



FIRST PEOPLES'
CULTURAL COUNCIL

Indigenous Languages Grants

2020–2021 Funding Guide

**Application Deadline:
Friday, January 31, 2020**

**Please retain this Language Program Funding Guide in your files.
If your funding request is approved, the policies and information
contained in this guide will be a useful resource.**

The Indigenous Languages Grants are funded by the Indigenous Languages Component of the Indigenous Languages and Cultures Program, Department of Canadian Heritage.



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I) INTRODUCTION

The Indigenous Languages Grants are administered by the First Peoples' Cultural Council (FPCC) with funding from the Department of Canadian Heritage (DCH), Indigenous Languages and Cultures Program.

This funding guide is a tool for applicants to use in developing proposals for their community language projects. It includes background on the FPCC and a breakdown of the step-by-step process for completing the required application forms and submitting a complete proposal for an Indigenous Languages Grant.

II) FPCC OVERVIEW

The First Peoples' Cultural Council was formed by the government of British Columbia in 1990 to administer the First Peoples' Heritage, Language and Culture Program. FPCC is a unique Crown Corporation driven and governed by a Board of up to thirteen B.C. First Nations representatives. First Nations in British Columbia are also able to nominate an individual or apply themselves to represent one of 34 First Nations languages on the FPCC Advisory Council. The Advisory Council members relay up-to-date information on current FPCC programs and initiatives to their communities. FPCC aims to achieve sustainability and enable long-term stability for language, arts and cultural programming in B.C.

About Us:

To view information on FPCC Board of Directors, Staff and Governance, please visit the FPCC website.

<http://www.fpcc.ca/about-us>

Language Resources:

For useful information on language revitalization and planning including Language Toolkit, Revitalization Information, Publications, and Glossary of Linguistic terms, please visit the FPCC website.

<http://www.fpcc.ca/language/>

Direct your enquiries to:

Contact Name:	Indigenous Languages Grants – Rachel Perkins
Mailing/Courier Address:	1A Boat Ramp Road Brentwood Bay, BC V8M 1N9
Telephone:	(250) 652-5952 or toll-free through Enquiry BC 1-800-663-7867
Email:	ALI@fpcc.ca
Website:	www.fpcc.ca



III) OBJECTIVES OF THE INDIGENOUS LANGUAGES GRANTS

The objectives of the Indigenous Languages Grants are to support the reclamation, revitalization, maintenance and strengthening of Indigenous languages through community-driven activities.

Please note that projects that provide direct language instruction must be held **outside** of Grade K-12 classes, post-secondary institutions and/or accredited course work.

IV) PROGRAM SPECIFICS FOR 2020–2021

Schedule:

The Indigenous Languages Grants can support projects held between July 1, 2020 and March 31, 2021. We may not be able to fund expenses incurred before July 1, 2020; if you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

Available Funding:

- You may apply for **up to \$60,000**
- Language and Culture Camps are eligible for \$25,000 only
- Projects will be subject to installment payments based on the submitted budget and work plan.
- There will be a monetary holdback until all satisfactory final reporting is submitted and approved.

Timeline:

Application Deadline	January 31, 2020
Application Review Period	February – March 2020
Funding Notice	June 2020
Project term	July 2020 – March 31, 2021
Final Report	April 30, 2021

V) ELIGIBILITY

Who is eligible to apply?

Eligible applicants include the following Canadian organizations/groups, democratically held and managed:

- Indigenous-controlled organizations incorporated under [Part II of the Canada Corporations Act](#) or under corresponding provincial or territorial legislation;
- Indigenous-controlled unincorporated not-for-profit organization;
- Indigenous government and equivalent organization, and its delegated authorities;



- Indigenous community groups that include ad-hoc committees defined as a temporary committee set up to do a specific task and are not a permanent standing committee;
- Indigenous service delivery and voluntary organizations;
- Indigenous academic institutions;
- Indigenous cultural, educational and recreational organizations/centres;
- Indigenous youth and women’s organizations

Who is not eligible to apply?

- Individuals;
- Non-Indigenous organizations;
- For-profit organizations;
- Federal departments and agencies;
- Provincial/territorial and municipal governments and their agencies; and
- Organizations with incomplete or outstanding reporting with FPHLCC/FPCF.

VI) HOW TO APPLY FOR THE INDIGENOUS LANGUAGES GRANTS

Complete the online* application form on the new FPCC Grant Portal (<http://fpcc.ca/login>).

*Paper application forms are available by request.

See SECTION 1 for information on completing the application for funding form.

Please also read SECTION 2 for a list of eligible and ineligible expenses, and SECTION 3 for other important proposal and program information.



SECTION 1: COMPLETING THE APPLICATION FOR FUNDING

Include a cover letter with your completed application form. Please ensure all sections of the application are filled out. The form includes the following:

Applicant Information

This section asks applicants to enter all the general project contact information required for the Indigenous Languages Grants. The contact information entered into this section will be used by FPCC staff to send all correspondence and to request any additional information. Note that email is consistently used as a mode of communication throughout the proposal process. **The name of the organization in the first box is the legal name of the community/organization that the funding agreement and cheque will be made out to.** Please ensure that it is the full, legal name of the payee and that it is spelled correctly.

Language and Community

It is important to identify the language that your project is focusing on – see First Peoples' Cultural Council 34 Languages of BC List:

http://www.fpcc.ca/files/PDF/FPCC_Language_Dialect_List_2013.pdf

Project Title

Be creative, descriptive and use your language, if you wish! No English translation necessary.

Project Status

1. New Projects are projects that are not linked to any previous projects in your community.
2. Continuing Projects are projects that are linked to previous projects in your community – for example, completion of a project that was started that you didn't have the time or resources to finish, or a project that was interrupted by a natural disaster or illness, etc.
3. New Projects that build on previous (completed) projects are a great way to expand and enhance your community's language revitalization plan, without having to start from scratch.

Project Summary

Briefly summarize your project so that the Peer Review Committee can clearly understand what your project is going to entail. Provide 3 – 5 key activities and 3-5 related outcomes that will give the proposal reader an overall idea of what your project is about. For ease of reading comprehension, list the key activities and their related outcomes in the same numerical order.



Project Context & Related Initiatives

Remember that the Peer Review Committee may not be familiar with your community or organization and may not know about all of the fantastic language revitalization work that has previously been done or is in progress. This is a chance to let them know more about longer-term plans and how this project will contribute to the overall language revitalization efforts in your community and also neighbouring communities/partner organizations.

Project Team

Provide the names, roles and responsibilities of all the team members who will participate in this project. Make sure each team member is accounted for on your budget sheet and in your workplan as appropriate.

Primary Project Participants

Check the boxes that best describe the target population group from your community that will participate in your project.

Number of Project Participants

Provide the total number of participants that you anticipate will participate in your project. Remember that not all fluent speakers are Elders and vice-versa.

Project Strategies

Indicate the primary strategy that best describes your project. The Indigenous Languages Grants support community-based projects that contribute to the revitalization and preservation of Indigenous languages in Canada. Projects may include a maximum of two (2) strategies within or across these categories. This is to ensure that your project will be achievable with the funding and time available.

a. Participatory Strategies

Participatory strategies include any strategy that involves participation in language training. Examples of eligible participatory projects are:

- Language immersion programming for children or youth (including language nests, family language learning programs)
- Adult language immersion classes or language intensives
- Language and culture camps (eligible for a maximum of \$25,000)
- Traditional and cultural language programming
- Mentor-Apprentice -type programs
- Language-focused gatherings, conferences, and events

Note that stipends or allowances for language learner participation in these programs is **not** an eligible expense.



b. Resource Development Strategies (including documentation and archiving)

Resource development strategies include any strategy that involves developing tools and resources for language revitalization. Examples of eligible resource projects are:

- Developing and implementing language plans
- Recording and documenting languages (e.g. recording speakers, creating multi-media content, etc.)
- FirstVoices language archiving
- Developing materials and resources for language learning (e.g. books, videos, workbooks, dictionaries, games, etc.)
- Digital tools for language learning and sharing (e.g. websites, apps, etc.)
- Digitization (e.g. transferring older recordings into accessible format)

These projects should include a detailed distribution plan for how the resources will be **shared and mobilized for use**. The idea of creating resources is to make the language accessible to all current and future learners and speakers.

Key Strategies

There are two main types of strategies:

- participatory activities
- resource development activities

Fill out one table for each strategy (type of activity) you intend to complete in the project. To ensure that your project is achievable with the available time and funding, **please limit your project to a maximum of two strategies**. For example: one development of a language resource and one participatory activity; OR two development of resources; OR two participatory activities. This information should align with what is in your work plan.

TIP: Be as specific as possible, especially when providing the number of resources, courses, hours, participants, etc. Avoid using wide ranges or general terms.

Community Collaboration

FPCC values collaboration among communities and organizations, but also acknowledges that collaboration is not always possible. If you are collaborating with other communities/organizations, please describe the collaborative portion(s) of the project as directed on the application form.

If you answered “no,” please explain why collaboration is not possible. The Peer Review Committee will be assigning points to collaborative projects but will not penalize projects where collaboration is not feasible.

Work Plan Chart

Using the worksheet, please complete the work plan with as much detail as possible. The work plan is a tool that describes the tasks required at each step of the project.



Preparing your work plan:

The work plan model contains four steps: Month, Activity, Outcome and Who. Each step needs to be completed.

- **Planned Activity:** Clearly describe the **specific tasks** that need to be completed at each step of the project. These tasks must be clearly linked to the key activities identified in the project proposal.
- **Expected Outcomes:** Clearly describe **what** products will be delivered at the end of each task/key activity.
- **Timeframe (Day/Week/Month/Hours):** Clearly indicate **when** each task starts and ends. Remember that eligible dates for funding are between July 1, 2020 and March 31, 2021. Any project activities that fall outside of these dates may not be eligible for funding or reimbursement
- **Lead Team Members:** Clearly indicate **who** the person responsible is for ensuring that the task is completed.

How your work plan is assessed:

Your work plan is assessed according to the clarity with which each step of the project is designed, and its alignment with information provided in the project proposal and budget attached to the application (including dates, duties and budget items).

Evaluation Plan:

Describe your evaluation framework for the project. How will you know if your project has been successful? Consider:

- What **indicators** will tell you if the project has been successful? (For example: increased proficiency of participants, through language assessment survey)
- **Who** is responsible for ensuring that your project is on track and meeting the objectives?
- **How often** will you assess the progress of the project throughout the year?
- What reporting arrangements do you have with your partners?
- **What** information will you need to collect throughout the project to measure the results?

Evaluation is an essential part of project planning. It helps you connect your objectives to your achievements, shows what worked well, and helps you understand what did not work so well.

Language Teaching Methodology

If your project involves teaching language, please describe which method(s) of language training/instruction you will use. Identify the growth of language proficiency anticipated (i.e. low beginner to mid beginner).

Sharing, Mobilization and Continuation

All materials created with FPCC funding should be distributed at no cost (perhaps with the exception of printing and mailing costs). If your organization is planning to charge



for distribution of these materials, please explain. Accessibility to resources is a mandatory part of this project. Describe how you will ensure that the materials and resources developed are fully accessible to members of the community and other partners.

Describe how you will mobilize resources and identify training or learning opportunities for your community, so that participants can continue their learning after the project has ended.

An effective communication plan can assist in the mobilization & continuation of a project. Communication plans identify priority groups and others that will be reached and indicates the methods of communications that will be used to reach them. These strategies may include community-based communication services, media, information sessions, meetings and presentations, web-based information, radio and television appearances and newspaper articles.

Budget

Please complete the Budget Worksheet with as much detail as possible. Projects supported by Indigenous Languages Grants will receive a Funding Agreement detailing reporting requirements and approved budget details. Your budget should align with your proposed activities.

Note the following important points about your budget:

- Grant requests may be between **\$25,000 and \$60,000**
- Language and Culture Camps are eligible for a **maximum** of \$25,000
- The budget must be completed and your financial officer's contact information provided.
- The budget must identify all project revenues, including in-kind support and leveraged funding. Include information on any other funds requested for the proposed activities, including the source of funds and how they will be applied against the budget.
- The project costs must be separate from the administrative costs.
- Provide detailed information on how each cost is calculated in the description section of this form.

Declaration and Signatures

The completed proposal must be signed by an authorized signatory of your organization (someone with signing authority). This person understands the nature of the obligations under the Indigenous Languages Grants and declares that all the information is accurate and complete.

SECTION 2: EXPENSES

We can only consider project-related expenses incurred between the project's start and end dates, which can be of cash and in-kind value. Eligible expenses may include:



1. Eligible Expenses

Staffing and Wages

- Salaries and employee benefits related directly to the delivery of the project (each salaried position must be identified along with the rate of pay for each position)
- Wages for temporary staff / contractors working directly on the project
- training directly related to the successful delivery of the proposed activities

Consultant/Professional Fees (max. \$200/day):

- Honoraria for Elders, fluent speakers, and knowledge holders
- Professional services (i.e. videographer, A/V technician, linguist)
- Cook / bus driver

Equipment Expenses & Project Supplies:

- equipment rental/service/purchase (the organization must maintain an inventory of all materials and equipment in excess of \$2,000)
- costs associated with information technology related to the project (hardware and software)
- project supplies and resource materials related to the project

Travel Expenses:

- travel expenses related to the project, including fuel, airfare, accommodation, etc.
- per diems (reimbursement may not exceed the [National Joint Council Travel Directive](#))

Meeting & Rental Expenses:

- rental costs for facilities specifically required for the project and/or project activities
- insurance directly related to project activities
- site venue expenses
- room rental related to meetings

Communications:

- promotion and communications for outreach (e.g. flyers, posters, etc.)
- postage related to distribution of resources
- printing and publishing (books, booklets, etc.)
- website upload and updates

Administration Expenses (15%):

- Bookkeeping services
- Office supplies, telephone, fax, utilities, postage and courier
- Photocopying and printing
- Office rent
- Audit and legal fees

Other Expenses:

- General liability insurance



2. In-kind Contributions

In-kind contributions are considered real contributions to the cost of the proposed project but are not reimbursable. Donated goods and services may be considered in-kind contributions if they:

- are essential to your project's success;
- are eligible and would otherwise have to be purchased or paid for by you;
- can be measured at fair market value (in relation to similar goods and services); and
- are balanced by an equal revenue in your budget (total in-kind expenses must equal total in-kind revenues).

3. Ineligible Expenses

- Allowances or stipends for participation in a course or an activity
- Development of regular accredited curriculum
- Contingency and miscellaneous fees
- Deficit recovery
- Annual meetings, executive or Board/Band meetings
- Core funding for the organization or group or Band (e.g. staffing)
- Honoraria for Board members
- Capital construction and renovation

NOTE:

We may not be able to fund expenses incurred before the start date of your project (which must be between July 1, 2020 and March 31, 2021. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.



SECTION 3: IMPORTANT PROPOSAL INFORMATION

Application Tips

The proposal review process is much quicker when applicants submit complete and comprehensive proposals. To prevent delays or extra work, please review your proposal carefully before submitting it.

Please contact the Language Programs staff at FPCC if you have any questions at all while preparing your proposal. We are happy to help!

Proposal Assessment

A Peer Review Committee (PRC) will review and assess eligible proposals. Each proposal is rated on a point system based on the following categories:

- Demonstration of strategies that promote the transmission of language and participation from the community
- Relevance to the objectives of the Indigenous Languages Grants
- Clear objectives and deliverables
- Demonstration that language revitalization is the primary focus
- Realistic and balanced budget, which identifies other sources of revenue and other resources required to complete the project
- Collaboration and/or partnership support
- Demonstrated community support
- Demonstrates best value for investment of public funds
- Overall merit of project

Common Reasons Proposals Are Considered Ineligible or Some Project Expenses Are Not Approved

- Application deadline not met
- Application criteria not met
- Insufficient detail in budget or ineligible expenses in budget
- Insufficient detail in the project objectives and activities
- Failure to sign the application form and/or by an authorized representative (Tribal Chief, Chief, Councillor, General Manager)
- Failure to demonstrate community support by including a Band Council Resolution (B.C.R or a letter signed by the Band Chief or Band Councillor), incorporation documents or community letters of support
- Failure to use the current fiscal year application form
- Previous reporting of past FPHLCC projects has not been completed by the deadline date



Funding Agreement

Successful applicants will receive a financial agreement for signature. This agreement will specify the terms and conditions for the project. As stated in the financial agreement, you are required to submit financial statements and progress reports in addition to the final project report.

Reporting Requirements

In accordance with the letter of offer and funding agreement, you will be expected to submit progress reports on specific dates and a final project report on what was done when the funding period is completed. The date for the final report will be set in the agreement and the letter of offer. It will also include any other items required for submission, such as financial statements.

Please note that you are required to publicly acknowledge the financial support you received from the Department of Canadian Heritage and FPCC. Such acknowledgment should appear in your project materials and be included in your project report. It should also be mentioned during any project-related events or when talking to the media about your project.

The Indigenous Languages Grants reporting forms and requirements will be provided to those successful applicants with directions on how to complete them. These will be included when the funding is distributed.

Submit Proposals on January 31, 2020 through the FPCC Grant Portal (<http://fpcc.ca/login>), or send paper application packages to:

Attn: Indigenous Languages Grants
First Peoples' Cultural Council
1A Boat Ramp Road
Brentwood Bay, BC V8M 1N9

Mailed applications must be postmarked on or before the deadline date.

Contact:

Rachel Perkins, Language Programs Coordinator
Phone: 250-652-5952 ext. 208 or toll-free through Enquiry BC at 1-800-663-7867
Email: ALI@fpcc.ca

