



Early Achievers Needs-Based Grants Overview

Needs-Based Grants are available to support licensed child care and ECEAP licensed pathway providers (family home child care and child care centers) participating in Early Achievers to purchase curriculum development and instructional materials, supplies and equipment to improve program quality.

Child care providers participating in Early Achievers may be eligible to receive a **one-time** Needs-Based Grant as follows:

- Up to \$750 for Family Home Child Care
- Up to \$1,000 for Child Care Centers and ECEAP licensed pathway providers

Eligibility Criteria

Early Achievers participants are eligible for a one-time grant. In order to be eligible, Early Achievers participants must meet the following criteria:

- Be registered for Early Achievers and participating in Level 2, or rated a Level 2

AND at least one of the following:

- Enrolled in the Tier 1 food program, or
- Live within a school district that serves at least 20% low income children based on OSPI data (for more information on how to determine if your school district meets this criteria, please visit the common questions section below)

Prioritization

The Department of Early Learning (DEL) may prioritize applications for those participants who provide services to non-school age children accessing Working Connections Child Care (WCCC) subsidies, by the estimated percentage of children accessing services in their center or family home child care, and for those who demonstrate a culturally diverse program.

Needs-Based Grants will be available for the following types of items:

- Materials to improve scores on the Environment Rating Scale (ERS) or Classroom Assessment Scoring System (CLASS)
- Curriculum development and instructional materials
- Substitute time
- Trainings/professional development
- Other supplies or equipment to improve program quality, as approved based on the application spend plan

Expenditures may not be used for capital improvements, gift cards, salary increases, bonuses of any kind, or religious activities. For more information on disallowed costs, please reference the Early Achievers Operating Guidelines, Section 7. Pre-Rating Supports and Incentives.

Application Process

1. Included in the application package is the Needs-Based Grant Application form, W-9 form and Washington's Statewide Vendor Payee form. *Incomplete application packages will not be accepted.*
2. Completed application packages may be mailed or faxed to DEL (this is due to the sensitive information collected in the application package). *Applications sent electronically (by email) will not be accepted.*

MAILING ADDRESS

Department of Early Learning
Attn: Early Achievers Needs-Based Grants
PO Box 40970
Olympia, WA 98504-0970

FAX

(360) 725-4417

Common Questions

How does a participant know if they are in an eligible school district?

Eligible school districts include those where at least 20% of students receive free or reduced-price meals. To determine if a school district is eligible, visit the K-12 Data and Reports page on the OSPI website [here](#) and follow these steps:

- Click on the Free/Reduce Price Lunch under **Other Student Measures**
- Click on **'State'** in the table (below Organization Name) for the most recent school year
- Look for the school district. If the Percent Eligible for Free/Reduced Lunch is 20% or above, the district is eligible

Can a participant still apply for a Needs-Based Grant, even if they do not work with a Child Care Aware of Washington representative?

Yes, a participant may still submit a completed application package on their own.

Can a participant still apply for a Needs-Based Grant, even if they do not serve children accessing Working Connections Child Care (WCCC) subsidies?

Yes.

Can a grant be used to reimburse a participant for purchases already made?

No, this funding may only be used on resources identified in the Needs-Based Grant application once the grant has been approved.

Can a participant request more than the allowable amount?

\$750 is the maximum amount for family home child care participants and \$1,000 is the maximum for child care center participants and ECEAP licensed pathway participants. A grant will not be issued for higher than the maximum amount.

Can a facility be rated to receive a Needs-Based Grant?

Yes, however, only sites rated at a Level 2 are eligible.

Does a provider need to save receipts?

Yes. Due to public funding sources, a participant may be asked by the Department of Early Learning to show receipts associated with this grant award.

Why does the Statewide Vendor Payee and W-9 form need to be completed and submitted?

Needs-Based Grants are paid to grantees directly from the state. The State of Washington requires that anyone receiving payments from the state register as a vendor.

What if I already have a Statewide Vendor Payee number?

If you think you have a Statewide Vendor Payee number, please be sure to write it on the form that you submit as a part of this grant package. If you are not sure if you have a number, you can check the online database here:

<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/VL.aspx>. If you do not have a number, one can be generated for you by filling out and submitting the Statewide Vendor Payee/W-9 form with your grant application.

Can a provider receive more than one Needs-Based Grant?

Yes. Participants rated Level 2 or participating in Level 2 are eligible to apply for an initial Needs Based Grant. If a participant rates a Level 2 after their initial grant award, they are eligible to apply for a second grant to support their efforts in achieving a Level 3 rating.

What can a participant expect, once a Needs-Based Grant application packet is submitted?

Upon receiving Needs-Based Grant application forms, the Department of Early Learning performs a quality check to ensure the forms are filled out completely. A notification of receipt is then sent to the participant. If the forms are incomplete, they will be returned to the participant with instructions on re-submitting.

Completed forms are processed for approval and payment. Generally this process takes 4-6 weeks. If there are issues with a Statewide Vendor Identification number or other fiscal documents, the participant is contacted during this time as well.

Once the forms are processed for payment, an additional notification is sent to the participant. Notifications are typically sent by email (when possible).

Who can I contact if I have questions about eligibility or spending?

A participant can email DEL at Needs.BasedGrants@del.wa.gov.