

FPCC Grant Portal

FAQ

1. What is the FPCC Grant Portal?

The FPCC Grant Portal is an online tool provided by the First Peoples' Cultural Council to support the revitalization of Indigenous language, arts, culture and heritage in British Columbia. It helps individuals and organizations to:

- Apply for funding,
- Receive updates on funding decisions,
- Report on project progress,
- Track multiple ongoing projects, and
- Register for training workshops and other events.

2. What kind of computer do I need to access the Grant Portal?

You can access the FPCC Grant Portal from any kind of computer with Internet access. We recommend the following web browsers for Windows, macOS and Linux for improved experience and security:

Chrome: two most recent versions <https://www.google.com/chrome/>

Firefox: two most recent versions <https://www.mozilla.org/en-US/>

Safari: two most recent versions <https://www.apple.com/safari/>

Microsoft Edge: two most recent versions

Microsoft Internet Explorer: version 11.0

Submitting your application

3. Do I need to complete my application in one sitting?

No. You can save your applications by clicking the "**Save Draft**" button before closing the Grant Portal. You can then return at any time to complete your drafts and submit them before the submission deadline.

4. Can I still send physical applications and reports by mail?

We request that you use the FPCC Grant Portal for two reasons:

- (1) Online submissions are processed faster, allowing for more timely funding decisions.
- (2) If you submit materials by mail our staff will need to manually enter your information into the system, reducing the time we have for activities like supporting first-time grant applicants, visiting communities and developing new programs.

However, we understand that there may be challenges for people who may not have access to a computer or Internet. As a transition step, we are allowing grant applicants and recipients to continue to submit materials by mail. Please contact program staff to make arrangements. (See list here: <http://www.fpcc.ca/about-us/staff/>).

5. Can I submit my application by email?

No, we do not accept emailed applications.

6. Can more than one person work on an application?

Yes, more than one person can work on an application but only one person can work on an application at any one time.

To give other people access, click the “**Invite Collaborators**” button within an application. If you invite a collaborator who has not registered with the FPCC Grant Portal they will be prompted to create a profile before they can work on the application.

7. I have been invited to collaborate on an application, what do I do?

Once you accept the email invitation, login to the Grant Portal and scroll down to select “**Drafts**” under “**My Applications.**” If you are not able to open the draft, it means someone else is working in it.

8. Can I apply for more than one grant?

Yes, you can apply for more than one grant. Carefully read the eligibility criteria of each grant to confirm that you meet the requirements for each grant program.

9. Which grants should I apply for?

Consider talking with a language coach or a program representative to discuss your plans. Our staff can answer your questions and help you to create the strongest possible project proposal.

10. Why do applications and reports ask for financial statements?

Some grants require financial statements. For example, the Arts Department asks this question to ensure the organization is registered as a not-for-profit organization, which is a requirement in our guidelines.

Financial statements also provide clarification regarding an organization's financial position and whether they have the capacity to carry out a project. This allows us to be accountable to our funders.

11. I don't have all the required documentation yet. Can I still submit my application?

No. Only complete applications can be submitted, but you can save a draft application and return to it later.

Be sure to review the submission requirements in advance and make sure to give yourself enough time to gather the required documentation and materials well before the submission deadline.

12. What happens if I need to submit my application after the application deadline?

The portal will not allow you to submit applications after the deadline.

Process

13. Do computers filter or evaluate submitted applications?

No. Computers do not have any role in filtering or evaluating submitted applications. Every application we receive is carefully reviewed by a member of the team at FPCC. Funding applications are approved based on a Peer Review Committee process. Indigenous community experts in each program area, not FPCC staff, review the grant applications and determine which applications will be funded.

14. What do we do if the person responsible for the project leaves our organization? How do we delete personal information? Can we access previous applications if the person with our account leaves our organization?

Applications submitted on behalf of an organization are accessible to any individual linked within the portal to that organization. Applications will remain accessible even if the original applicant leaves. Please contact FPCC if you wish to delete personal information submitted through the FPCC Grant Portal or need help linking people to your organization's profile.

15. Why do I have to submit reports?

Information gathered from reports helps us to provide the best possible services to our communities and:

- Plan for future needs,
- Improve our services and programs,
- Track progress and impacts,
- Identify new program needs,
- Communicate to our funders and
- Demonstrate transparency.

16. How do I acknowledge FPCC in my project?

Support from the First Peoples' Cultural Council and other program funders should be acknowledged in all materials and media you produce as part of your project. This includes print and digital materials created for the project, social media posts, posters, media interviews and so on.

Please see your funding agreement for details and contact us if you have questions.

You can access the FPCC logo here: <http://www.fpcc.ca/about-us/news-room/logos.aspx>.

Security and privacy

17. How is my personal information kept secure?

The FPCC Grant Portal runs on the SmartSimple platform. SmartSimple is compliant with industry leading compliance standards for data security. Their security tools include firewalls, encryption, and backup data recovery. The company also carries out regular security audits to ensure that data security is up to date.

18. How is my information used?

Your personal information is used by FPCC staff so we can contact you regarding your application. FPCC will not share, sell nor disclose your personal information. Submitted applications are shared with external Peer Review Committee members to evaluate your proposal. All committee members sign a confidentiality agreement.

Support and error messages

19. What does it mean when I receive an error message when trying to submit my application?

There are several common reasons you will receive an error message when you try to submit your application. To reduce the risk of receiving an error message:

- Provide answers to all questions marked with a red asterisk (*),
- Complete all worksheets – make sure you have pop-ups enabled,
- Upload any required files (e.g. documents, financial statements, samples of artwork, etc.), and
- Check the signature boxes to confirm you have read and agree to the declaration.

20. I am not able to upload my application and I am not sure what I am doing wrong. How can I get support from FPCC?

For additional help with answering questions or for uploading files, please check the **FPCC Grant Portal How-to Guides**. To access:

- Click on the initial in the top right corner of the screen, beside the bell icon.
- Select **“Help”** from the dropdown list.

If you are still unsure what may be creating issues for you, contact program staff.

21. What if I'm not eligible for funding?

If you are not eligible for funding from the FPCC, you may still be eligible to apply for funding from other organizations.

You can use the following link to see a list of possible funding sources:
<http://www.fpcc.ca/language/toolkit/OtherFundingSources.aspx>.

22. Can I get feedback on my online application before I submit it?

Yes, contact program staff for support at any time.

We offer grant writing workshops and encourage first time applicants to speak with a program representative to discuss your plans. Our staff can answer your questions and help you to create the strongest possible project proposal.