

Second Civic Innovation Challenge: Submission Process

Instructions

The Civic Innovation Challenge pilot projects bring together small groups of government and education design partners and participants to validate a solution in real workflows, gather feedback and determine readiness through a timebound Proof-of-Concept phase. Design partners and participants can expect light weekly engagement, open communication and meaningful influence on the final product.

Applicants who meet the evaluation criteria will receive:

1. Coaching and mentoring from seasoned entrepreneurs, advisors and investors.
4. Civic design partnership with City of Bellevue, King County Information Technology, Washington Technology Solutions, and Bellevue College staff to help test, optimize and/or refine a product or service.
5. Opportunity to showcase solutions for a civic tech audience and build relationships across the innovation ecosystem.
6. Between \$15,000 and \$45,000 stipend. Awards will depend on the complexity of the solution, whether they are applicable to more than one government or education partner and maturity of the product. Most solutions will likely receive a stipend at the lower end of the scale from a participating design partner public agency.

To be eligible to be evaluated, applicants must submit a completed application.

Applicants can use the form included in this packet to work offline on their submission and when complete, should submit the final form via a web form. Please limit your responses to 175 words per question. Selected participants for the challenge will work with a participating Exchange Northwest design partner public agency on an agreement for deliverables. Additional details and application materials can be found at the following URL: exchangenw.org

Application process

- Submitting a web form ahead of the deadline (Friday, November 13, 2026, by 5pm PST) is strongly encouraged so that our team may reach out if documentation is missing. Applications received after the deadline will not be considered.
- If your product has an AI component, you will be also asked to fill out an AI Questionnaire.
- If documentation has been received in full by the deadline, your application will move on to the review process.
- Finalists will be asked to provide a W-9 or TIN and a Certificate of Insurance prior to signing a contractual agreement. You may also be required to sign up as a vendor through a jurisdiction's supplier portal.

Questions

Please email innovation@bellevuewa.gov with questions.

Rubric

This rubric outlines how submissions will be evaluated. Use it to strengthen the clarity, completeness, and impact of your proposal.

Category	Criteria	What Reviewers Look For
Project Overview	Clarity of problem, solution, and intended outcomes	• Clear description of the problem • Well-defined solution • Clear statement of what the team seeks to achieve through partnership with Bellevue
Community Engagement and Inclusion	Community benefit, collaboration, inclusion	• Benefits to broader community • Collaboration with students, nonprofits, or community groups • Commitment to equity and underserved populations
Alignment with Priorities	Strategic alignment	• Evidence that proposal supports City of Bellevue, King County, Washington State, or Bellevue College's goals and priority initiatives
Feasibility, Sustainability and Ability to Deliver	Readiness and long-term viability	• Realistic plan for deployment • Sustainable methods and timeline • Ability to replicate in other communities • Timeline aligns with Challenge milestones
Product Maturity Level	Stage of development	• Concept only • Prototype • Pilot with feedback • Market use • Fully matured with adoption evidence
Jurisdictional Benefit	Breadth of benefit	• Who benefits from the solution • Number of jurisdictions that could benefit
Innovative Approaches	Technology and process innovation	• Use of AI, analytics, 5G, digital twins, smart technologies • Creative processes improving outcomes or services
Evaluation and Impact	Meaningful metrics and KPIs	• Clear indicators to measure success • Sound evaluation plan
Overall Quality	Clarity, polish, completeness	• Clear communication • High-quality elevator pitch video • Strong articulation of outcomes and value to City of Bellevue, KCIT, WaTech, and/or Bellevue College

Form (Please limit your responses to 175 words per question)

1. **Contact**
2. **Website (if applicable)**
3. **Secondary Contact**
4. **Project Overview:** Please provide a brief overview of your project. What problem does it address, and what is your proposed solution? What are you hoping to achieve by partnering with the Exchange Northwest? Which public agency are you most excited to partner with (City of Bellevue, KCIT, WaTech, and/or Bellevue College) and why?
5. **Project Timeline:** What specifically are you hoping to learn or test with a government partner? How will that be achieved in five months? *Note: The timeline of this partnership will include installation of hardware or software, 1-2 hours a week with the design partner and 2-3 hours a month with a mentor. Please scale accordingly.*
6. **Alignment with Exchange NW Priorities:** How does your project align with the Exchange Northwest partner priorities? Please be specific.
7. **Innovative Approaches:** Describe the innovative and/or modern practices and approaches used in your project. How do these approaches support better service delivery or outcomes?
8. **Community Engagement and Inclusion:** How does your project benefit the broader community? Does your proposal support equity and the needs of underserved populations?
9. **Team Composition:** Who are the key members of your team, and what are their roles? Include brief bios highlighting relevant experience and expertise.
10. **Milestones and Timelines:** Describe key deliverables for your innovation over the next 6-8 months. When will your solution be ready for deployment? What specific ideas are you hoping to test?
11. **Implementation:** Include expected compatibility with current systems, including a training and onboarding/integration plan. Describe a transition plan from the pilot to a full deployment, including a phased rollout roadmap. Description of data needs and system integration.
12. **Partnerships and Collaborations:** Describe any partnerships or collaborations that are part of your project. How will these partnerships enhance your project's success? Are you open to collaborating with others who might be developing similar ideas?
13. **Evaluation and Impact:** How will you measure the success of your project? What metrics or indicators will you use to evaluate its impact? What barriers do you believe the partnership can help you address?
14. **Cost Proposal:** Total cost for pilot (including installation) and financial structure. Identify future one-time and ongoing costs should partnership continue.
15. **AI Practices:** Does your project have an AI component?
16. **Elevator Pitch:** Provide a video link to your 2-minute elevator pitch. Include password if applicable.