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 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 paid for by DCYF and 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

Competitive Grants

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

During the first round, DCYF received 2,370 applications requesting over $100 million. We were able to fund 34 applications using $1.7 million. Round 2 will have more funding available - $3.4 million – but it is likely that there will be a large number of applications that DCYF is unable to fund. Please evaluate your ability to plan and execute a project before deciding whether or not to apply.

Eligibility

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

Eligibility is open to:

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

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

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

Licensed sites cannot receive Early Childhood Equity Grant Funding from both their contractor and directly from DCYF.

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

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

Prioritization Questions

Please answer the following questions about the children in your program. 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 in Your Program

Question 1: Are any of the children in your care Black, Indigenous, or Children of Color?
Please include any children who are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Middle Eastern/North African, Pacific Islander, or multiracial.
☐ Yes   ☐ No
Example answer: *Yes*

Your Answer Must	
	☐ Be either "*Yes*" or "*No*".
	☐ Include any children who are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Middle Eastern/North African, Pacific Islander, or multiracial

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.

If you are unsure if any of the children you serve are American Indian/Alaska Native, Asian, Black, Hispanic/Latino, Middle Eastern/North African, Pacific Islander, or multiracial, answer *"No."*

Question 2: Are any of the children currently in your care enrolled or eligible for membership in one of the 29 federally recognized tribes in Washington?
☐ Yes   ☐ No
Example answer: *No*

Your Answer Must	
	☐ Be either "*Yes*" or "*No*".
	☐ Include any children who are enrolled members or who are eligible for membership in of one the tribes listed here: https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes-washington-state

If you are unsure if any of the children you serve are enrolled members of the one of the 29 federally recognized tribes in Washington, answer *"No."*

Question 3: Are any of the children currently in your care experiencing houselessness or homelessness? This includes children lacking a fixed, regular, and adequate place to stay overnight. They may be in sheltered situations (e.g., emergency shelter or transitional housing) or unsheltered situations (e.g., outside or in vehicles).
☐ Yes   ☐ No
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 4: Are you currently claiming state, tribal, or military subsidies for any of the children currently in your care?
☐ Yes   ☐ No
Example answer: *No*

Your Answer Must	☐ Be either "*Yes*" or "*No*". ☐ Include any children for whom you are claiming state, tribal, or military subsidies

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 5: Are any of the children currently in your care 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 6: Do any of the children currently in your care 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.*"

Project Category Questions

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

Your project should have one of the following intended outcomes:

- Preventing suspension and expulsion

- Increasing the use of research-informed social-emotional teaching practices

- Increasing the use of culturally and linguistically responsive practices and decreasing bias in the classroom

- Offering ongoing child assessment and developmental screening

- Connecting families to services and supports that meet health, mental health, financial, or other needs

- Other: another project to incorporate inclusive practices, culturally and linguistically supportive and relevant practices, or both into early learning program design, delivery, education, training, and/or evaluation. You must describe the intended outcome of your project.

For examples of project ideas, please see our grant manual here.

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

- Hiring specialized staff (maximum request $100,000)

- Child care materials and experiences (maximum request $20,000)

- Office and business supplies (maximum request $10,000)

- Staff training (maximum request $50,000)

- Program evaluation and assessment tools (maximum request $10,000)

- Other services needed to complete your project activities (maximum request $20,000)

- Other materials needed to complete project activities (maximum request $20,000)

The maximum request for your project as a whole is $100,000.

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

Grant funds may not be used for:

- Activities or materials that do not advance or inspire practices that promote inclusive and culturally responsive learning, environments, and enhanced language access
- Costs not related to the project outcome
- Religious activities or purposes, including worship or instruction
- Academic, professional, or vocational degrees or certificates, or classes in such programs
- Capital improvements, like major construction or renovation
- General program costs, like the basic expenses of owning and operating your business. This includes things like:
    o Regular payroll costs for existing staff
    o Costs of purchasing, owning, or maintaining a vehicle
    o Costs associated with the space out of which you operate, like rent or utilities
    o Insurance
    o Federal taxes
    o Indirect costs
    o Other business operating costs

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

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

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

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

Example answer: *Preventing suspension and expulsion*

Your Answer Should

☐ Be the intended outcome of the project you are proposing

If you are need help developing your project idea, please consult our TA partners: Imagine Institute. Full contact information is listed above.

Question 8: If you selected other, please briefly describe the intended outcome of your project and how it helps support culturally responsive programming so that children have access to diverse care that meets their needs.

Example answer: <u>See answers to question 7 above for an example of what your answer should look like</u>

You Should

☐ Briefly describe the goal or intended outcome of the project you want funding to do
☐ Be the outcome of all of the activities for which you are requesting funding

---

If you are unsure how to briefly describe the intended outcome of your project, please consult our TA partners: Imagine Institute. Full contact information is listed above.

Question 9: In 1-3 paragraphs, tell us what your project is. How will you use Early Childhood Equity Grant funding to make it happen? How will the project lead to the outcome you selected? Why is this a good project for your facility?

Example answer: *My project will focus on preventing suspension and expulsion. We know that Black children are expelled from their early childhood education programs at much higher rates than non-Black children[1]. We started tracking removals using child demographics in 2021, and discovered to our horror that this is also true at OUR FACILITY: 40% of suspensions and expulsions at our preschool have been Black boys, although they only make up 15% of our student population. We have started training our teachers on implicit bias, and have contracted with a child mental health expert who is on call to coach teachers about challenging behavior, but we continue to see higher expulsion rates. We are also conscious that, in addition to the racial disparities among the affected group, suspension and expulsion is traumatic for children and families and can contribute to negative life outcomes[2], so we want to stop doing it entirely. Our goal is to reduce suspensions and expulsions by 50% at the end of year one of the grant, and to fully eliminate suspensions and expulsions except in exceptional circumstances by the end of year 2.*

We want to use the grant funding to extend our efforts to implement the Pyramid Model at OUR FACILITY. The Pyramid Model is a model for implementing evidence-based practices to: promote the social and emotional outcomes of all children; promote the skill development of children with social, emotional, and behavioral delays to prevent the need for more intensive supports; and intervene effectively when children have persistent challenging behavior. They offer online trainings and an optional cohort coaching. We are specifically interested in the Birth to 5, Trauma-Informed Care, and

---

[1] U.S Department of Education Office for Civil Rights (2016). A First Look: Key data highlights on equity and opportunity gaps in our nation's public schools.
[2] https://www.acf.hhs.gov/sites/default/files/documents/ecd/expulsion_ps_numbered.pdf

Culturally Responsive Practices modules, along with the cohort coaching with each to assist in implementation. To assist in our learning, we also want to send a few staff members to the Northwest PBIS conference to learn more about implementing the Positive Behavior Interventions and Supports framework, which is related to the Pyramid Model. The conference features special sessions for early childhood educators. It will be held in Washington in 2024.

As part of implementing the Pyramid Model at our facility, we want to engage more with the families of children in our program. We plan to start sending home Pyramid Model resources for families, like the Backpack Connection newsletters, home with children in the language(s) that are appropriate for their parents. We also want to involve families in implementing supports for children exhibiting challenging behaviors, but we have several parents of children who speak languages that aren't spoken by staff, so we would like to contract with a local service that offers on-site interpretation, so we can have an interpreter attend meetings when necessary. This work to reform our school climate, provide additional training for teachers, and increase engagement with families, combined with the steps we have already taken, will help us eliminate suspension and expulsion by the end of the grant period.

Your Answer Must

☐ Address how your project will achieve your intended outcome.
☐ Describe how you will know your project has met your goal, including how you will evaluate your results
☐ Address how your project will integrate with your current programming
☐ Include all materials and activities that you are requesting funding for

A great answer will answer the following:

- 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. Full contact information is listed above. They can help you figure out how to describe your idea to our reviewers.

Question 10: If you are requesting funding to hire specialized staff, please fill out the table below with details. You can request up to $100,000 for specialized staff. If your project does not require funding to hire specialized staff, you can move on to the next question.

Example answer:

Describe the role you are hiring for, or other costs associated with hiring specialized staff.	Estimated cost. Enter whole dollar amounts only. For example, "25000" and not $25,000.32"	Basis for estimate – how did you arrive at the estimated cost? Example – information based on an hourly rate of pay for a proposed staff person to meet this need. Please take payroll taxes and benefits into consideration.
.5 FTE Esperanto speaker	42534	$19/hour is our starting rate. For 20 hours a week, 52 weeks a year = $19,760. Estimated annual payroll tax is $1512 using Quickbooks calculator. Costs cover two years of labor and taxes.
TOTAL	42534	

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

You Should

☐ Only answer this question if you are requesting funds to hire specialized staff

Your Answer Must

☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do.
☐ **Not include** any materials or activities that you did not describe in question 9
☐ Total less than $100,000

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 11: If you are requesting funding child care materials and experiences, please fill out the table below with details. You can request up to $20,000. This includes materials that will be used by children or by staff during care of children, or activities that will be carried out with children (e.g., toys, field trips). If your project does not require funding for child care materials and experiences, you can move on to the next question.

Example answer:

Describe the materials or experiences.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "5000" and not $5,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
Simple Signing with Young Children: A Guide for Infant, Toddler, and Preschool Teachers by Carol Garboden Murray	34	$29.95 on Amazon plus 10.3% tax, rounded up to present a whole dollar amount
Sign2Me American Sign Language wall posters, 26 poster set (one for each letter)	17	$14.95 on Amazon plus 10.3% tax, rounded up to whole dollar amount
Sign2Me Sing, Sign, and Read! Book with ASL signs and phonics song music CD	28	$23.95 on Amazon plus 10.3% tax, rounded up to whole dollar amount
Carson Dellosa ASL flash cards for toddlers	9	$7.99 on Amazon plus 10.3% tax, rounded up to whole dollar amount
TOTAL	**88**	

The total cost should be the amount of funding you need for child care materials and experiences costs over the two-year life of the grant.

You Should	☐ Only answer this question if you are requesting funds for child care materials and experiences

Your Answer Must	☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do. ☐ **Not include** any materials or activities that you did not describe in question 9 ☐ Total less than $20,000

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

Example answer:

Describe the office and business supplies.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "5000" and not $5,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
Multi-Tiered System of Supports tracking	442	$100 per license, one license for each of our 4 classrooms, plus

software to support data-based decision making		10.3% sales tax. $100 per license is quote from software website.
TOTAL	**442**	

The total cost should be the amount of funding you need for office and business costs over the two-year life of the grant.

You Should

☐ Only answer this question if you are requesting funds for office and business costs.

Your Answer Must

☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do.
☐ **Not include** any materials or activities that you did not describe in question 9.
☐ Total less than $10,000

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

Example answer:

Describe the staff training.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "25000" and not $25,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a quote or price on a website.
Pyramid Model Consortium Birth to 5 package	108	$49 for 1 year of access, plus sales tax, for 2 years. Price is from pyramidmodel.org.
Pyramid Model Consortium Culturally Responsive Practices module	64	$29 for 90 day access, plus tax, one session in year 1 and one in year 2. Price is from pyramidmodel.org
Cohort coaching for Birth to 5 package for director and assistant director	726	$329 per person, for two people, for one year (we should have most challenges worked out and won't need coaching in year 2). Plus tax. Price is from pyramidmodel.org
TOTAL	898	

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

You Should

☐ Only answer this question if you are requesting funds for staff training costs.

Your Answer Must

☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do.
☐ **Not include** any materials or activities that you did not describe in question 9.
☐ Total less than $50,000

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

Example answer:

Describe the program evaluation or program assessment tools.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "5000" and not $5,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
Contracting with ECE FIRM to administer the Family Voices measure of family engagement	5000	Quote from ECE FIRM received on June 4, 2023
TOTAL	5000	

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

You Should

☐ Only answer this question if you are requesting funds for program evaluation or program assessment costs.

Your Answer Must

☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do.
☐ **Not include** any materials or activities that you did not describe in question 9.
☐ Total less than $10,000

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

Example answer:

Describe the other services needed.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "2000" and not $2,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a quote or price on a website.
In-room interpreter service	4000	Quote for $100/hour for services. We anticipate about 20 hours of meetings where this would be necessary per year, based on the number/length of meetings we had last year. Cost is for 2 years.
TOTAL	4000	

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

You Should	☐ Only answer this question if you are requesting funds for other services.
Your Answer Must	☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do. ☐ **Not include** any materials or activities that you did not describe in question 9. ☐ Total less than $20,000

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

Example answer:

Describe the other materials needed.	Estimated cost, including shipping/handling and tax. Enter whole dollar amounts only. For example, "2000" and not $2,000.32"	Basis for estimate – how did you arrive at the estimated cost? Include cost information such as a product listing on a website or catalog.
Backpack Newsletter series to send home with kids to teach parents	500	Each series is $5, we need a copy for each of 100 kids

about challenging behaviors		
TOTAL	500	

The total cost should be the amount of funding you need for other materials over the two-year life of the grant.

You Should

☐ Only answer this question if you are requesting funds for other materials.

Your Answer Must

☐ Align with what you said you were doing in question 9. Your costs should reflect what you said you will do.
☐ **Not include** any materials or activities that you did not describe in question 9.
☐ Total less than $20,000

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 the tables above. Licensed or certified providers may request up to $100,000. FFN providers may request up to $2,000.

Example answer: *15795*

Your Answer Must

☐ Be a number.
☐ Equal the total of the funding amounts requested in questions 10-16. If your numbers do not add up, we will not be able to consider your application.
☐ 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 $5,000. 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.

Technical Assistance Questions

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

Question 18: Did you receive any assistance in filling out the grant application? This information is collected for reporting purposes and will not be used to evaluate your application. ☐ Yes   ☐ No

Example answer: *No*

Your Answer Must

☐ Be "*Yes*" if you consulted with or sought help from anyone else about your project idea and/or filling out your grant application
☐ Be "*No"* if you did not consult with or seek help from anyone else about your project idea and/or filling out your grant application

Question 19: If you received assistance, who provided you with that assistance? Please select all that apply.

- ☐ The Imagine Institute
- ☐ Family member
- ☐ Friend
- ☐ Another provider
- ☐ Assistance that I paid for
- ☐ Other

Example answer: *Another provider*

Your Answer Should

☐ Include any sources of assistance. If you did not receive assistance from anyone, move on to Question 20.

Question 20: Do you have any feedback on the assistance you received? Is there anything you want to tell DCYF about why you did or did not access assistance?

Example answer: *I watched a recorded webinar, which I liked. It was convenient to be able to watch it after it happened, since I was busy when it was going on.*

Your Answer Should

☐ Include anything you want to tell DCYF about why you chose to access the assistance you used, or why you chose not to use any assistance. If you do not have anything to tell us, move on to the next section.

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.

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

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

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

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

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

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

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

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