

Application Step-by-Step Guide

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:

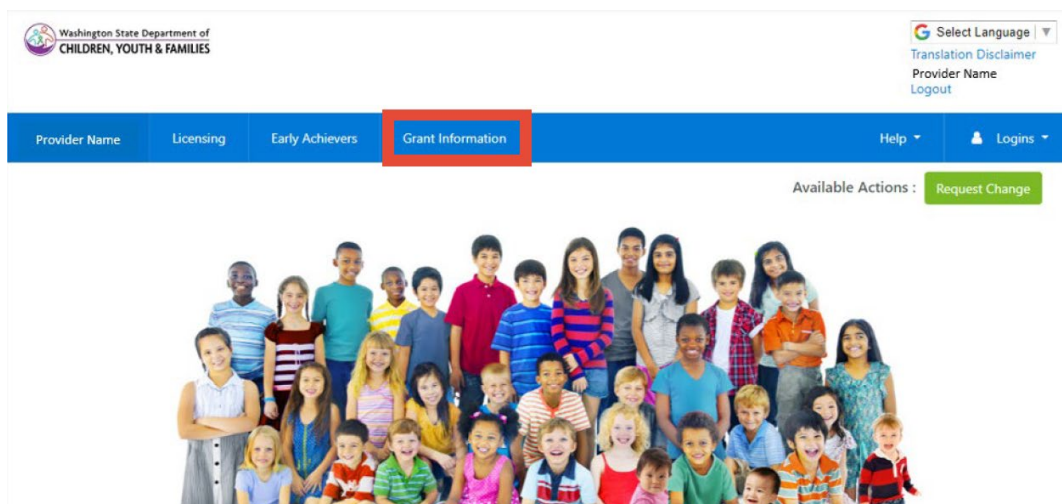
Save Application

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

A screenshot of a dialog box with two buttons: "Cancel" (white with blue border) and "Save" (blue).

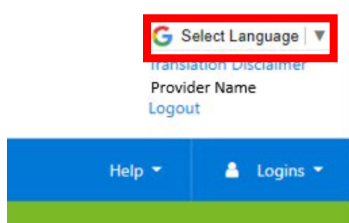
To complete the application:

1. Log in to the WA Compass Provider Portal.

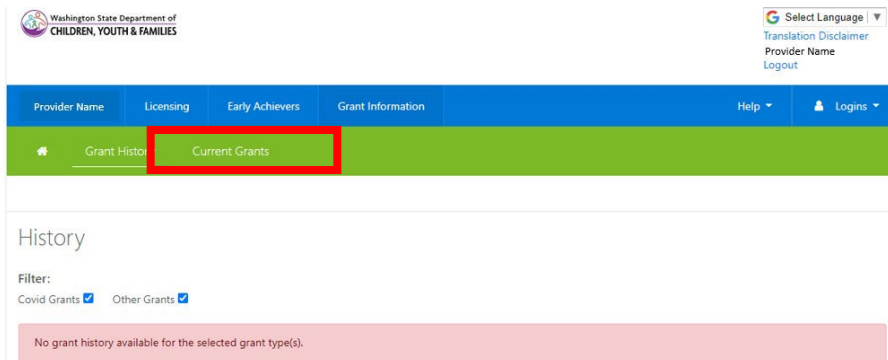


3. Select Language if you would like to view the page in a language other than English:

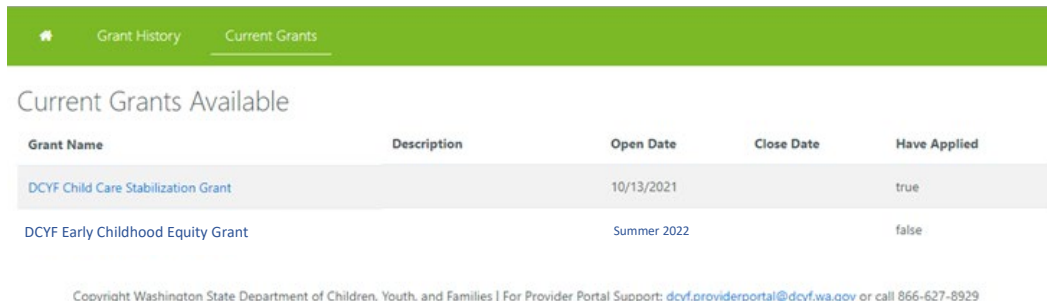
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1. Click "Current Grants".



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



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6. Application opens in a new window.

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:

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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

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



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

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

Program delivery-related expense	How much will this cost? Please include sales tax or shipping costs.	Describe how you arrived at that cost.	Actions:
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	- Remove
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	- Remove
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	- Remove
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	- Remove
+Add New Item			
Total: \$0			



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.

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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 or closed status. **



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



Cancel

Save

Submit



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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 contractors 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.

Organization Information

Today's Date *

I am *

Organization Name *

Name of ECEAP Contractor or Play and Learn Host Organization

Mailing Address 1 *

Mailing Address 2 (Optional)

City *

State *

Zip Code *

Phone *

Email Address *

Statewide Vendor Payee (SWV) Number

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3. Review the instructions and then answer questions 1-11. Your answers will be used to prioritize your plan for funding.

Prioritization Questions

Questions 1 through 7 are about the children and families in your program. Questions 8 through 11 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. For complete instructions and further guidance, we recommend that you consult the Application Preview Guide.

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



3. 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](#).

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

*

Yes No

a. What program design activities are you requesting funding for?

Please select all that apply.

Select ▼

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

c. Does this promote:

...

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

6. 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.

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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

7. 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. *

8. Click "Submit".

Submit