Language Revitalization Planning Program
2022–2023 Funding Guide

Application Deadline:

January 25, 2022 at 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

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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

Language Revitalization Planning Program at a Glance

Purpose	Language Revitalization Planning Program (LRPP) supports First Nations communities in B.C. to develop comprehensive, long-term plans for the revitalization and strengthening of their languages.
Context	FPCC has offered funding and support for the development of language plans since 2010. The new structure of the LRPP is a step-by-step approach that allows greater flexibility for each community to build upon their own cultural processes.
Funding	Funding of up to **$100,000** per year is available to support language planning activities.

Program Timeline

Program Start: April 1, 2022 → Project End: March 31, 2023 → Project Reporting: April 30, 2023
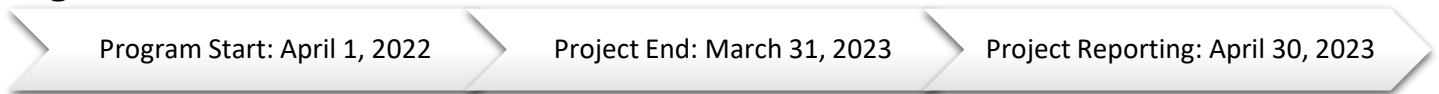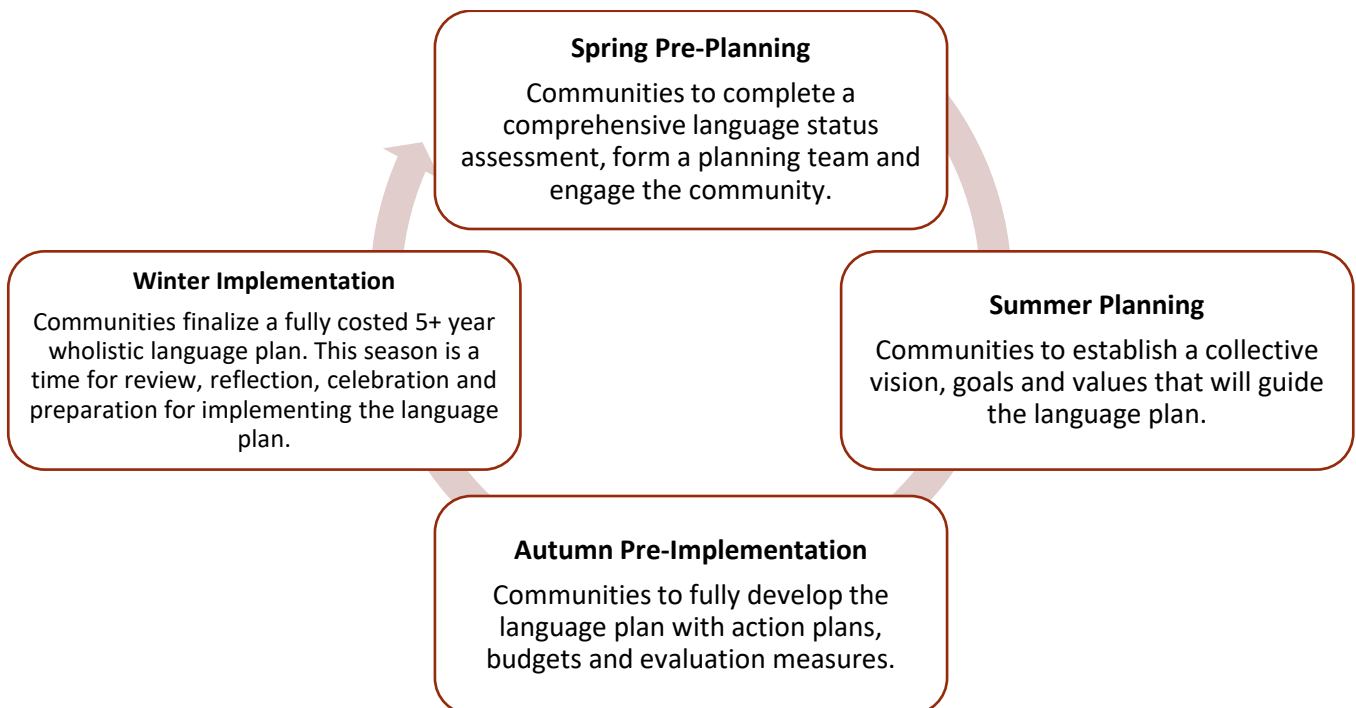
Language Revitalization Planning

A language revitalization plan guides the work of language revitalization in a community over several years. It provides the path forward for how a community will achieve a united vision for the language and works to secure ongoing support from leaders and funding partners.

Seasonal Language Planning Cycle

LRPP takes a step-by-step approach to language revitalization planning that breaks down the planning process into several parts which are: Pre-planning, Planning, Pre-Implementation and Implementation. The parts of the planning process are represented by the natural cycle of the seasons and the types of activities that occur in those seasons which are: Spring, Summer, Autumn and Winter. These stages reflect the natural cycle of growth and development that occurs both in the natural world and when creating a language revitalization plan.

Below is an example of the types of planning activities that can take place in different 'planning seasons.'

Spring Pre-Planning

Communities to complete a comprehensive language status assessment, form a planning team and engage the community.

Summer Planning

Communities to establish a collective vision, goals and values that will guide the language plan.

Autumn Pre-Implementation

Communities to fully develop the language plan with action plans, budgets and evaluation measures.

Winter Implementation

Communities finalize a fully costed 5+ year wholistic language plan. This season is a time for review, reflection, celebration and preparation for implementing the language plan.

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, funding and resources 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 step-by-step 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.

Where to begin:
- Applicants determine which planning season 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 component.
- We invite applicants to contact FPCC Language Program staff for support to determine the right planning season for their community/organization prior to applying.

Direct your inquiries to:
Contact Name: Thea Harris – Language Programs Coordinator
Email: lrpp@fpcc.ca

Please note that the Language Revitalization Planning Program is run by a team of program staff and the lrpp@fpcc.ca address is monitored by multiple team members.

Funding Details

Funding of up to **$100,000** per project term is available to support the language planning activities in the 2022-2023 program year. This funding may cover a single planning season or may include multiple planning seasons (for more information on the planning seasons and the types of activities they include, see Overview of the Planning Phases). Work associated with each seasonal planning stage can be done at any time of year.

Funding Availability

We recognize that language revitalization requires long-term, sustainable funding. FPCC continues to advocate for guaranteed, ongoing funding from all levels of government and we are looking forward to that becoming a reality in the near future.

At this time, LRPP can only offer funding for one-program year, but we invite applicants to indicate their interest in continuing their projects into the 2023-2024 fiscal year and beyond. This will allow applicants to continue their projects by submitting an updated workplan and budget, in lieu of a new application, should multi-year funding become available.

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, 2022. The final report, including a narrative final report and financial statements, is due at the end of the fiscal year by April 30, 2023.

- Project activities commence* on or after April 1, 2022
- Project concludes by March 31, 2023
- Reporting completed by April 30, 2023

* 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.

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

Language Status Assessment

The Language Status Assessment (LSA) is a survey on the status of First Nations languages. The LSA helps communities document and track information such as the number of fluent speakers, semi-speakers, learners and more. It is required for communities who are applying for language funding from First Peoples' Cultural Council.

When listing the communities that will be served by your project, please note that all communities listed will require a Language Status Assessment (LSA). If you are not able to complete an LSA on behalf of one of the communities listed, a designated representative of the community will need to complete it.

If you are not sure if an updated LSA has been submitted for your community(ies), please contact lsa@fpcc.ca.

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 planning phases are met
- Application is complete with all sections filled out and all required documentation attached

Deadlines

When is the application deadline?
January 25, 2022 at 4:00 p.m.

Please submit applications online via the FPCC Grant Portal (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.

Program Details

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 Step-by-Step Approach to Language Revitalization Planning

The LRPP has four components that are based on the four seasons: Spring, Summer, Autumn and Winter. This seasonal model represents the natural cycle of growth and development in language planning. Each seasonal component has different planning goals, strategies and activities that could take place within that season. The planning seasons can be completed during any time of the year. The planning 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 season. Movement through the cycles can happen quickly or slowly according to community's/Nation's needs.

Overview of the Planning Phases

Below is a brief overview of the LRPP planning phases and the types of activities that you can expect during the planning process. You can find further details on the seasonal planning model in our 22-23 LRPP Supplemental Guide, which can be found in the 22-23 LRPP Application on the Grant Portal (www.fpcc.ca/login).

Spring Pre-Planning

Objective	Expected Outcomes
The spring pre-planning component is for communities who have not previously completed language planning work and/or who have not completed a comprehensive language status assessment. Spring Pre-Planning 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 season supports communities to complete a comprehensive language status assessment and to form a team who will carry the work forward.	The expected outcomes of the spring pre-planning component 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 At the end of spring pre-planning, the community is ready to collectively begin visioning and goal setting for a draft language plan.

Summer Planning

Objective	Expected Outcomes
The summer visioning component is for communities who have completed the spring pre-planning or the equivalent research and preparation (including a comprehensive language status assessment.) This season supports communities to establish a collective vision and goals that form the basis of the language plan.	The expected outcomes of the summer visioning component 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 At the end of summer visioning, 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.

Autumn Pre-Implementation

Objective	Expected Outcomes
The autumn planning component is for communities who have completed the summer visioning or the equivalent research and preparation. This season supports communities to fully develop the language plan with action plans, budgets and evaluation measures.	The expected outcomes of the autumn planning component are: • A full draft plan is completed, including specific actions, budgets, and evaluation measures • Strategies for language revitalization are prioritized and sequenced according to community's needs and goals At the end of autumn planning, the community has a complete draft plan which can be presented to leadership and the community at large for approval and implementation.

Winter Implementation

Objective	Expected Outcomes
The winter pre-implementation component is for communities who have completed the autumn planning or the equivalent research and preparation. During this component, the community will have an approved fully costed 5+ year wholistic language plan. This season is a time for review, reflection, celebration and preparation to begin implementing the language plan.	The expected outcomes of the winter pre-implementation component are: • The 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

Eligible Expenses

Funding of up to $100,000 per project term is available to support the language planning activities in the 2022-2023 program year. This funding may cover a single planning season or may include multiple planning seasons. Work associated with each seasonal planning stage can be done at any time of year.

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 18) 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: - Maximum 15% for administrative costs such as bookkeeping costs, supplies, facility rentals and office supplies, etc. - Maximum 15% for administrative staff wages.
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.

Application Review

Application Requirements

Application Checklist:
- A completed online application form (apply on the FPCC Grant Portal: 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, Councillor, General Manager)
- No demonstration of community support by a Band Council Resolution (or official letter of support signed by Band Manager, Chief or Councillor)
- 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, 2022 to September 30, 2022. This report will be completed via the FPCC Grant Portal and will be due on October 31, 2022.
- *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, 2022 – March 31, 2023). This report will be completed via the FPCC Grant Portal and will be due on April 30th, 2023.

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.

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.

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 planning component(s) that is best suited to their current context: spring, summer, autumn or winter. Please describe why this season 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, 2022 to March 31, 2023. Multi-year funding in this program is not yet confirmed. We invite applicants to indicate their interest in continuing their planning projects into the 2023-2024 fiscal year, should multi-year funding come available.

Language Revitalization Planner
The program requires a Language Planner who will oversee and support the creation of a Language Revitalization Strategic Plan. Ideally, they are located in the community and have an interest in language revitalization. To complete your LRPP application, you will need to provide some potential applicants who will carry out this role.

For support identifying a Language Planner please email: lrpp@fpcc.ca.

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 details. 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 – do not 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 and the planning phases as outlined in the Overview of the Planning Phases. 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, 2022 and March 31, 2023. 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 2022-2023 program year.

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 <u>OR</u> 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, 2022**) 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

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.