



Early Achievers Needs-Based Grants Overview

Needs-Based Grants are available to support licensed child care and ECEAP licensed pathway providers 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 Needs-Based Grant as follows:

- Up to \$500 for Family Home Child Care
- Up to \$1,000 for Child Care Centers and ECEAP licensed pathway providers

Eligibility Criteria

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 at 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 see question #1 below)

Prioritization

The Department of Early Learning (DEL) will prioritize applications from participants that have an annual enrollment population of at least 80% of children accessing Working Connections Child Care (WCCC) subsidies in their center or family child care home, and 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
- Other supplies or equipment to improve program quality

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 V. Early Achievers Supports and Incentives, subsection c.

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. Submission of 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: 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 the 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) School Year 2013-2014
- 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.

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?

\$500 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. A grant will not be issued for higher than the maximum amount.

May a facility be rated to receive the grant award?

Yes, however a facility may only be rated at a Level 2. Facilities rated any higher are not eligible for this Needs-Based Grant.

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 award.

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

Needs-Based Grants are now 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?

No. Needs-Based Grants are a one-time support. A facility may not receive more than one Needs Based Grant during the life of that facility.

Questions? Email DEL at Needs.BasedGrants@del.wa.gov