are necessary.

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14c. Does this promote (please select all that apply):

- Inclusive and equitable practices.
- Culturally and linguistically supportive and relevant practices.

Example answer: *Culturally and linguistically supportive and relevant practices*

You Should

- Only answer this question if you are requesting funds for a program delivery-related activity.
- Select all that apply. You must select at least one.

Not sure which category is the best fit for your idea?

- In general, *inclusive and equitable practices* are those that make every group feel safe and welcome in your environment. An example might be taking a field trip to a local festival that celebrates all of the diverse cultures in your area.
- In general, *culturally and linguistically supportive and relevant practices* are those that help a provider respond to and support a specific cultural and/or linguistic background. An

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example might be purchasing materials to cook meals from each child in your program's cultural background.

If you need help figuring out the category in which your idea best fits, or need help describing your idea to our reviewers, please reach out to Technical Assistance: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

14d. Tell us what you will do:

Example answer: I want to plan field trips to each of our town's cultural festivals, which will involve funds for classroom materials and experiences. The festivals include a Lunar New Year Celebration in February, a Lithuanian Heritage Festival in April, a Philippine Independence Festival in June, a general Arts and Culture Festival in September, and a Black Arts Celebration in November. For each festival, I want to purchase two books to read to the kids before each celebration so they know what to expect. I will purchase tickets for each child enrolled (I'm anticipating 10 children), my assistant, myself, and 2-3 parent volunteers. All of the festivals include food trucks or food stations, so I want to purchase lunch for everyone on the trip. I also want to buy a classroom souvenir on each trip so we have something to talk about and remember after. Because we are going to learn about so many different cultural traditions, this should promote inclusive practices. I currently have two Filipino students and two Black students, so it also promotes culturally relevant learning, since those celebrations reflect the cultural backgrounds of my currently enrolled students.

You Should

- Only answer this question if you are requesting funds for a program delivery-related activity.

Your Answer Must

- Address what you said you were doing in Part A. In your answer, be specific about what program delivery-related activities you are engaging in.
 - I. If you said you wanted funding for hiring a specialized staff member, tell us about what kind of staff you are looking to hire, and what they will do. For example, will they speak a language commonly spoken in your area?
 - II. If you said you wanted funding for classroom materials, tell us what classroom materials you want to purchase and how they will add to your classroom. For example, will you purchase specialty cooking equipment to cook more culturally relevant meals?
 - III. If you said you wanted funding for experiences for children and/or families, tell us what experiences are you hoping to provide. For example, will you take students

Your Answer Must

- Address what you said you were doing in Part C.
 - IV. If you said the funding would help promote inclusive and equitable practices, how will it help do that?
 - V. If you said the funding would help promote culturally and linguistically supportive and relevant practices, how will it help do that?

A great answer will answer the following:

- What goal will your activity help you meet?
- What resources do you already have for that goal? What are you already doing to help you achieve it?
- Who will benefit from this funding? How will they benefit?
- What need is there for this? Who needs it?

Remember that reviewers will not be familiar with your program, and will only know what you write.

We highly encourage you to reach out to Technical Assistance at: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above. They can help you figure out how to describe your idea to our reviewers.

14e. How much funding are you requesting for the program delivery-related activities described above?

Example answer:

Program delivery-related expense	How much will this cost? Please include sales tax or shipping costs.	Describe how you arrived at that cost.
10 books, two on each of the specific cultures	\$100	Over the last year, according to my receipt records, I have purchased new books for my classroom at the average rate of \$10/book, so I am using that to estimate the cost. I don't have specific books picked out yet because there are some upcoming releases I want to read before I finalize my picks.
20 child and 10 adult tickets to Lunar New Year Celebration	\$250	My information is from the event website, mytownlunarnewyear.com . Each child ticket costs \$5 and each adult ticket costs \$15. I want to take 10 kids and five adults in the first year of the grant, and then go again the next year with another 10 kids and five adults.
20 child and 10 adult tickets to Lithuanian Heritage Festival	\$50	My info is from the event website, mytownlithuanianheritage.com . Child tickets are free and each adult ticket costs \$5. I want to take 10 kids and five adults in the first year of the grant, and then go again the next year with another 10 kids and five adults.
20 child and 10 adult tickets to the Philippine Independence Festival	\$300	My info is from the event website, mytownphilippineindependence.com . Tickets are \$10 per person regardless of age. I want to take 10 kids and 5 adults in the first year of the grant, and then go again the next year with another 10 kids and 5 adults.
20 child and 10 adult tickets to the Arts and Culture Festival	\$250	Ticket prices haven't been released yet, so I used last years' prices on the event website (ourtownartsandculture.com) to estimate. Child tickets were \$5 and adult tickets were \$15. I want to take 10 kids and five adults in the first year of the

		grant, and then go again the next year with another 10 kids and five adults.
20 child and 10 adult tickets to the Black Arts Celebration	\$50	Ticket prices haven't been released yet, so I used last years' prices to estimate. Child tickets were free and adult tickets were \$5 each. I want to take 10 kids and five adults in the first year of the grant, and then go again the next year with another 10 kids and five adults.
Lunch at each festival	\$2,700	None of the festivals have released specific menus yet, so I used the standard state meal rate from https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables to estimate costs. The rate is \$18. I am planning to buy lunch for (15 people) x(5 festivals) x(2 years), for a total of \$2,700.
Classroom souvenir at each festival	\$200	I want to purchase a classroom souvenir at each festival. \$20 per souvenir seems like a reasonable budget, based on my historical spending on classroom materials. For 10 festivals (five per year over two years) that would be \$200.
TOTAL	\$3,900	

You Should

- Only answer this question if you are requesting funds for a program delivery-related activity.

The total cost should be the amount of funding you need for program delivery-related costs over the 2 year life of the grant.

Your Answer Must

- Align with what you said you were doing in Part D. Your costs should reflect what you said you will do.
- Not include** any materials or activities that you did not describe in Part D.

Be as specific as possible and:

- Identify the specific materials, activities, and/or services you need funding to purchase.
- Identify where you plan to purchase the materials, activities, and/or services you are requesting funding for.
- Describe where you got your costs in as much detail as possible. Costs should be justified by showing relevant and/or linked sources, hourly rate(s), professional estimates or other verifiable sources.

Question 15: Are you requesting funds for *staff education and training* (conference registrations, training, tuition, supports for education)? If yes, please answer the questions that appear below. If no, please move on to Question 16. **Yes**

Example answer: *No*

Your Answer Should

- Be “Yes” if you are requesting funds for staff education and training-related materials or activities. Otherwise, move on to Question 14.

Staff education and training-related materials and activities include those related to:

- 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.
- Or other relevant activities or materials as identified by providers.

If you are not sure if your idea for the funds fits best in this category or a different one, please consult one of our TA partners : [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

15a. 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.
- Education supports: books, laptop purchase, or other college/training learning materials
- Other (please describe below).

15b. If you selected other, please briefly describe what type of staff education and training activity you are requesting funds for. _____

Example answer: *Conference registrations*

You Should

- Only answer this question if you are requesting funds for staff education and training-related activity.
- Select all that apply. You must select at least one. If you plan to use funds for all categories, you may select all five.
- Not assume that reviewers will know anything about your program or facility. Describe your proposed activity as you would to any adult who might enter your facility. For example, you might describe it as you would to a parent who is coming in for a tour of your facility.

If you select *Other (please describe below)*, you should write a few phrases or sentences describing how your idea relates to staff education and training at your facility. You may use as many words as you feel are necessary.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance at: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

15c. Does this promote (please select all that apply):

- Inclusive and equitable practices
- Culturally and linguistically supportive and relevant practices

Example answer: *Culturally and linguistically supportive and relevant practices*

You Should

- Only answer this question if you are requesting funds for staff education and training-related activity.

Not sure which category is the best fit for your idea?

- In general, *inclusive and equitable practices* make every group feel safe and welcome in your environment. An example might be paying for staff to attend an information-sharing and networking conference focused on anti-bias work.

- In general, *culturally and linguistically supportive and relevant practices* are those that help a provider respond to and support a specific cultural and/or linguistic background. An example might be putting together an on-site training for staff focused on specific strategies to help support refugees from Afghanistan who recently resettled in your community.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance for support: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

15d. Tell us what you will do:

Example answer: We want our staff to attend the Supporting Dual Language Learners Conference for 2023. We want to send three staff members. We will need funds for conference registration fees and education support. The conference is held virtually, and it is highly recommended that each staff person attends on a separate device. We currently only have two webcams, so we want to purchase a third so that all our staff can participate fully.

The staff we want to attend currently work with a Dual Language Learner student, or we anticipate that they will start doing so within the next six months. We want all of our staff who work with DLL kids to have specialized training so that they feel prepared to support DLL kids and make sure they are fully engaged in the classroom. We have sent staff to this conference in the past, and parents have provided positive feedback on our yearly surveys on the improvements noted after attending the conference.

You Should

- Only answer this question if you are requesting funds for staff education and training-related activity.

Your Answer Must

- Address what you said you were doing in Part A. In your answer, be specific about what staff education and training-related activities you are engaging in.
 - I. What kind(s) of staff training and education do you need funding for?
 - II. How will the training/education help your staff and your program?
 - III. What new opportunities will it help provide for the children in your care? What supports will your staff need to attend the training and participate fully?

Your Answer Must

- Address what you said you would promote in Part C.
 - I. If you said the funding would help promote inclusive and equitable practices, how will it help do that?
 - II. If you said the funding would help promote culturally and linguistically supportive and relevant practices, how will it help do that?

A great answer will answer the following:

- What goal will your activity help you meet?
- What resources do you already have for that goal? What are you already doing to help you achieve it?
- Who will benefit from this funding? How will they benefit?
- What need is there for this? Who needs it?

Remember that reviewers will not be familiar with your program and will only know what you write.

We highly encourage you to reach out to Technical Assistance at: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above. They can help you figure out how to describe your idea to our reviewers.

15e. How much funding are you requesting for the staff education and training-related activities described above?

Example answer:

Staff education and training-related expense.	How much will this cost? Please include sales tax or shipping costs.	Describe how you arrived at that cost.
Three conference registrations to the 2023 <u>Supporting Dual Language Learners Conference</u> in OURTOWN	\$600	From the supportingdllconference.com website, each ticket is \$200, and we need three tickets for a total of \$600.
Webcam	\$70	A highly rated webcam from Amazon, plus sales tax. https://www.amazon.com/Logitech-C920x-Pro-HD-Webcam/dp/B085TFF7M1/
TOTAL	\$670	

You Should

- Only answer this question if you are requesting funds for staff education and training-related activity.

The total cost should be the amount of funding you need for staff education and training-related costs over the two-year life of the grant.

Your Answer Must

- Align with what you said you were doing in Part D. Your costs should reflect what you said you will do.
- Not include** any materials or activities that you did not describe in Part D.

Be as specific as possible and:

- Identify the specific materials, activities, and/or services you need funding to purchase.
- Identify where you plan to purchase the materials, activities, and/or services you request funding.

- Describe where you got your costs in as much detail as possible. Costs should be justified by showing relevant and/or linked sources, hourly rate(s), professional estimates, or other verifiable sources.

Question 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

Example answer: Yes

Your Answer Should

- Be “Yes” if you are requesting funds for program evaluation-related materials or activities. Otherwise, move on to Question 17.

Program evaluation-related materials and activities include those related to:

- Assessment tools
- Consultation to complete evaluation
- Administering assessments focused on equity
- Other activities or materials as identified by providers

If you are unsure if your idea for the funds fits best in this category or a different one, please consult one of our TA partners: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

16a. 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.

16b. If you selected other, please briefly describe what type of program evaluation activity you are requesting funds for. _____

Example answer: *Develop policies and procedures*

You Should

- Only answer this question if you are requesting funds for a program evaluation-related activity.
- Select all that apply. You must select at least one. If you plan to use funds for all of the activities, you may select all four.
- Not assume that reviewers will know anything about your program or facility. Describe your proposed activity as you would to any adult who might enter your facility. For example, you might describe it as you would to a parent who is coming in for a tour of your facility.

If you select *Other (please describe below)*, you should write a few phrases or sentences describing how your idea relates to program evaluation at your facility. You may use as many words as you feel are necessary.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance at: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

16c. Does this promote (please select all that apply):

- Inclusive and equitable practices
- Culturally and linguistically supportive and relevant practices

Example answer: *Inclusive and equitable practices, Culturally and linguistically supportive and relevant practices*

You Should

- Only answer this question if you are requesting funds for a program evaluation-related activity.
- Select all that apply. You must select at least one.

Not sure which category is the best fit for your idea?

- In general, *inclusive and equitable practices* make every group feel safe and welcome in your environment. An example might be hiring a consultant to complete an evaluation of your facility's inclusion policies.

- In general, *culturally and linguistically supportive and relevant practices* are those that help a provider respond to and support a specific cultural and/or linguistic background. An example might be administering an assessment of how well your facility supports English/Spanish dual language learners.

If you need help figuring out the category in which your idea best fits or need help describing your idea to our reviewers, please reach out to Technical Assistance for support: [Imagine Institute](#) or [Voices of Tomorrow](#), who supports East African child care providers. Full contact information is listed above.

16d. Tell us what you will do:

Example answer: *We want to conduct an assessment of our facility's equity practices, so we need funding to administer the assessment. Our goal is to evaluate and revise our facility's equity practices to provide more support for the diverse needs of the families who use our care. To do this, we first want to get together a group of families to get their impressions about equity practices at our facility. To make sure a diverse group is able to participate, we want to assemble the group after hours. We want to pay each family that comes to the session a stipend for their time and any travel costs.*

We would like to use Early Childhood Group's Equity in Early Learning Assessment as a method of inquiry to ground and guide our evaluation. To do this, we need funding to purchase the assessment tool.

You Should

- Only answer this question if you are requesting funds for a program evaluation-related activity.

Your Answer Must

- Address** what you said you were doing in Part A. In your answer, be specific about what program evaluation-related activities you are engaging in.
 - If you said you wanted funding for assessment tools, tell us which assessment tools you are interested in, and what you hope to look at.
 - If you said you wanted funding for consultation to complete an evaluation, what type(s) of consultation are you hoping to fund? Who will you consult with? What do you want to learn?
 - If you said you wanted funds for administering assessments focused on equity, what assessment are you looking to administer? What will you learn from them?

Your Answer Must

- Address** what you said you would promote in Part C.
 - I. If you said the funding would help promote inclusive and equitable practices, how will it help do that?
 - II. If you said the funding would help promote culturally and linguistically supportive and relevant practices, how will it help do that?

A great answer will answer the following:

- What goal will your activity help you meet?
- What resources do you already have for that goal? What are you already doing to help you achieve it?
- Who will benefit from this funding? How will they benefit?
- What need is there for this? Who needs it?
- Remember that reviewers will not be familiar with your program and will only know what you write.

We highly encourage you to reach out to Technical Assistance at [Imagine Institute](#) or [Voices of Tomorrow](#) (supporting East African child care providers). Full contact information is listed above. They can help you figure out how to describe your idea to our reviewers.

16e. How much funding are you requesting for the program evaluation-related activities described above?

Program evaluation-related expense	How much will this cost? Please include sales tax or shipping costs.	Describe how you arrived at that cost.
Stipend for families who attend the group	\$1,500	We want to offer a stipend of \$150 per family for 10 families. We want to compensate around \$50/hour and make sure travel time and costs are compensated. The meeting will take about two hours, and our area is pretty rural, which means many have to travel about 30 minutes to get here.

<u>Early Childhood Group's Equity in Early Learning Assessment</u>	\$1,200	From ecgassessments.org/ecgequity.htm, plus local sales tax rate and shipping
TOTAL	\$2,700	

You Should

- Only answer this question if you are requesting funds for a program evaluation-related activity.

Total cost should be the amount of funding you need for program evaluation-related costs over the two-year life of the grant.

Your Answer Must

- Align with what you said you were doing in Part D. Your costs should reflect what you said you will do.
- Not include** any materials or activities that you did not describe in Part D.

Be as specific as possible and:

- Identify the specific materials, activities, and/or services you need funding to purchase.
- Identify where you plan to purchase the materials, activities, and/or services you are requesting funding for.
- Describe where you got your costs in as much detail as possible. Costs should be justified by showing relevant and/or linked sources, hourly rate(s), professional estimates, or other verifiable sources.

Question 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.

Example answer: \$15,795

Your Answer Must

- Be a number.
- Be a dollar amount.
- Equal the total of the funding amounts requested in questions 13e, 14e, 15e, and 16e. If your numbers do not add up, we may not be able to consider your application.
- Not include any text.
- Not include any information other than the total funding amount requested.
- Be greater than the minimum request for the type of provider applying. For licensed/certified providers, the minimum award is \$15,000. For FFN providers, the minimum award is \$100. For Play and Learn Groups, the minimum award is \$5,000. For ECEAP contractors, the minimum award is \$5,000.
- Be less than the maximum request for the type of provider applying. For licensed/certified providers, the maximum award is \$100,000. For FFN providers, the maximum award is \$2,000. For Play and Learn Groups, the maximum award is \$30,000. For ECEAP contractors, the maximum award is \$100,000.

General 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.

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 for providing 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