



FIRST PEOPLES'
CULTURAL COUNCIL

Heritage Stewardship Program Funding Guide

APPLICATION DEADLINE:

October 14, 2022, at 11:59 PM

Late proposals will not be considered

Applications can be submitted on FPCC's Grant Portal: www.fpcc.ca/login.

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

The Heritage Stewardship Program is funded by the Ministry of Indigenous Relations and Reconciliation, Province of British Columbia, and the First Peoples' Cultural Foundation.



Ministry of
Indigenous Relations
and Reconciliation



FIRST PEOPLES' CULTURAL FOUNDATION



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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 is mandated to support the revitalization of First Nations' languages, arts and cultures in British Columbia. FPCC is a unique Crown Corporation governed by a Board of up to 13 B.C. First Nations representatives. FPCC administers three programs: the Heritage Program, the Language Program and the Arts Program. The Heritage Program was established in 2019 to support the safeguarding, transmission and revitalization of Indigenous cultures and heritage. It focuses on the following three goals to support:

1. **Capacity:** Indigenous communities have the tools, training, staff and spaces to be stewards of their cultural heritage.
2. **Stewardship:** Indigenous communities have programs, funding and autonomy to be stewards of their cultural heritage.
3. **Leadership:** The rights of Indigenous Peoples' to be stewards of their cultural heritage is recognized and affirmed, and Indigenous expertise is valued.

Heritage Stewardship Program

The FPCC Heritage Program is pleased to launch its new Heritage Stewardship Program (HSP). The HSP combines existing and new grants, including Sense of Place, Climate Change, Oral Histories and Protocols, and Digitization and Archiving into four priority areas. The purpose of combining these grant streams is to reduce the administrative burden on applicants while increasing the funding flexibility to better meet applicants' needs. This new program makes it possible for an organization to apply for up to three priority areas in one application.

Please send all inquiries about the HSP to hsp@fpcc.ca.



Program Criteria

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 vaccination efforts are currently underway, there is no available 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](#). While FPCC programs do not require proof of vaccination, 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](#).

Eligible Applicants

Who is eligible to apply?

B.C.-based organizations that have a mandate or focus that includes First Nations' heritage.

Eligible applicants include:

- B.C. First Nations bands or Tribal Councils
- Not-for-profit societies registered in B.C. in good standing and governed by B.C. First Nations individuals (at least 51% of directors identify as First Nations)
- B.C. First Nations-led museums or cultural spaces (at least 51% of directors identify as First Nations)



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- Urban and off-reserve B.C. First Nations organizations (at least 51% of directors identify as First Nations)
- B.C. First Nations schools or adult education centres operating in B.C. on First Nations lands* (Please note that applications from First Nations schools that serve one community must be submitted through their respective Nation/Band Office.)

*FPCC is unable to fund K–12 classroom activities or post-secondary accredited courses or tuition.

Please note that all new non-profit societies/organizations must provide FPCC with their certificate of registration, proof of insurance, and banking information in order to receive funding. All organizations may be asked to provide incorporation documents confirming legal name, verification of profit or non-profit status, a copy of the organization's by-laws and constitution and a list of the organization's current Board of Directors and/or governance structure. If your application is successful, you will be contacted to provide this information before a funding agreement can be issued.

Ineligible Applicants

- Organizations or individuals who are not from a B.C. First Nation
- Collectives (the program only accepts registered societies, see above)
- For-profit organizations and businesses, entities, individuals and commercial ventures
- Previous grant recipients who are in default of the grant reporting requirements. These applicants are ineligible until all required documentation is complete.
- Government organizations, including municipalities
- Universities, colleges and non-First Nations schools
- Private clubs, groups and organizations with exclusive memberships
- Religious organizations
- Corporations

Collaboration is Encouraged

FPCC strongly encourages collaboration. Only one program per Band Office, Tribal Council or Society/Organization will be eligible for funding. If more than one application from the same Band Office, Tribal Council or Society/Organization is submitted, the Peer Review Committee will decide which proposal will receive funding, so it is strongly advised that applicants collaborate and submit one unified proposal. This demonstrates that there is support and consensus for the proposed project, as well as being inclusive and designed with long-term goals in mind.



General Requirements

Applications will not be reviewed unless all necessary information is provided. Applicants must submit completed applications that include the following:

- A balanced project budget with detailed descriptions and cost breakdowns for each category (please see the Appendix for a budget example)
- A thorough workplan with dates for key activities
- A project timeline that fits within the HSP funding term
- Two letters of support: one demonstrating governance approval from within the organization and the second indicating support from the community. Letters of support examples:
 - **Demonstrating Governance Approval**
 - **For Bands:** a dated and signed Band Council Resolution **OR** a letter of approval dated and signed by a B.C. First Nation Chief, Band Manager, and/or a member of Council.
 - **For Societies/Organizations:** a dated and signed letter of approval from the Executive Director or General Manager.
 - **Demonstrating Community Support:** The letter of support can be from a project participant (who will not receive financial benefit from the project), a collaborating community/organization or a person of high standing in the community. It should *not* be from the Chief, a member of Council, the Band Manager, or a signing authority of the applicant organization, as they will be indicating their support through the letter of governance approval.
 - **All letters of support must be dated and signed.**
- Proof of additional confirmed funding, if applicable. Examples include funding agreements and letters from donors/sponsors.

Application Deadline

When is the application deadline?

October 14, 2022, at 11:59 PM.

Applications must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login. We do not accept faxed or emailed applications.

Applications and proposals will only be discussed with the contacts listed/identified in the application.



Staff are available to support you with your application and answer questions. Please reach out to us at hsp@fpcc.ca.

Information session: August 25, 2022, at 11 AM. Register here: [Heritage Stewardship Program Info Session](#)

Priority Areas

1. Sense of Place

Objective: This priority area supports B.C. First Nations communities and organizations with between \$10,000 and \$25,000 to safeguard sensitive and significant cultural landscapes, places and sites. Projects should include a mentorship or training component through which youth learn Indigenous and contemporary approaches to managing culture and heritage that are connected to the land.

Project examples:

- Land-based documenting projects
- Projects connecting Indigenous knowledge systems, the land and waters
- Knowledge sharing projects that are connected to a specific place
- Research projects to understand and caretake a site or place
- Mentorship and training projects related to cultural landscapes and activities

2. Climate Change

Objective: This priority area supports B.C. First Nations communities and organizations with between \$10,000 and \$25,000 to explore how their communities are experiencing and responding to climate change in the context of Indigenous cultural heritage protection and revitalization. Projects may include the development of mitigation measures for heritage sites and places that are impacted by climate change.

Project examples:

- Documenting the impact of climate change on local fisheries and other food sources
- Assessing the impacts of climate change on culturally significant places and historic sites
- Developing beach management strategies to mitigate coastal erosion
- Documenting and disseminating information about communities and landscapes that are experiencing climate change impacts



3. Oral Histories and Protocols

Objective: This priority area supports B.C. First Nations communities and organizations with between \$10,000 and \$25,000 to engage Elders and Knowledge Keepers in sharing their stories and contributing to documenting Indigenous laws, protocols and ways of knowing.

Project examples:

- Audio and/or video recording interviews of Elders and Knowledge Keepers
- Translating and transcribing oral histories
- Research projects or focus groups to document and articulate Indigenous laws, protocols and knowledge systems

Access to an online course is provided for recording oral histories, which includes modules on preparing for an oral history interview, conducting oral history interviews, data management and transcription, and technology recommendations.

4. Digitization and Archiving

Objective: This priority area supports B.C. First Nations communities and organizations with between \$10,000 and \$25,000 to digitize and/or archive existing cultural heritage records, which may include maps, audio and video recordings, transcripts, photos, illustrations, books and other culturally important materials.

Project examples:

- Creating an inventory of cultural heritage materials to digitize
- Transferring audio and video cassettes to digital media
- Training within communities on digitizing and archiving
- Cataloguing cultural heritage records for an organization
- Documenting and sharing heritage through new technologies

Funding

Funding Amounts

For each priority area, applicants can apply for between \$10,000 and \$25,000; applicants may choose up to three priority areas in a single application for a maximum funding request of \$75,000. Budgets must be provided for each priority area.

Funding Term

The funding term for the HSP is as follows:

- Project activities to begin on or after November 25, 2022



- Successful applicants notified by late November 2022
- Interim report due by April 7, 2023
- Projects completed by July 14, 2023
- Final report due by July 14, 2023

Funding Installments

- 80% of funding: upon application approval and receipt of signed funding agreement
- 20% of funding: upon completion of project and approval (acceptance) of a final report with budget

Expenses

Eligible Expenses

Project costs must be directly applied to and essential to the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

- Salaries and wages (must be specific to the project)
- Honoraria, from \$150 to \$250/half day and from \$300 to \$500/full day, depending on the activities and protocols; rates above these amounts must be covered by the applicant organization.
- Contractors and consultants may be hired if a project requires special skills. Contractor/consultants costs may not exceed 30% of the funding requested. Funding recipients must show they have made best efforts to hire an Indigenous contractor or provide justification for why a non-Indigenous contractor was hired. Indigenous contractors/consultants will be prioritized. A written quote must be provided with the grant application for contractor costs budgeted over \$1,000.
- Equipment rentals and purchases, including computers and recording devices: up to 20% for Sense of Place, Climate Change, and Oral Histories and Protocols grants; up to 80% for Digitization and Archiving grants
- Administration costs, up to 15% of the funding requested
- Software needed to achieve the project's objectives
- Meeting and event space rentals
- Materials and supplies
- Food and hospitality, up to 5% of the funding requested
- Travel/transportation, reasonable and necessary costs only, up to 10% of the funding requested



Ineligible Expenses

- Expenses that take place before the HSP funding term begins
- Accumulated deficits, annual operating losses or debt
- Costs for political events, rallies and demonstrations
- Expenses exceeding maximums set above
- For-profit business development costs
- Capital purchases, such as vehicles or costs associated with building or land improvements
- Expenses related to annual community celebrations or anniversaries
- Activities or gatherings unrelated to the proposed project
- Activities that do not comply with current provincial COVID-19 guidelines

Adjudication Process

- Submitting a proposal does not guarantee funding.
- FPCC staff are available to support you with your application and answer any questions you may have. Please reach out to hsp@fpcc.ca.
- Applications will be reviewed for completeness and clarity.
- Funds available to this program are limited; therefore, projects that demonstrate urgency to safeguard heritage will receive priority.
- A Peer Review Committee (PRC) will review and assess eligible proposals according to the program objectives, the feasibility of the timeline and the budget presented.
- After the submission deadline, please do not contact staff regarding the status of your application. All applicants will be advised of PRC decisions approximately six weeks after the application deadline.

Reporting Requirements

If the project is approved, the applicant will receive a funding agreement that sets out the terms of the funding and the reporting requirements. This agreement must be signed by the signing authority outlined in your application.

The project final report will be available for applicants to fill out on FPCC's Grant Portal and must be submitted by **July 14, 2023**. FPCC's Grant Portal can be accessed at www.fpcc.ca/login.



Appendix: Sample Budget

Oral Histories and Protocols Project

Expenses		
Expense Description (Provide detailed breakdowns for each category)	FPCF Funding Request	Funds from other sources
Salaries/wages		
Project manager (\$30/hr, 10hrs/week, 20 weeks) = \$6,000	\$13,125	\$2,875
Project assistant (\$25/hr, 15 hrs/week, 20 weeks) = \$7,500		
Recorder/video editor (\$25/hr, 10 hrs/week, 10 weeks) = \$2,500		
Honoraria		
Elder honoraria (\$250/half day, 6 half days, 5 Elders)	\$7,500	\$0
Contractor and consultant fees		
Transcription contract for 5 interviews (quote attached to application as requested in guidelines)	\$2,000	\$0
Equipment rentals and purchases		
iPad for video recording interviews – \$549	\$600	\$99
External hard drive (1TB) – \$100		
Headphones – \$50		
Administration costs		
Bookkeeping	\$1,000	\$0
Software		
Adobe Premiere Rush (video editing software) – \$10/month, 5 months = \$50	\$50	\$0



Meeting and event space rentals			
Hall rental for interviews x 2 days	\$400	\$0	
Materials and supplies			
Paper – \$30 Pens – \$15 Cleaning materials – \$30	\$75	\$0	
Food and hospitality			
Food and beverages for interview sessions	\$150	\$0	
Travel/transportation			
Transportation costs for Elders to and from the hall	\$100	\$0	
Subtotals	\$25,000	\$2,974	
Total Costs	\$27,974		
Revenues (Please provide a summary of all sources of funds for the proposed project. All additional funding must be confirmed by application date)			
Summary of Funds	Confirmed	Amount	
In-Kind Contributions (Funding You Contributed to the Project)			
Band office will cover partial salaries/wages and \$99 towards equipment rentals/purchases	Yes	\$2,974	
In-Kind Contributions (Time, resources, materials, meeting spaces, etc. that are provided for free)			
N/A	N/A	\$0	
Other Grants/Funding (Non-FPCC Sources)			
N/A	N/A	\$0	
Total Revenues		\$2,974	
Budget Summary			
	Total Costs	Total Revenues	FPCC Grant Request
Totals	\$27,974	\$2,974	\$25,000