



## Early Achievers Bridge Grant Overview

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The Bridge Grant supports early learning programs participating in Early Achievers to assist with purchasing curriculum development, instructional materials, supplies, technology support related to electronic attendance system implementation, and equipment to improve program quality.

Child care providers participating in Early Achievers may be eligible to receive a Bridge Grant in the following amounts:

- Up to \$750 for Family Home Child Care
- Up to \$1,000 for Child Care Centers

### **Eligibility Criteria**

**Early Achievers participants may be 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 for less than 30 months from date of grant application, or Be registered for Early Achievers and rated a Level 2
- Provide services to non-school age children accessing state child care subsidies

**AND** meet 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 Frequently Asked Questions section below)

Bridge Grants can be used to purchase the following types of items:

- Materials to improve scores on the Environment Rating Scale (ERS) or Classroom Assessment Scoring System (CLASS)
- Technology equipment and support related to electronic attendance system implementation
- 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 8: Pre-Rating Supports and Incentives.

## **Application Process**

1. Applicants must complete the entire application.
2. Completed applications may be mailed, or emailed to DEL.

### **MAILING ADDRESS**

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

### **EMAIL**

[Needs.Based.Grants@del.wa.gov](mailto:Needs.Based.Grants@del.wa.gov)

## **Frequently Asked 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 Washington Public School Data for Area Eligibility Report on the Office of Superintendent of Public Instruction website web site at: <http://k12.wa.us/ChildNutrition/pubdocs/2016-17WaPublicSchoolDataAreaEligibility.pdf>.

### **Can a participant apply for a Bridge Grant, even if they do not work with a Child Care Aware of Washington representative?**

A Child Care Center may apply for a Bridge Grant without working with a Child Care Aware of Washington Representative, but a *Family Home Child Care must have a signature from their representative on the application.*

### **Can ECEAP on the Early Achievers licensed pathway apply for a grant?**

Yes.

### **Can a participant apply for a Bridge Grant, even if they do not serve children accessing State Child Care subsidies?**

No, *servicing non school-age children accessing state subsidies is an eligibility requirement.*

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

No, this funding may only be used for resources identified in the Bridge Grant application once the grant has been approved.

### **Can a participant request more than the allowable amount?**

No. \$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 and receive a Bridge Grant?**

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

**Does a provider need to save receipts?**

Yes. As outlined in the Terms and Conditions on the Bridge Grant application, the recipient facility must keep all receipts documenting purchases related to the grant funds for 7 years, and agrees to provide receipts and documentation to the Department of Early Learning for any/all items purchased associated with this grant, upon request. Failure to comply with these requirements will result in the facility having to repay part, or all, of the grant to DEL.

**Why do I need to have a Statewide Vendor Payee Number?**

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.

If you are unsure of whether you have an SWV number, you can look for it 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 form found here:

[https://del.wa.gov/sites/default/files/public/Licensing/StatewideVendorForm\\_English\\_Provider.pdf](https://del.wa.gov/sites/default/files/public/Licensing/StatewideVendorForm_English_Provider.pdf) and returning it to DEL via mail.

More information on how to fill out this form can be found at <https://del.wa.gov/Statewide-Vendor-Forms>.

**Can a provider receive more than one Bridge Grant?**

The Bridge Grant is currently available as a **one-time** grant to eligible providers. The grant is first-come, first-served, and funding for the Bridge Grant is limited. Act now!

**Can a provider receive a Bridge Grant even if they've previously received a Needs-Based Grant or incentive.**

Yes.

**What can a participant expect once a Bridge Grant application packet is submitted?**

Upon receiving a Bridge Grant application, the Department of Early Learning performs a quality check to ensure the application is filled out completely and that the applicant meets eligibility requirements. A notification of receipt is then sent to the participant. If the application is incomplete, if the applicant does not meet eligibility requirements, or if the provider does not have a Statewide Vendor Payee (SWV) Number, the application will be denied and the participant will be notified with instructions on re-submitting if applicable.

Complete applications with valid SWV numbers are processed for approval and payment. Generally this process takes 4-6 weeks.

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.Based.Grants@del.wa.gov](mailto:Needs.Based.Grants@del.wa.gov).