Pathways to Language Vitality Program 2021-2022
Funding Guide

Application Deadline
December 7, 2020
at 4:00 p.m.

Please retain this 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

The Pathways to Language Vitality Program is funded by the Indigenous Languages Component of the Indigenous Languages and Cultures Program, Department of Canadian Heritage; the Ministry of Indigenous Relations and Reconciliation, Province of British Columbia; and the First Peoples’ Cultural Foundation.
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FPCC Statement on COVID-19:

The health and safety of everyone involved in FPCC programs, communities, and especially Elders, is of the utmost importance to us. While the Government of B.C. has relaxed some guidelines, there is currently no cure or treatment for COVID-19, we want to be very careful that our programs do not put anyone at risk. It is up to individual communities, organizations and First Nations to determine when they are ready to resume small gatherings and in-person meetings. FPCC supports each First Nation’s self-determined right to protect their community and we respect any guidelines set by Chief and Council or local governments to help keep their communities safe. At FPCC we are taking action to maintain safe operations while supporting our communities and participants. Please ensure that your project proposal meets the FPCC COVID-19 requirements. We will be in contact with funded projects if the COVID-19 restrictions change.

FPCC COVID-19 GUIDELINES:

To be eligible, applicants must ensure the following FPCC COVID-19 Program Guidelines are met:

• Abide by your community’s or First Nation’s COVID-19 plan and orders
• Follow the guidelines stated by the B.C. Health Officer
• Avoid any in person contact with Elders for program related activities, unless you currently live in the same household
• Avoid travel between First Nations communities, provinces or countries for program related activities
• Practice social distancing for any small group activities for your program ensuring that indoor spaces allow for safe social distancing, approved indoor ventilation
• Singing activities will be limited to outdoor settings with increased physical distancing
• Gatherings of 5 people or less is recommended and more than 10 people is not permitted for FPCC program activities. Wearing masks when gathering is recommended to keep everyone safe
• As per the BC Health Officer orders, do not plan any program activities for groups over 50 individuals
• When gathering, practice food safe measures, avoid sharing food, dishes or utensils
• Avoid sharing any equipment as this increases the risk of transferring the virus
• Do not require in-person participation in program activities but find solutions to make programs accessible for those who do not wish to gather in-person
• Project proposals must be prepared to modify their projects at any time if the BC Health Officer orders change. You may view the COVID-19 Phase 1-3 guidelines here [https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support.]
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 is mandated to support the revitalization of Indigenous languages, arts and cultures in British Columbia. FPCC is a unique Crown Corporation governed by a Board of up to thirteen B.C. First Nations representatives. First Nations in British Columbia are also able to nominate an individual or apply themselves to represent one of 34 First Nations languages on the FPCC Advisory Committee. FPCC aims to achieve sustainability and long-term stability for language, arts and cultural programming in B.C.

FPCC’s Language Program vision is that all First Nation languages in British Columbia have stable populations of speakers who are passing their languages on to the next generations. First Nations communities are empowered with skills, resources and comprehensive plans to ensure the ongoing vitality of their languages.

This guide is a tool that applicants can use in developing quality proposals for their community language programs.

PATHWAYS TO LANGUAGE VITALITY PROGRAM

The objective of the Pathways to Language Vitality Program is to support community-led projects that result in the revitalization of B.C. First Nations languages through documentation, the creation of new fluent speakers, and through strategic language planning. The types of eligible language projects that can be funded in this program include language immersion projects (including language nests), language documentation, materials and curriculum development, community collaboration, and language gathering and sharing initiatives.

The Pathways to Language Vitality Program recognizes the full diversity of First Nations languages and acknowledges that every First Nations community will design and implement individual programs according to the needs and goals of the community.

Direct your inquiries to:
Contact Name: Rachel Perkins or Arlene Deptuck, Language Program Coordinators
Mailing/Courier Address: 1A Boat Ramp Road Brentwood Bay, B.C. V8M 1N9
Telephone: (250) 652-5952
Email: pathways@fpcc.ca
Website: www.fpcc.ca
II. FUNDING TYPES

The Pathways to Language Vitality Program is a new program that integrates four previously separate funding streams: the B.C. Language Initiative, Indigenous Language Grants, Language Nest Program and Language Gathering & Sharing Grants. The purpose of integrating these funding streams into one single program is to reduce administrative burden for applicants while increasing flexibility with the funding available in order to better meet each community’s unique needs in achieving sustainable, long-term language revitalization.

FPCC’s Language Program vision is that all First Nation languages in British Columbia have stable populations of speakers who are passing their languages on to the next generations, and that First Nations communities and organizations have skilled language champions, functional resources and comprehensive plans to ensure the ongoing vitality of their languages.

The Pathways to Language Vitality Program offers three different funding types: *Rise*, *Roots* and *Grow*. Indigenous languages are deeply tied to the land: *Rise*, *Roots* and *Grow* funding recognizes the developing spirit of language revitalization work within communities. This model reflects cycles of growth and the flourishing potential of language revitalization within communities. *Rise*, *Roots* and *Grow* funding provide applicants, who may be in varying stages of language revitalization work, a pathway to nurture positive stewardship for language revitalization goals. The amount of funding available for applicants ranges from $15,000 – $250,000.

We invite applicants to determine the right funding type for their community/organization with the support of FPCC Language Program staff prior to submitting an application.

**RISE FUNDING** ($15,000 - $100,000)

*Rise applicants are awakening.* *Rise* applicants are exploring possibilities for language revitalization and may have experience with up to two prior years of language grants. *Rise* applicants are building stewardship practices for long-term language revitalization growth.

<table>
<thead>
<tr>
<th>Rise Funding</th>
<th>Description:</th>
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| Grants up to $100,000 | • *Rise* applicants are focused on activities that create the foundation for future language work through building *awareness* (e.g. language & culture camps; language teaching, signage, promotion) and *planning* future language strategies.  
• *Rise* applicants have:  
  → received 2 or fewer previous language grants from FPCC (cumulative total)  
  → 0 – 1 prior year of receiving FPCC language grants  
  **AND:**  
  are *Roots* applicants who have submitted late reporting for a language grant (last 3 years only, excluding 2019/20 for COVID) |
**ROOTS FUNDING** ($100,000 - $175,000)

Roots applicants are expanding. Roots applicants are becoming comfortable revisiting observations, experiences, practices, and monitoring of language revitalization work. Having completed several language projects, Roots applicants have absorbed the teachings from previous efforts that nourish strong roots for long-term community language goals.

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<th>Roots Funding</th>
<th>Description:</th>
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| Grants up to $175,000 | - Roots applicants are investing in the sustainability of their future language work through intensive language documentation (e.g. recording fluent speakers, gathering resources, or creating materials that will directly contribute to language fluency) or building on projects that will result in new fluent speakers of the language.  
- Roots applicants have:  
  → received 3 - 8 previous language grants from FPCC (cumulative total)  
  → 2 - 4 prior years of receiving FPCC language grants  
  → held 2 or more grants in a single year  
    ○ AND:  
  → are Grow applicants who have submitted late reporting for a language grant (last 3 years only, excluding 2019/20 for COVID) |

**GROW FUNDING** ($175,000 - $250,000)

Grow applicants are established. With extensive experience in language strategies of multiple kinds, Grow applicants have established language programs and practices that are spreading throughout the community. Grow applicants can steward complex plans with many moving parts to achieve community language revitalization goals.

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<tr>
<th>Grow Funding</th>
<th>Description:</th>
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| Grants up to $250,000 | - Grow applicants are focused on increasing language ability and use throughout the community by strengthening immersion projects (e.g. Language Nests, immersion language classes for children and adults) while continuing to build on previous documentation and planning efforts.  
- Grow applicants have:  
  → Received 9+ language grants from FPCC (cumulative total)  
  → 5+ years of receiving FPCC language grants  
  → held 2 or more grants in a single year |

**NOTES ABOUT THE FUNDING TYPES**

Please review the different descriptions for each funding type before applying and identify the appropriate type for your organization. If you are new to applying for language grants with FPCC but you feel that your organization can demonstrate equivalent language programming experience to the Roots or Grow levels, please contact the FPCC Language Program staff. If you are unsure of the right funding type for your community/organization, we invite you to contact us for support prior to submitting an application.
It is expected that \textit{Roots} and \textit{Grow} funding applicants will include two or more project types within their application. Regardless of funding type, 

\rightarrow Language & Culture Camps are eligible for a maximum of $25,000 and must offer a minimum of 5 days of immersion activities.

\rightarrow Language Gatherings are eligible for a maximum of $15,000 per application. Separate applicants who intend to collaborate with each other and host (a) collective gathering(s) may each apply for $15,000 for the gathering(s).

\section*{FUNDING TERM AND MULTI-YEAR FUNDING}
Pathways to Language Vitality Program funding is currently available for projects that occur between \textbf{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 projects into the 2022-2023 fiscal year and beyond, should multi-year funding come available. If multi-year funding is confirmed, those applicants will be invited to submit an updated workplan and budget, in lieu of a complete application, to carry on their projects.

\textbf{For Current Multi-year Projects:}
We invite B.C. Language Initiative (BCLI) recipients who are currently managing a multi-year project commitment to consider options as we transition from the BCLI to the Pathways to Language Vitality Program. These options include:

1. Continue with the pre-approved project workplan and budget as it stands for year 2 or 3. This project workplan and budget have already been reviewed by the Peer Review Committee, so no further review will be required. Funding will be delivered upon completion of required reporting in the current program year.

2. Continue with the pre-approved project workplan and budget AND apply for a top-up in funding for additional activities. Funding requests must align with the appropriate \textit{Rise, Roots} or \textit{Grow} level. Additional activities and budget requests will be subject to review and approval by the Peer Review Committee.

3. Completely dissolve the pre-approved three-year workplan and budget and submit a new application. Applicants can assess the progress and outcomes of the current project and either shift directions to align with new goals, or to build on current projects with new integrated activities. This new application will be subject to review and approval by the Peer Review Committee.

We look forward to navigating this important change to a more holistic funding model with respect for all language work throughout the province. Our team is available to provide coaching for your project as we make this shift.

\section*{III. PROGRAM CRITERIA

\subsection*{ELIGIBILITY

\textit{Eligible Languages}
Pathways to Language Vitality Program funding is available to support the revitalization of the 34 First Nations languages of British Columbia. Please consult this language list [\url{http://www.fpcc.ca/files FPCC-LanguageList-2019.pdf}] to see which languages are supported.
1. **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 as long as all reporting on previous funding from FPHLCC/FPCC (all programs) or the First Peoples’ Cultural Foundation (FPCF) is up to date

2. **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 incomplete or outstanding reporting with FPHLCC/FPCF

3. **Will multiple applications from one community be accepted?**

FPCC will be offering one funding opportunity per community/organization in the Pathways to Language Vitality Program and strongly encourages collaboration. If more than one application from a community is submitted, the Peer Review Committee will decide which program receives funding. In order to avoid being in direct competition with other community members or groups, it is strongly advised that applicants collaborate and submit one unified proposal. This demonstrates to the Peer Review Committee that there is support and consensus and that the program plan has been designed with long-term goals in mind.

**DEADLINES**

4. **When is the application deadline?**

**December 7, 2020 at 4:00 p.m.**

Please submit applications online via the FPCC Grant Portal ([http://fpcc.ca/login](http://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

5. What are the requirements for a language proposal?

- Demonstration that language revitalization is the primary focus of the application
- Demonstration of outcomes for language revitalization through the creation of new speakers, documentation of the language, and/or strategic language planning
- 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 measurable, achievable, and realistic; clearly defined activities, results and outputs
- Achievable program timeline or schedule

6. What is the duration of a language project?

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

* FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors, including applicant delays in submitting prior year reports and in signing the Funding Agreement. Projects that include activities for April – June should ensure there is cashflow from alternate sources for this period in case funds from the Pathways to Language Vitality Program are delayed. To speed funding delivery, we suggest that current recipients submit their final reports as soon as the project is complete (don’t wait for the April 30 deadline). Final reports are reviewed and approved on a first-come, first-served basis.

ELIGIBLE EXPENSES

7. What expenses are eligible?

- Coordinator Wages
- Professional Fees (honoraria)  
  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 in excess of $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 for further details.
- Equipment Rental  
  Rental of recording equipment and/or computer, etc. (You may be asked to provide quotes)
• **Resource Materials**
  Direct printing costs of materials and signage (e.g., for publication of books) or materials specific to program (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., and an additional 15% for administrative staff wages.

• **Capital equipment purchases** (e.g., computers, cameras, etc.)
  Maximum 15% of budget (You may be asked to provide quotes)

8. **What expenses/activities 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.

### IV. 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 (see page 14)
- **For Bands**: Band 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 out of 35 points.

- Demonstrated expertise and capacity for language transmission
- Clear objectives, deliverables and evaluation plan
- Demonstration that language revitalization is the primary focus
- Realistic and balanced budget, which identifies other sources of revenue and other resources required to complete the 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 projects that have been approved will be sent a letter that outlines the funding recommendations.
2. The projects will be notified that a Funding Agreement is available for download on the FPCC Grant Portal for signing by an authorized representative. Once this Agreement is signed on the 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 or Chief 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 by the deadline date
V. REPORTING

REPORTING REQUIREMENTS

Interim and Final Reports

If successful, a Funding Agreement will need to be signed by the applicant’s signing authority and the 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 general ledger (list of all expenditures identified as per the Funding Agreement)
- A financial statement (statement of revenue and expenditures).

For financial reporting, we require that Pathways to Language Vitality Program funding be kept separate from other funding sources. We recommend that grant recipients set up a separate cost centre in their accounting system to easily and accurately track project-related expenses.

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.

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 in order 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:

Cover Letter
Attach a cover letter to your application describing your proposed language program and its context within the community. You may wish to include information such as:
- Key strategies of the program,
- Ages and the number of participants in the program, and
- How the program fits within your community's long-term language revitalization plans.

Cover letters are a good way to give the Peer Review Committee (PRC) a ‘snapshot’ of your program – try to focus on three key aspects/activities and how they will lead to language revitalization for the community/language. Remember that PRC members may not be familiar with your community, language, and/or previous work, so include details that will give them a good sense of who you are, where you are located, and what you are proposing.

PROJECT INFORMATION

Project Title
Be creative, use your language if you wish!

Project Status
If this program is a continuation of a previous project or is building on a previous project, describe the previous program that you are continuing or building on, and how this program builds on that previous work.

Multi-Year Funding
Indicate if you intend to continue the project into the next fiscal year, should multi-year funding come available. If multi-year funding is confirmed, you will be invited to submit an updated workplan and budget, in lieu of a complete application, to carry on this project.
**Project Type**
Select all projects that apply under this application. You will then be asked to provide specific details on the worksheet provided, for each portion selected.

**Language Nest (if applicable)**
The Pathways to Language Vitality Program is now funding Language Nest projects. **FPCC will not be offering a separate Language Nest Program.** Applicants who select a Language Nest as (one of) their eligible activities will be invited to participate in a Language Nest training & coaching opportunities provided by FPCC.

If you indicate that you are delivering a Language Nest project, you will be asked to complete questions specific to this project. (These questions will NOT appear if you do not select Language Nest as one of your projects.)

Applicants who are proposing to deliver a Language Nest project must demonstrate that they are meeting the minimum requirements of a Language Nest, including:

- Minimum 2 fluent (proficient) speakers in the Nest at all times
- A maximum ratio of 1 speaker to every 5 children
- A minimum of 15 hours of language immersion per week

Use the drop-down list to select the type of Language Nest you are proposing.

Please read and confirm the Language Nest project requirements carefully. If you have any questions about these requirements, the eligibility of your project, or would like more information and resources regarding Language Nests, please contact FPCC. It may be possible for you to apply for funding under a different category, if you are unable to meet the minimum requirements for a Language Nest project as listed.

**Project Summary**
Briefly summarize each component of your project so that the Peer Review Committee (PRC) can clearly understand what the overall project is going to entail, and what your expected outcomes will be, based on key activities for each portion of the project.

If you are planning to do more than one type of project within your overall proposal, you can add “projects” as needed. For each type of project, please provide a brief summary, 3-5 key activities within the project, and expected outcomes. Remember that the PRC will be comparing this summary to the overall workplan, the strengths and expertise on the program team, and the budget breakdown provided, so keep the goals and activities clear and detailed!

**Project 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 participants that you anticipate will participate 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 to the overall project 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 overall 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 need to be completed at each step of the project. These tasks must be clearly linked to the key activities identified in the project proposal. Think about tasks related to pre-planning, delivery, and evaluation of the project.

(2) **Expected Outcomes:**
Clearly describe what products will be delivered at the end of each task/key activity.

(3) **Timeframe (Hours/Day/Week/Month):**
Clearly 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:**
Clearly indicate who is the person responsible for ensuring that the task is completed.

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

**Participatory Activity Details (IF APPLICABLE)**
If your project involves any participatory activities, please fill out this chart for each type of participatory activity included. Participatory Activities may include:

- Language immersion programming for children or youth (including language nests, family language learning programs)
- Adult language immersion classes or language intensives
- Language and culture camps (eligible for a maximum of $25,000)
- Traditional and cultural language programming
- Language-focused gatherings and events
Resource Development Details (IF APPLICABLE)
If your project involves any activities related to documentation and/or the development of language resources, please fill out this chart for each type of resource you will create. Resource development strategies include:

- Developing and implementing language plans and/or curriculum
- Recording and documenting languages (e.g. recording speakers, creating multi-media content, etc.)
- Digitizing language materials
- Developing materials and resources for language learning (e.g. books, videos, workbooks, dictionaries, games, etc.)
- Digital tools for language learning and sharing (e.g. websites, apps, etc.)

Evaluation
The purpose of the Pathways to Language Vitality Program is not to simply raise awareness about the language, but to tangibly advance language revitalization in your community. 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 project (for example, was it on-time, on budget, accessible to participants, etc.) as well as the outcomes of the project (for example, did it increase language proficiency, are language learners using the resources created, etc.).

The following questions may be useful when preparing your answer:

- If your program involves teaching language, how will you know how much was learned?
- If your program involves creating resources, how will you know if they are used?
- Who is responsible for ensuring that your program is on track and meeting the objectives?
- How often will you assess the progress of the program throughout the year?
- What reporting arrangements do you have with your partners?
- What information will you need to collect throughout the program to measure the results?

Sharing, Mobilization and Continuation
FPCC highly values collaboration, sharing, and building projects and programs that are sustainable and contribute to future language work. Tell the Peer Review Committee about any resources you intend to develop, share, and use in other and/or future programs. Will this be a chance to collaborate with other communities, or other language or arts programs (past, present, future) etc.? Try to demonstrate the ongoing benefits from this particular program and how the resources created and funding allocated will benefit language revitalization work in future years.

All materials created with FPCC funding should be distributed at no cost (perhaps with the exception of printing and mailing costs). If your organization is planning to charge for distribution of these materials, please explain. Accessibility to resources is a mandatory part of this program. Describe how you will ensure that the materials and resources developed are fully accessible to members of the community and other partners.

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

Budget
Complete the Budget Worksheet with as much detail as possible. Projects supported by Pathways to Language Vitality Program will receive a Funding Agreement detailing reporting requirements and approved budget details. 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.

Please review the Rise, Roots and Grow funding levels and related eligibility requirements before completing your budget. The Peer Review Committee will approve funding requests on these criteria.

Note the following important points about your budget:

- Grant requests may be between $15,000 and $250,000.
- Language and Culture Camps are eligible for a maximum of $25,000. You may include $25,000 towards a Language and Culture Camp within a larger overall project.
- Language Gatherings are eligible for a maximum of $15,000. You may include $15,000 towards a language gathering within a larger overall project.
- Your financial officer’s contact information must be provided along with the completed budget.
- The budget must identify all program revenues, including in-kind support and leveraged funding. Include information on any other funds requested for the proposed activities, including the source of funds and how they will be applied against the budget. Disclosing additional sources of funding will not negatively impact your proposal, but rather helps FPCC quantify the real costs for language projects in order to advocate for increased investments in language revitalization in B.C.
- The program costs must be separate from the administrative costs.
- Provide detailed information on how each cost is calculated in the description section of this form.

Please refer to pages 6 – 7 of this guide for a list of eligible expenses. 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 administrate the project. If you are applying for Roots or Grow funding, it is recommended that you dedicate at least $25,000 of project funds to hire a project administrator. This may be a part-time buy-out of an existing employee of your organization – ensuring that they are given dedicated hours to focus on the project – or you may hire a new part or full time employee exclusively for this project.

Administration costs may also include expenses such as bookkeeping, facilities rental and office supplies.

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

   - For Bands: a dated and signed Band Council Resolution OR a dated and signed letter of approval from the Band Manager or Chief Councillor
   - For Societies/Organizations: a dated and signed letter of approval from the Executive Director or General Manager

Finance Personnel
Please provide the contact information designated accountant/ bookkeeper/ 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.

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 Pathways to Language Vitality 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 this application is accurate and complete.
2. The application is made on behalf of the organization named on page one 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 prior to submitting a final copy, please submit it at least two weeks prior to the closing deadline, with an attached request for feedback. FPCC Language Program staff will provide you with feedback on your application so that you may revise and resubmit before the final deadline.

Submit applications and requests for feedback to:
pathways@fpcc.ca
(250) 652-5952
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.

1. 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.

2. 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:

3. 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.

4. 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.