



**FIRST PEOPLES'**  
CULTURAL COUNCIL

## Language Revitalization Planning Program 2021–2022 Funding Guide

Application Deadline:

**January 25, 2021**

**4:00pm**

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.

Apply on our grant portal: [www.fpcc.ca/login](http://www.fpcc.ca/login)

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## FPCC Statement on COVID-19:

### COVID-19 Program Information

The health and safety of everyone involved in FPCC programs, communities, and especially Elders, is of the utmost importance to us. We are taking action to maintain safe operations while supporting our communities and participants. While actions to provide vaccines are currently underway there is no cure or treatment for COVID-19. We want to be very careful that our programs do not put anyone at risk and ensure that they follow the current orders of the [Provincial Health Officer](#). FPCC supports each First Nation's self-determined right to protect their community and we respect any additional guidelines set by Chief and Council or local governments to help keep their communities safe. Following these guidelines will help us take care of one another and keep each other safe.

**Please note:**

- All programs must be aware of and follow current guidelines from the [Provincial Health Officer](#)
- Applicants must consider how the program will proceed under strict COVID-19 restrictions
- Please ensure that your project proposal meets the requirements listed in the [FPCC COVID-19 Guidelines for Programs](#)
- It is critical that we take care of and protect our Elders and Knowledge Keepers, and those at a higher risk of illness. We need to work together to find safe ways to involve Elders.
- FPCC staff are here to assist program participants with unexpected and unplanned changes as a result of COVID-19 impacts on programs.
- We will do our best to share information and respond to changes together. If you have any questions, please [contact program staff](#)

# I. Introduction

## **First Peoples' Cultural Council**

The First Peoples' Cultural Council (FPCC) was established in 1990 through the First Peoples' Heritage, Language and Culture Act and was mandated to support the revitalization of Indigenous languages, arts and cultures in British Columbia. FPCC administers funds to support First Nations in B.C. to reclaim and revitalize their languages for future generations.

This resource was developed to guide applicants through each phase of the Language Revitalization Planning program.

## **Language Revitalization Planning Program**

The purpose of the Language Revitalization Planning Program (LRPP) is to support First Nations communities in B.C. to develop comprehensive, long-term plans for the revitalization and strengthening of their languages. These plans are intended to capture the community's vision for the future of their Indigenous language and set the strategic direction for their language programs.

FPCC has offered funding and support for the development of language plans since 2010 in various formats. The LRPP has evolved to better meet communities' diverse needs and to provide adequate time and funding for participants to develop language plans. FPCC has adapted the program through pilot projects that took place with First Nations communities in British Columbia. The new structure of the LRPP is a phased approach that allows greater flexibility for each community to build upon their own cultural processes. Communities will be able to identify their own specific needs with respect to language planning and access funding and support to advance this work.

The program will provide the opportunity for peer-to-peer knowledge exchanges and networking through virtual gatherings and one-on-one coaching support. The LRPP model recognizes the great diversity of First Nations languages and acknowledges that every First Nation community will design and implement community specific and culturally relevant language plans according to their unique needs and goals.

## **Strategic Language Planning**

The goal of this program is to support communities and funders to move from a project-based funding model to an integrated plan-based funding model. The intended outcome for the community is to develop a fully costed multi-year strategic language plan that could be supported annually by FPCC as well as other partners and stakeholders.

The language plan is used to guide the work of language revitalization in community. It provides a framework for how a community will work towards their vision for the language. The language plan defines the processes and direction for language revitalization; this includes actions required to achieve goals and outlines how resources will be mobilized to pursue specific language revitalization strategies. It also describes the shared accountability for the language working group, leadership, and the

community that guides the implementation of the language plan and how the outcomes are monitored and evaluated.

It is FPCC’s vision to move towards a plan-based funding model for language revitalization in B.C. FPCC believes that a plan-based funding model will empower communities to set funding agendas that match their goals and to advocate for long-term strategic investments for the revitalization of Indigenous languages in B.C. A transition toward this model will take time and will require consideration and effort on the part of FPCC, its funders and communities, including the development of strategic plans. This program is a first step towards this long-term vision.

**A Phased Approach**

The LRPP has four phases that are based on the four seasons: spring, summer, autumn, and winter. These seasonal phases represent the natural cycle of growth and development in language planning. Each seasonal phase has different planning goals, strategies and activities that could take place within that phase. The phases are meant to represent the cyclical journey of language revitalization planning within communities. There is no time restriction on how long a community may spend in each phase. Movement through the cycles can happen quickly or slowly according to community’s/Nation’s needs.

**Where to begin:**

- Applicants determine which phase best matches their current context, based on the objectives, expected outcomes and criteria listed in each season.
- Consider the tasks necessary to move to the next planning phase.
- We invite applicants to contact FPCC Language Program staff for support to determine the right planning phase for their community/organization prior to applying.

**Overview of the Phases:**

Spring Phase	
Objective	Expected Outcomes
<p>The spring phase is for communities who have not previously completed language planning work and/or who have not completed a comprehensive language status assessment. This phase is also suitable for communities who may not have previously accessed FPCC funding and/or who have few or no projects to support language revitalization.</p> <p>This phase supports communities to complete a comprehensive language</p>	<p>The expected outcomes of the spring phase are:</p> <ul style="list-style-type: none"> <li>• A comprehensive language status assessment is completed and includes a summary of all language work carried out to date</li> <li>• A language planning team, such as a language committee or working group, is formed</li> <li>• Initial engagement is conducted with leadership and community members regarding language revitalization</li> </ul> <p>At the end of the spring phase, the community is ready to collectively begin visioning and goal setting for a draft language plan.</p>

status assessment and to form a team who will carry the work forward.	
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### Summer Phase

Objective	Expected Outcomes
<p>The summer phase is for communities who have completed the Spring phase or the equivalent research and preparation (including a comprehensive language status assessment.)</p> <p>This phase supports communities to establish a collective vision and goals that form the basis of the language plan.</p>	<p>The expected outcomes of the summer phase are:</p> <ul style="list-style-type: none"> <li>• Draft vision and strategic goals for language revitalization are established with community input</li> <li>• Values and principles for the language plan are founded on the community’s unique culture and strengths</li> </ul> <p>At the end of the summer phase, the community has an outline of a language plan, as well as a set of guiding principles and values that align the plan with the community’s cultural foundation.</p>

### Autumn Phase

Objective	Expected Outcomes
<p>The autumn phase is for communities who have completed the summer phase or the equivalent research and preparation.</p> <p>This phase supports communities to fully develop the language plan with action plans, budgets, and evaluation measures.</p>	<p>The expected outcomes of the autumn phase are:</p> <ul style="list-style-type: none"> <li>• A full draft plan is completed, including specific actions, budgets, and evaluation measures</li> <li>• Strategies for language revitalization are prioritized and sequenced according to community’s needs and goals</li> </ul> <p>At the end of the autumn phase, the community has a complete draft plan which can be presented to leadership and the community at large for approval and implementation.</p>

### Winter Phase

Objective	Expected Outcomes
<p>The winter phase is for communities who have completed the autumn phase or the equivalent research and preparation.</p> <p>During this phase, the community will have an approved fully costed 5+ year wholistic language plan. This phase is a time for review, reflection, celebration,</p>	<p>The expected outcomes of the winter phase are:</p> <ul style="list-style-type: none"> <li>• The finalized language plan has been approved and ratified by the leadership and the community at large.</li> <li>• Implementation has begun on some initial strategies outlined in the plan.</li> </ul>

and preparation to begin implementing the language plan.	<ul style="list-style-type: none"><li>• Processes are established for regular review of the plan, including review of progress towards the plan’s goals</li></ul>
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## II. Program Criteria

### Eligibility

#### Eligible Languages

The LRPP funding is available to support the revitalization of the 34 First Nations languages of British Columbia. Please consult this language list [<https://fpcc.ca/wp-content/uploads/2020/07/FPCC-LanguageList-2019-1.pdf>] to see which languages are supported.

#### Who is eligible to apply?

- First Nations communities/Governments/Bands/Tribal Councils located in B.C.
- Indigenous Cultural, Language and Education centres in B.C., including Indigenous academic institutions
- Indigenous organizations in B.C. (incorporated and unincorporated not-for-profit organizations)
- 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
- Previous applicants may apply if all reporting on previous funding from FPHLCC/FPCC (all programs) or the First Peoples' Cultural Foundation (FPCF) have been complete

#### Who is not eligible to apply?

- Individual applicants
- Public institutions (e.g. schools, universities)
- Non-Indigenous organizations
- For-profit organizations
- Committees, groups, task forces without an established governing body
- Provincial/territorial and municipal governments and their agencies
- Federal departments and agencies
- Organizations with previous projects funded by FPHLCC/FPCC/FPCF, who have incomplete or outstanding reporting

### Deadlines

#### When is the application deadline?

January 25, 2021 at 4:00 p.m.

Please submit applications online via the FPCC Grant Portal ([www.fpcc.ca/login](http://www.fpcc.ca/login)). If you do not have reliable internet access and are unable to use the FPCC Grant Portal, contact us to request a paper application that may be submitted by mail.

*\*Due to COVID-19 restrictions, we are unable to accept hand-delivered applications this year as our office is located in a community that is not open to the public.*

### Project Requirements



### **What are the overall requirements for an application?**

- Demonstration that strategic language planning is the primary focus of the application
- A realistic and balanced budget
- Demonstration of local community support and consultation, and the participation of community and its speakers
- Clearly stated objectives that are specific and achievable, with realistic and clearly defined activities and results
- Achievable project timeline or schedule
- All criteria described in the specific phases are met
- Application is complete with all sections filled out and all required documentation attached

## **Funding Term**

### **What is the duration of the planning project?**

We recognize that language planning work may take longer than one year. FPCC continues to advocate for sustained funding for First Nations in B.C. Currently, funding for the Language Revitalization Planning Program is available for one year only. Should multi-year funding come available, FPCC will provide information about how applicants can access additional funding at that time, to carry on their planning work.

To fulfill the fiscal reporting requirements, planning activities will commence on or after April 1, 2021. The final report, including a narrative final report and financial statements, is due at the end of the fiscal year by April 30, 2022.

- Project activities commence\* on or after April 1, 2021
- Project concludes by March 31, 2022
- Reporting completed by April 30, 2022

\* FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors, including applicants' delays in submitting prior year reports and/or in signing the Funding Agreement.

### III. Wholistic Language Planning

The activities within each planning phase may be based on cultural protocols that are distinct to each community. Overall, the spring, summer, autumn and winter phases represent the natural cycle of the seasons and the associated work during that time. In each season there is specific work that takes place and the completion of one season naturally progresses into the next season.

#### Spring Phase

The spring phase is for communities who are new to planning work and/or who have not previously completed a comprehensive language status assessment. The spring phase is also suitable for communities who may not have previously accessed FPCC funding and/or who have few or no projects to support language revitalization. This phase supports communities to complete a comprehensive language status assessment and to form a team who will carry the work forward. At the end of the spring phase, the community is ready to collectively begin visioning and goal setting for a draft language plan.

##### **The expected outcomes of the spring phase are:**

- A comprehensive language status assessment is completed and includes a summary of all language work carried out to date
- A language planning team, such as a language committee or working group, is formed
- Initial engagement is conducted with leadership and community members regarding language revitalization

##### **Criteria to access this phase include the following:**

- The spring phase is available to all applicants who are new to planning work and/or who have not previously completed a comprehensive language status assessment.

##### **Examples of activities which may be supported during the spring phase:**

- Host one or more language gatherings within your community to generate interest and identify supporters while adhering to the COVID-19 requirements (can be virtual gatherings)
- Meet with key stakeholders in the community (e.g. leadership, school, organizational departments, external partners) to assess their interest and potential contributions to language work
- Conduct a full assessment of your language, include the following:
  - Identify speakers, semi-speakers and learners
  - Identify attitudes towards the language
  - Identify what work has happened to date to support the language
  - Make a list of all resources available in the language and resources that support the language

- Form a language working group or committee that will lead the work of language planning, including intergenerational involvement
- Complete research relevant to an applicable phase, program, or project

**Reporting & Accountability:**

- A narrative report on the outcomes of each activity completed during this phase
- List of working group members with contact information
- Detailed financial summary showing grant expenditures

**Support, Tools and Funding Provided by FPCC:**

- Grant funding to support salaries, meetings, and other costs related to the planning work, up to \$100,000\*
- FPCC coaching support: meetings with a language coach to receive training and support on surveying, reporting, and grant writing via email/phone/webinar
- Language assessment survey templates
- Resources related to language planning including manuals, templates, successful practices, research, and networking opportunities

## Summer Phase

The summer phase is for communities who have completed the spring phase or the equivalent research and preparation, including a comprehensive language status assessment. This phase supports communities to establish a collective vision and goals that form the basis of the language plan. At the end of the summer phase, the community has an outline of a language plan, as well as a set of guiding principles and values that align the plan with the community’s cultural foundations.

**The expected outcomes of the summer phase are:**

- Draft vision and strategic goals for language revitalization are established with community input
- Values and principles for the language plan are founded on the community’s unique culture and strengths

**Criteria to access this phase include the following:**

- Community has recently completed a full language status assessment
- A committee/language planning working group has been formed
- Community has previously implemented one or more projects for language revitalization
- One or more of the language team has attended an FPCC “Planning for Language Revitalization” workshop or has attended training on strategic planning

**Examples of activities which may be supported during the summer phase:**

- Complete a language declaration – a statement that acts as a formal acknowledgement or commitment regarding your language

- Host meetings to establish a shared vision and strategic goals for the language, while adhering to the COVID-19 requirements
- Develop guiding values and principles that outline the cultural foundations of the language plan
- Document the process by which decisions are made and approved that follow cultural protocols and traditional leadership structures

**Reporting & Accountability:**

- A narrative report on the outcomes of each activity completed during this phase
- A copy of the vision and goals for the language plan, along with the guiding values and principles
- A copy of the accountability protocol
- A self-reflection document on your language revitalization journey, that includes the successes and lessons learned
- Detailed financial summary showing grant expenditures

**Support, Tools and Funding Provided by FPCC:**

- Grant funding to support salaries, meetings, and other costs related to the planning work, up to \$100,000\*
- Training in strategic language planning through one or more workshops which may be in a virtual gathering format to align with COVID-19 safety restrictions
- FPCC coaching support: a Language Revitalization Coach will provide support to the project lead throughout the year, which may include training and guidance in language planning
- Resources related to language planning including manuals, templates, successful practices, research, and networking opportunities

## Autumn Phase

The autumn phase is for communities who have completed the summer phase or the equivalent planning and preparation. This phase supports communities to fully develop the language plan with action plans, budgets, and evaluation measures. At the end of the autumn phase, the community has a complete draft plan which can be presented to leadership and the community at large for approval and implementation.

**The expected outcomes of the autumn phase are:**

- Draft language plan is completed, including action plans, budgets, and evaluation measures
- Strategies for language revitalization are prioritized and sequenced according to community's goals
- Develop internal and/or external partnership agreements with those who support the work of language revitalization

**Criteria to access this phase include the following:**

- Community has experience doing language revitalization projects and has learned what works well

- A committee/language planning working group has been formed and is working well
- A comprehensive language status assessment has been completed
- A shared vision and goals for the language plan have been drafted with community input, along with guiding principles that can be used to develop and implement the language plan
- Existing and potential community partnerships have been identified both internally and externally
- Community has committed own source revenues or in-kind contributions towards this work

**Examples of activities which may be supported during the autumn phase:**

- Refine, prioritize, and sequence the shortlist of goals and strategies needed to achieve the vision
- Draft detailed action plans for specific goals, including associated budgets
- Identify a way to measure the success of language projects and track overall progress towards the vision and goals
- Develop partnership agreements with internal and external partners who are in support of community language revitalization

**Reporting & Accountability:**

- A narrative report on the outcomes of each activity completed during this phase
- A draft of the language plan including prioritized goals and strategies, along with action plans and associated budgets
- A copy of the evaluation processes used to track success and opportunities
- Detailed financial summary showing grant expenditures and the community's own source revenues or in-kind contributions towards this work

**Support, Tools and Funding Provided by FPCC:**

- Grant funding to support salaries, meetings, and other costs related to the planning work, up to \$100,000\*
- Training in strategic language planning through one or more workshops which may be in a virtual gathering format to align with COVID-19 safety restrictions
- FPCC coaching support: a Language Revitalization Coach will provide support to the project lead throughout the year, which may include training and guidance in language planning
- Resources related to language planning including manuals, templates, successful practices, research, and networking opportunities

## Winter Phase

The Winter phase is for communities who have completed the autumn phase or the equivalent planning and preparation. During this phase, the community will have an approved, fully costed 5+ year language plan and will begin the implementation of the plan. This phase is a time for review, reflection, celebration, and readiness for implementing the language plan. At the end of the winter phase, the community will have started to implement a comprehensive language plan.

**The expected outcomes of the winter phase are:**

- Finalized language plan has been approved and ratified by the leadership and the community at large
- Implementation has begun on some initial strategies outlined in the plan
- Processes are established for regular review of the plan, including review of progress towards the plan's goals
- Evaluation measures are integrated throughout implementation

**Criteria to access this phase include the following:**

- The draft language plan is completed, including prioritized and sequenced goals and action plans with associated budgets
- Partnership agreements are in place with internal and external partners who are in support of community language revitalization
- Community leadership has demonstrated support for language revitalization projects by providing own source revenues or in-kind funding for this work

**Examples of activities which may be supported during the winter phase:**

- Present the language plan to community and leadership for full approval and support; share the plan widely within the community as appropriate
- Present the approved plan to funders and other key stakeholders for feedback and support
- Create a funding strategy to secure ongoing funding from a variety of sources
- Begin initial strategies laid out in the plan
- Finalize and document the processes for regular review of the plan, including review of progress towards the plan's goals
- Monitor partnership with internal and external partners; include other partnerships if relevant
- Share and align plan with the neighbouring communities that share the same language (identify shared vision and shared benefits)
- Mentor other communities in the language planning process

**Reporting & Accountability:**

- A narrative report on the outcomes of each activity completed during this phase
- A copy of the completed language plan which may be presented for funding and shared as a model with other communities
- A self-reflection of the language planning journey, including challenges and successes
- A copy of the evaluation processes used to track success and opportunities
- Detailed financial summary showing grant expenditures and the community's own source revenues or in-kind contributions towards this work

**Support, Tools and Funding Provided by FPCC:**

- Grant funding to support salaries, meetings, and other costs related to the planning work, up to \$100,000\*
- FPCC coaching support: a Language Revitalization Coach will provide support to the project lead throughout the year, which may include training and guidance in language planning

- Resources related to language planning including manuals, templates, successful practices, research, and networking opportunities

**\*Note:** Grant funding of up to \$100,000 will be available per program year. All four phases are eligible for the same amount of funding and additional funding will not be granted after transitions between phases (within the same program year).

## IV. Eligible Expenses

Funding of up to \$100,000 per project term is available to support the language planning activities in the 2021-2022 program year. This funding may cover a single phase of planning or may include multiple phases.

### What expenses are eligible?

Coordinator wages	Language planner/coordinator/lead
Professional fees (honoraria)	Professional fees for elders, speakers, curriculum developers, etc.
Contractors/consultants (internal)	Maximum \$200 per day for contractors, e.g., language consultant/linguist costs, researcher, transcriber, instructor, etc. Contractor/consultant costs more than \$200 per day may be covered by alternate funding sources.
Contractors/consultants (external)	Costs for external contractors, consultants or service providers must not exceed 30% of the total budget, including travel, expenses, equipment/materials, software, etc. Costs for external contractors, consultants, or service providers in excess of 30% of the total budget may be covered by alternate funding sources. Please see Appendix A (page 22) for further details.
Equipment Rental	Rental of recording equipment and/or computer, etc. (provide company quote).
Resource Materials	Direct printing costs of materials and signage (e.g., for publication of books) or materials specific to project (e.g., tapes, CDs, videos, etc.).
Food or Gas Expenditures	Reasonable and necessary costs only
Administration	30% of administration costs which includes: <ul style="list-style-type: none"> <li>• Maximum 15% for administrative costs such as bookkeeping costs, supplies, facility rentals and office supplies, etc.</li> <li>• Maximum 15% for administrative staff wages.</li> </ul>
Capital equipment purchases	Cost of equipment purchase such as computers, cameras, etc. Maximum 15% of budget (provide quote for equipment to be purchased).

### What activities and related expenses are not eligible?

- Conferences or conference fees for program participants
- In-school accredited K-12 programs, including First Nations and non-First Nations or public programs (On-reserve K-12 programming is funded by Indigenous Services Canada and the First Nations Education Steering Committee)
- Awards or bursaries



- Teacher certification

NOTE: Activities that do not comply with current provincial COVID-19 guidelines are not eligible.

## V. Application Review

### Application Requirements

#### Application Checklist:

- A completed online application form (apply on the FPCC Grant Portal: [www.fpcc.ca/login](http://www.fpcc.ca/login))
- A cover letter that describes your program and its context within the community
- At least one signed and dated letter of support
- For First Nations / Bands: Council Resolution (signed and dated) or a letter of approval signed by the Band Manager or Chief Councillor
- For Societies/Organizations: a letter of approval (signed and dated) by the Executive Director or General Manager

### Proposal Review Process

Please note that a submission of a language proposal does not guarantee funding. All applications for funding are reviewed by a Peer Review Committee before final funding decisions are made. Here is what you can expect:

- The application is first reviewed for eligibility, completeness, and clarity.
- Applicants will be able to log into the Grant Portal to track application status.
- A Peer Review Committee will convene to review all proposals and based on program criteria, will make funding recommendations.
- Recommendations will be reviewed and approved by program funders

#### How are language proposals evaluated?

An impartial, expert adjudication committee (Peer Review Committee) will convene to review all proposals. This panel of experts may include language specialists, curriculum developers, administrators and cultural instructors selected from B.C. First Nations communities. Listed below is what the committee is looking for as it rates each proposal.

- Demonstrated expertise and capacity for language planning
- Clear objectives, deliverables, and evaluation plan
- Demonstration that language planning is the primary focus
- Realistic and balanced budget, which identifies other sources of revenue and other resources required to complete the program
- Demonstrated community participation and community access to materials created
- Community collaboration and/or partnership support
- Demonstrated community support
- Demonstrated community language needs
- Overall merit of program

#### Once the review process is completed:

1. Language applications that have been approved will be sent a letter that outlines the funding recommendations.

2. The applicants will be notified that a Funding Agreement is available for access on the FPCC Grant Portal for signing by an authorized representative. Once this Agreement is signed on the Grant Portal, FPCC will sign the Agreement. A copy of the fully signed Agreement will be available for download.
3. Once the Funding Agreement is fully signed, the first funding cheque will be issued and mailed to the recipient.

**Common reasons proposals and expenses are considered ineligible:**

- Application deadline not met
- Insufficient detail in budget or ineligible expenses in budget
- Insufficient detail in the program objectives and activities
- Application form not signed by an authorized representative (Tribal Chief, Chief, Councilor, General Manager)
- No demonstration of community support by a Band Council Resolution (or official letter of support signed by Band Manager, Chief or Councilor).
- For societies, lack of official community support letter signed by Executive Director or General Manager
- Previous reporting of past FPHLCC/FPCC programs has not been completed as required

## Reporting Requirements

### Interim and Final Report

If successful, a Funding Agreement will need to be signed by the applicant's signing authority and First Peoples' Cultural Council. The agreement will outline all the obligations of the grant, including the submission of the following reports:

- *Interim Report* – This report will include a short narrative update on the program and expense summary including expenditures covering the period of April 1, 2021 to October 31, 2021. This report will be completed via the FPCC Grant Portal and will be due on November 30, 2021
- *Final Report* – This report will include a detailed narrative summary of the program's outcomes and a detailed financial report (in the form of a General Ledger or official financial summary), signed by the financial signing authority and spanning the entire fiscal year (April 1, 2021 – March 31, 2022). This report will be completed via the FPCC Grant Portal and will be due on April 30th, 2022)

### Supporting Financial Documents

- As will be outlined in the Funding Agreement, it is a requirement for the final report that complete, official financial records are maintained. As such, the following must be submitted with the final report: a financial statement showing all grant revenue and related project expenses

For financial reporting, we request that Language Planning Program funds are clearly defined from other funding sources. We recommend that grant recipients set up a separate cost centre in their accounting system to track project-related expenses easily and accurately.

## VI. How to Complete the Application

This section provides step-by-step instructions for filling out the application form. Application forms can be found online at the FPCC Grant Portal here: [www.fpcc.ca/login](http://www.fpcc.ca/login).

### Applicant Information

#### First Nation/Organization

Please ensure the name you provide is the official/legal name for banking purposes. We require the legal name of the community/organization to issue Funding Agreements and cheques. To avoid banking issues, please ensure that you supply the full, legal name of the payee and that it is spelled correctly. Please also double-check the mailing address. Cheques will be mailed via Canada Post, so we need the most current address, including PO Box (where necessary) and postal code.

Ensuring that you provide the correct legal name and mailing address for your organization will prevent avoidable delays in funding should your application be successful.

#### Primary Contact/Program Lead

This person will be the primary point of contact for FPCC. They should be the person who will be managing the program, completing interim and final reports, and overseeing the budget. They will be expected to be available as needed when questions arise, and to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

Please note that email is consistently used as a mode of communication throughout the proposal process, so please ensure to enter a valid email address and check your spam filters.

#### Additional Contact

In the event that the primary contact is unavailable, FPCC requires a second point of contact to keep the lines of communication open. This contact will be copied on correspondence and should have the authority to make decisions about the project as needed and/or to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

#### Language and Community

It is important to identify the language(s) that your program is focusing on – see First Peoples' Cultural Council's List of Languages in BC for more information:

<https://fpcc.ca/wp-content/uploads/2020/07/FPCC-LanguageList-2019-1.pdf>

### Project Information

#### Community Mobilization and Readiness

- Describe your community's readiness to participate in the Language Revitalization Planning Program. Consider the resources and expertise available for this work, such as: leadership & community support, language champions, fluent speakers, community planners, etc.

- Share the history of the community’s language revitalization journey so far. What projects have been implemented? Were they successful? Why or why not? What outcomes were achieved?

### **Language Revitalization Planning Description**

Communities/Nations will select the seasonal phase best suited to their current context: spring, summer, autumn or winter phase. Please describe why this phase was selected and provide a brief description of your intended language planning work, including 3 - 5 goals and expected outcomes.

Funding in this program is currently available for projects that occur between April 1, 2021 to March 31, 2022. Multi-year funding in this program is not yet confirmed. We invite applicants to indicate their interest in continuing their planning projects into the 2022-2023 fiscal year, should multi-year funding come available.

### **Language Planning Team**

Please list all members of the project team, providing information on what they will be responsible for, and their relevant skills or qualifications. Remember: the PRC members may or may not be familiar with your community/language champions/previous work, so it is always a good idea to provide relevant detail. If you have semi-fluent or fluent speakers on the team, make sure you identify them.

Ensure each team member is accounted for on your budget sheet and in your workplan as appropriate – don’t leave the PRC wondering how/if team members will be compensated for their expertise!

### **Number of Project Participants**

Provide the total number of anticipated participants that take part in the program. This information is required by our funders but will remain confidential.

### **Workplan**

The Peer Review Committee (PRC) scores applications based on three main components: the key activities, the workplan, and the budget. The PRC looks at how key activities align with the overall program goals. For the workplan, the PRC considers if the workplan is realistic, achievable, and well thought-out. It is important that the activities, workplan and budget match in scope and details. This is a chance to demonstrate what each member of the program team will bring to the plan, and a good opportunity to double-check that each activity/event/position is represented in the budget.

Using the worksheet on the application form, 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 program. The work plan model contains four sections: (1) Planned Activity, (2) Expected Outcomes, (3) Timeframe, and (4) Lead Team Member(s).

1. **Planned Activity:** Clearly describe the specific tasks that will be completed at each step of the project. These tasks must be linked to the key activities identified in the project proposal. Think about tasks related to pre-planning, delivery, and evaluation of the project.
2. **Expected Outcomes:** Describe what products will result from each task/key activity.

3. Timeframe (Hours/Day/Week/Month): Indicate when each task starts and ends. Remember that eligible dates for funding are between April 1, 2021 and March 31, 2022. Any project activities that fall outside of these dates may not be eligible for funding or reimbursement.
4. Lead Team Members: Indicate who is the person responsible for ensuring that the task is completed.

The work plan is assessed according to its clarity and how it matches the overall project description and budget.

### **Evaluation**

How will you know if your project has been successful? Think about how you will track and measure your success with this project. Your evaluation plan can include assessing the delivery of the activities (for example, were they on-time, on budget, accessible to participants, etc.) as well as the outcomes of the planning project.

The following questions may be useful when preparing your answer:

- Who is responsible for ensuring that your planning project is on track and meeting the objectives?
- How often will you assess the progress of your planning project throughout the year?
- How will you know if you are having success with developing a language plan?

### **Knowledge Exchange, Networking, and Community Empowerment**

FPCC highly values collaboration and sharing to build projects and programs that are sustainable and contribute to future language work. Language planning is a new practice to many First Nations in B.C. Sharing examples of language plans and components of plans (such as vision statements, values, goals, actions and budgets) will support the success of all communities who are doing language planning work. Throughout this program, we will be inviting communities to share, with FPCC and others, examples of their planning work and lessons learned throughout the process. FPCC is committed to promoting safe and mutually beneficial ways for communities engaged in language planning to learn from and with each other. This knowledge exchange will happen in the following ways:

- Peer-to-peer knowledge exchange and networking through FPCC virtual gatherings
- FPCC may use the materials shared - with community's permission - to develop templates, examples, and wise practices to support the co-learning of all LRPP participants. It is understood that some of the information may be confidential and will be kept as such.

Indicate your understanding of this value of sharing and knowledge exchange and your community's willingness to actively contribute to this value.

## **Budget**

Funding of up to \$100,000 per project is available to support the language planning activities in the 2021-2022 program year.

## **Budget**

Complete the budget worksheet with as much detail as possible. Your budget should align with your proposed activities, project team members and work plan. Keep in mind that Peer Review Committee (PRC) members do not know what additional sources of funding you may have available, so be as clear as possible, providing breakdowns of expenses and quotes where necessary, so they can adequately assess the budget.

All 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.

## **Administration Costs**

FPCC recognizes that successful delivery of your project requires significant administrative effort, including managing project timelines, budgets, and reporting requirements. Grant funds may be used to hire necessary staff to support successful administration of the project. Administration costs may also include expenses such as bookkeeping, facilities rental and office supplies.

The total amount for project administration, including administrative wages and overhead expenses, must be no more than 30% of the total budget.

## **Finance Personnel**

Please provide the contact information of a designated accountant, bookkeeper, or person in charge of finances for this project. This allows FPCC staff to contact your finance department immediately should there be questions related to receipt of cheques and financial reporting.

## **Support and Approval**

### **Letters of Support and Approval**

1. Attach a minimum of one current signed and dated letter of support. The letter of support can be from a project participant (who will not be receiving financial benefit from the project), from a collaborating community/organization, or from a person of high standing in the community. It should not be from the Chief Councillor, Band Manager or signing authority of the applicant organization, as they will be indicating their support through the letter of approval (below).
2. Attach a Band Council Resolution OR Letter of Approval.
  - a. For Bands: a dated and signed Band Council Resolution OR a dated and signed letter of approval from the Band Manager or Chief Councillor
  - b. For Societies/Organizations: a dated and signed letter of approval from the Executive Director or General Manager

## **Declaration and Signatures**

The completed proposal must be signed by an authorized signatory of your organization (someone with the authority to legally bind your organization to an agreement). This person understands the nature of the obligations under the Language Revitalization Planning Program and declares that all the information is accurate and complete.

FPCC requires the following declarations be met prior to submission:

**I declare that:**

1. The information in the application is accurate and complete.
2. The application is made on behalf of the organization with its full knowledge and consent.
3. If funding is provided, the organization will submit financial statements and activity reports as required by First Peoples' Cultural Council.
4. If funding is provided, the organization will submit an evaluation of the program funded, as required by First Peoples' Cultural Council.
5. If Funding is provided, the organization will seek prior approval of the First Peoples' Cultural Council for any changes made to the program proposal.
6. If funding is provided, the organization will publicly acknowledge funding and assistance by the First Peoples' Cultural Council and the Department of Canadian Heritage and/or the Province of British Columbia, where appropriate.

**Application Support:**

If you wish to receive feedback on your application, please submit your application two weeks prior to the closing deadline (**January 11, 2021**) and reach out requesting feedback. FPCC Language Program staff will provide feedback on your application so that you may revise and resubmit before the final deadline.

Submit requests for feedback to:

[lrpp@fpcc.ca](mailto:lrpp@fpcc.ca)



## APPENDIX A

### POLICY ON FUNDING THIRD PARTIES

When an eligible applicant proposes to hire an external business, organization or individual which would not be an eligible applicant itself, this is considered a “third party”. Third parties may include technology companies, language resource providers, production companies, researchers and consultants.

#### **Funding Limit**

Third party costs covered by FPCC grant funding must be limited to no more than 30% of the total grant amount. This limit includes any expenses paid to the third party, such as travel or equipment expenses. If the total cost for the third party is greater than 30% of the total grant amount, the applicant may cover additional costs from other funding sources (not FPCC grants).

Exclusions: Currently, outsourcing of digitization of language materials is excluded from this 30% limit.

#### **Agreement with Third Party:**

Applicants intending to use grant funding to hire a third party must have a written agreement in place with the third party. Confirmation of this agreement will be requested when grant funding is offered. The agreement should address issues including but not limited to data ownership, intellectual property, accessibility and usage of data, knowledge transfer, and the term of the relationship with the third party.

For more information, please refer to the following resource:

Check Before You Tech - <http://fpcc.ca/wp-content/uploads/2020/09/FPCC-Check-Before-You-Tech.pdf>

#### **Skill Building and Knowledge Transfer:**

Applications including third parties must demonstrate a transfer of skills and knowledge from the third party to the community. Please outline in the narrative section of the application form how skill building and knowledge transfer will happen. For example, a third party tech company could teach youth how to maintain an online database or a third party linguist could teach youth how to document elders.

#### **Endorsement:**

First Peoples’ Cultural Council cannot endorse any third parties or their work and services. Third parties funded through a grant by a grantee cannot claim to be affiliated with FPCC, and must not refer to FPCC on their website or on any advertising or other promotional materials to this effect. FPCC funding is provided to grantees who have the right to hire professional services but not for these professional service providers to extend their claim of affiliation beyond their direct contract relationship with the grantee

For further information, please request to see our full Policy on Funding Third Parties.