101 PREFONTAINE PL S
SEATTLE, WA 98104
4CULTURE.ORG

Network of Support Request for Qualifications | Application Worksheet

This worksheet is intended to be used as a tool as you work on the 2026 Network of Support Request for Qualifications. Use of this worksheet is not required, nor is it an acceptable alternative to the online application form. Application can be found at apply.4culture.org.

IMPORTANT: For 2026, this Request for Qualifications is limited to:

- Those providing Human Resources, Legal, or Cultural Facilities Project Development services; **OR**
- Those whose business address is located in King County Districts 6 or 9; if so, then you may provide any of the services within the Network of Support

IMPORTANT: Final applications must be submitted by Thursday, February 19, 2026 at 5:00 pm PST.

Finalist interviews are anticipated the week of April 20, 2026.

Selections decisions are anticipated in June 2026.

Steps to apply

1. Read the guidelines.
2. Are you eligible?
3. Create an account / If you have an account, confirm you can log in.
4. Watch the tutorial video for assistance.
5. Contact Bella Monju if you are unable to access your account.
6. Complete your Account profile.

IMPORTANT: Applicants should request an ACCOUNT TYPE (Individual or Organization) with LEGAL NAME that matches your W9 for income tax filing if selected for contract.

7. Read through the entire application and gather your materials.
8. Attend a drop-in office hours session and/or talk to a Program Manager.
9. Use this worksheet as you plan out your application. Draft, review, revise. Submit!

Helpful tips – set yourself up for success

- **Start early!** Give yourself the time you need. We recommend starting your application at least 3 weeks before the deadline.

- **Work offline and save often.** Saving your work offline will ensure that an internet outage won't result in lost work.
- **Attend a drop-in office hours session!** Office hours are a great way to ask questions and get quick feedback on your application from a Program Manager and to hear questions other applicants have that you might not have considered. Office hours are informal and there is no formal presentation. Times for both in-person and Zoom office hours are listed in the guidelines.

10. There are **strict character limits** for responses. Maximum character amounts include spaces, punctuation, etc. Character counts are most accurate using rich text. Hyperlinks impact character counts as well.
11. Getting an error when you Save or Submit? The most common problems are that character counts are too large or that attachments are too big and are preventing your application from saving. **Each attachment must be smaller than 2MB.** For help resizing files, you can use free websites like Image Resizer and PDF Resizer.

- **Is your application complete?** Double-check that you have all required materials included! Incomplete applications will not be accepted, and extensions cannot be given for any reason.
- **Need help?** We are here to support you.

2026 APPLICATION DRAFT WORKSHEET

All applications must be submitted online at apply.4culture.org.

** = required field*

SUMMARY QUESTIONS

TIP: *Your text should replace the "suggested word count" text in the narrative boxes.*

Category*

TIP: *Coaching and mentoring apply to both organizational success and sustainability and to cultural facilities project development.*

1. Capacity builders will offer individualized, culturally responsive coaching, mentoring, training, workshops, tools, and/or expertise to support organizations' capabilities after being matched to organizations and confirmed by 4Culture staff.

Select each category of capacity building (CB) and/or technical assistance (TA) you are interested in providing. Evaluation services may fall under the particular services that they support. (*select all that apply*)

- Coaching and mentoring

- *For organizational success and sustainability:*
- Accessibility (language, ADA, facilities, mobility)
- Board/board relations

- Communications, marketing, and branding
- Diversity, Equity, Accessibility, and Inclusion ("DEAI")
- Financial emergency planning
- Financial planning and/or strategy (including but not limited to financial services)
- Fundraising/development
- Human resources
- Interpretive planning
- Leadership and board optimization
- Legal services
- Organizational design and management
- Strategic planning

For cultural facilities project development:

- Architecture for pre-design through design/development
- Capital campaign fundraising/development
- Commercial real estate brokerage
- Facilities development and/or owner's representation
- Land use and real estate legal services
- Tenant relocation assistance to comply with Federal Uniform Relocation Act

Select the area of capacity building you feel is your very strongest. (*select only one*) *****

- Coaching and mentoring
- Accessibility (language, ADA, facilities, mobility)
- Board/board relations
- Communications, marketing, and branding
- Diversity, Equity, Accessibility, and Inclusion ("DEAI")
- Financial emergency planning
- Financial planning and/or strategy (including but not limited to financial services)
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- Facilities development and/or owner's representation
- Land use and real estate legal services
- Tenant relocation assistance to comply with Federal Uniform Relocation Act

Technical Assistance Grant Preparation*

TIP: *For this RFQ, technical assistance is specific to grant preparation assistance for 4Culture's Launch and Building for Equity grants.*

2. **Technical assistance providers will** support organizations interested in applying to 4Culture's Launch or Building for Equity grants. They may help applicants determine whether organizations or Tribes are an appropriate fit for the grants, navigate the application process, review and provide feedback on application drafts, refine budgets, and support applicants to authentically share their stories of success and public benefit. Are you interested in providing support to organizations and Tribes applying for 4Culture Launch or 4Culture Building for Equity?

- Yes
- No

Team Members

TIP: *Provide your response in list form.*

TIP: *There is no expectation to have multiple team members. Solo consultants are welcome to apply.*

3. Enter the names of your team members who will be responsible for each scope of work you would like to provide (for example, "Finance CB: Consultant 1 Name; Human Resources CB: Consultant 2 Name"; etc.). If you are a solo consultant, please provide your individual name and the scope of work you provide.

Languages

TIP: *Provide your response in list form.*

4. List the languages you or your team members use for business.

Disciplines

TIP: *See "About the Network of Support Roles" in the guidelines for more information on 4Culture's disciplines.*

TIP: *If you do not have experience in any of the disciplines, leave blank.*

5. Select each discipline you or your team members have experience in. (*select all that apply*)

NARRATIVE

TIP: *Your text should replace the "suggested word count" text in the narrative boxes.*

The information you write in the following sections will provide critical information to the panel reviewing your application. Keep the following evaluation criteria in mind as you tell us about you and your work:

- **Qualifications:** you demonstrate a unique knowledge base and skill set that could be valuable to small, community-led organizations, especially aligned with 4Culture disciplines. You are located in King County and/or demonstrate deep experience and knowledge of King County resources and community-based organizational landscape.
- **Expertise:** you have demonstrated ability and experience with at least three (3) years of equivalent experience, providing one-on-one capacity building and/or technical assistance support, coaching, and mentorship, particularly to small cultural organizations and/or providing executive leadership to any such organizations. You have deep

knowledge and appropriate expertise, skills, and experience in one or more of the core nonprofit management systems or cultural space development processes essential for organizations.

- **Public Benefit:** you have demonstrated experience, awareness, and proficiency in supporting a diversity of organizations and working in intercultural spaces. You describe values and commitment to responding and working effectively with clients' cultural context. Your work reflects cultural responsiveness and/or multilingual capabilities. You have the ability to provide excellent relationship-based client service. You provide examples of experience building strong relationships and alignment with diverse organizations.
- **Advancing Equity:** 4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. You have a thorough understanding of how institutional racism and other forms of institutional discrimination have limited cultural organizations' capacity. You illustrate and reflect deep understanding of anti-racism, equity, and the context in which culturally responsive services are provided to organizations. This is not a requirement to apply but sharing about your equity work, however it manifests, gives the panel a fuller picture of how you support your community.

To help the panel understand you and your work, please complete the following sections as thoroughly and clearly as possible. Answer all questions posed, to the best of your ability, and substantiate your statements.

QUALIFICATIONS

In the **Qualifications** section, introduce the panel to you and your experience in King County.

- What previous experience provides you with a unique knowledge base and skill set that could be valuable to small, community-led organizations, especially aligned with 4Culture disciplines?
- If you have corporate or other cross-sector experience, indicate how it is transferable to work with small, community-led organizations.
- Indicate if you or your organization is located in King County. Provide a brief description of your connection to and understanding of King County's cultural organization needs.

Qualifications*

Suggested word count: 500 words:

EXPERTISE

In the **Expertise** section, share your technical expertise, experience, and skills working with community-led organizations. Rather than including a full resume, please focus on expertise, experience, and accomplishments that are relevant to this RFQ.

- Share your technical expertise, experience, and skills working with community-led organizations. What kind of support did you provide them, and for how long?
- If you are applying to provide consultant services, be specific, describing specific expertise or tools you have offered in service to community-led organizations (such as QuickBooks, social media marketing, wellness practices, legal guidance, tailor made resource, etc.).

***TIP**: Technical experience can entail all your expertise and skills related to the services you offer, beyond technology-related expertise.*

***TIP:** Rather than including a full resume, focus on expertise, experience, and accomplishments that are relevant to this RFQ.*

Expertise*

Suggested word count: 500 words:

PUBLIC BENEFIT

The money for these Network of Support services is generated from a portion of Doors Open and Lodging Tax revenues collected in King County. In the **Public Benefit** section, describe the diversity of organizations you have served in King County and the values you bring to this service.

- Describe the diversity of organizations you have served (e.g., sizes, cultures, languages, urban or rural, organizational mission, etc.) and describe how you ensure your work aligns with partners' culture and values rather than imposing a dominant culture. Provide examples.
- What values do you bring to your work in providing capacity building and/or technical assistance that align with the work described in this RFQ? Include examples of how you put these values into action.
- Are there particular cultural communities in King County that you work with often or have connections to? If so, please describe.

***TIP:** The guidelines include 4Culture's Network of Support program values, under the "Criteria" section.*

***TIP**: Cultural communities can entail specific cultural disciplines, ethnic and racial communities, language communities, geographically connected communities, and more.*

Public Benefit*

Suggested word count: 500 words:

ADVANCING EQUITY

4Culture's mission focuses on racial equity and envisions a county where culture is essential and accessible to all. Complete this question to the best of your ability and in alignment with your organization's readiness to engage in and share your equity work.

- How does your work benefit communities of color and/or historically marginalized communities?
- How do you serve or collaborate with members of these communities?

* *If these questions do not apply to your work, you may simply state so. The answer to this question is not a requirement to be eligible for the RFQ. However, panelists will review your response to evaluate the Advancing Equity criterion.*

Advancing Equity*

Suggested word count: 500 words:

REQUIRED SUPPORT MATERIALS

TIP: *Each attachment must be smaller than 2MB. For help resizing files, you can use free websites like Image Resizer and PDF Resizer.*

RESUME OR TAILORED BIOS

TIP: *There is no expectation to have multiple team members. Solo consultants are welcome to apply.*

You must submit résumés or tailored bios (not more than 2 pages per résumé) for the principal people who will be providing the capacity building and/or technical assistance described in this RFQ, including any individual team members working with and providing services to clients.

COMPARABLE EXPERIENCE

TIP: *This must be submitted in addition to your résumé or tailored bio.*

You must submit a list of 3 comparable past clients or projects. Include date or date range, location, and primary activities.

REFERENCES

TIP: *Do not include current 4Culture staff among your references.*

You must submit a list of 3 relevant references, including the contact person's name, title, email address, and phone number for whom you have provided capacity building and/or technical assistance services and who would be willing to share information about your work.

SOURCE OF INFORMATION

How did you hear about this RFQ? Select one. If you select "Other" please explain below. *

- ☐ Web Search
- ☐ 4Culture enews or other email
- ☐ Facebook
- ☐ Instagram
- ☐ Twitter
- ☐ Other social media
- ☐ On the radio
- ☐ Print or digital ad
- ☐ From a friend or colleague
- ☐ Other, please explain:

SUBMIT YOUR APPLICATION – OR KEEP A DRAFT

Please review your **ACCOUNT** and **ORGANIZATION / PERSONAL** profiles before submitting this application to make sure they are up to date. Inaccurate information in either may prevent 4Culture from accepting your application.

VOLUNTARY – Your profile includes an option to provide demographic information for you or your organization for the current year. We use this information to help us understand how well we are doing in our efforts to reach all communities in King County.

Responses to the demographic information questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for position, or to anyone else who can affect your application. The information is being requested for the purposes of aggregate tracking and evaluating 4Culture's efforts to expand its applicant pool.

Ineligible, incomplete, or incorrect applications will not be reviewed by the panel.

Need Assistance? Contact Us!

For questions about the application, the panel review process, or eligibility:
Cassie Chinn, Cultural Services Liaison
cassie.chinn@4culture.org
(206) 263-8324

For technical questions about your online account, contact:
Shaun Mejia, Heritage Support Specialist
shaun.mejia@4culture.org
(206) 477-9952