



FIRST PEOPLES'
CULTURAL COUNCIL

Language Technology Program 2024-2025 Program Guide

Expression of Interest Deadline:
December 14, 2023, at 4:00pm

Express your interest online at FPCC Grant Portal: www.fpcc.ca/login

Please retain this Language Program Guide in your files. If your funding request is approved, the policies and information contained in this guide will be a useful resource.

The Language Technology Program is funded by the Indigenous Languages Component of the Indigenous Languages and Cultures Program, Department of Canadian Heritage.

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of Canada

Canada

Language Technology Program 2024–2025 Program Guide

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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 many have been vaccinated, COVID-19 still poses a risk to our communities, staff and those most vulnerable to the serious effects of this illness.

We want to be very careful that our programs do not put anyone at risk and ensure that they follow any current Provincial health orders (PHO) guidelines.

Although funding for FPCC programs does 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.

Tcwemstwalhkaálap ("you folks take care of one another" in Ucwalmícwts)
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 PHO.
- Applicants must consider how the program will proceed under possible COVID-19 restrictions.
- Please ensure that your project proposal meets the requirements listed in this document.
- 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](#).

Please review the full FPCC [COVID-19 Guidelines for Programs](#)

1. 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.

PLEASE NOTE: Funding for Language Technology Program (LTP) in 2024-2025 is dependent on confirmation of funding from FPCC's funders. Submission of an expression of interest does not guarantee funding in this program. FPCC will make every effort to confirm funding for the 2024-2025 year as early as possible to support all approved applicants, but please be prepared for delays in the funding confirmation and delivery process.

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

The Language Technology Program

The goal of the First Peoples' Cultural Council Language Technology Program (LTP) is to administer funds to communities to develop and sustain cohesive language technology programming. The program currently offers three components: FirstVoices (Documentation), Digitization, and Development. Combining these three grant streams into one program allows us streamline administration, and better support communities in developing comprehensive technology strategies and programs within the broader context of their language revitalization work. All characteristics of these individual programs remain the same.

At present, the Language Technology Program is **only** able to support FirstVoices, Digitization, and/or Development projects.

For more information about the Language Technology Program:

<https://fpcc.ca/program/ltp/>

Direct your inquiries to:

Contact Name: James Thompson, Language Technology Programs Coordinator
Mailing/Courier Address: 1A Boat Ramp Road
Brentwood Bay, B.C.
V8M 1N9
Telephone: (250) 893-0428
Email: james@fpcc.ca
Website: www.fpcc.ca

2. FirstVoices

What is FirstVoices?

FirstVoices is an online tool that communities can use to document and share their language. When a community documents their language using FirstVoices.com, they create a resource that individuals can use to learn and interact with their language. This makes the language more accessible for language learners and speakers, both at home and for those living away from their community. The FirstVoices platform includes the Community Language Sites, Kids Portal, mobile keyboards for iOS and Android, and dictionary apps.

FirstVoices.com was initially launched in 2003 to aid in the preservation of First Nations languages in B.C. It provides a platform for Indigenous community language teams to document their languages by recording and uploading words, phrases, songs, and stories to a database. FirstVoices.com currently hosts 58 public language sites (and many additional private languages sites) for languages spoken in BC and around the world. Content is entirely owned, controlled, and managed by the community that contributes it.

The maximum amount available for a FirstVoices grant is \$80,000.00, pending available funding.

What is a Community Language Site?

A FirstVoices.com language site is an online collection of Indigenous language content that can be used as a documentation and learning resource. FirstVoices language sites contain words, phrases, songs, and stories, alongside other important language information. Different from a traditional paper dictionary, FirstVoices language sites are media-rich resources that focus on spoken language through the inclusion of extensive audio files and other media. Unlike a paper dictionary that must be purchased and will eventually go out of print or may be lost, FirstVoices.com is a lasting tool that is immediately and freely accessible to any learner or speaker via any internet connection. Most importantly, FirstVoices.com is a community-governed tool that allows the community to control what kinds of information they capture about their language and how it is represented in the site.

What is a Language Administrator?

A Language Administer is a FirstVoices team member who oversees the management of a site. This involves providing relevant cultural and historical information for the site, approving, and publishing entries, and responding to feedback and inquiries about the site from interested members of their community and the greater public. This is usually the person who is also the administrative project lead within their home organization (i.e., Language Coordinator). However, as FirstVoices is a flexible program, this can be anyone a team decides is appropriate to fill the role and can be more than one person if necessary.

3. Digitization

What is Digitization?

Digitization is the process of converting analog and other non-digital formats (such as audio cassettes, reel to reel tapes, VHS tapes, text documents, phonics cards and more) to a digital format. To do this conversion, communities first gather and inventory the materials they would like to digitize, use specialized equipment to convert them to a digital format, and archive and

create access to the digital materials (such as through FirstVoices). This allows communities to identify and preserve knowledge in their community for future generations. This is crucial because many non-digital formats and the tools needed to access the information therein are becoming obsolete. By digitizing these materials now, communities can ensure that this knowledge is transferred to a stable digital format for long-term preservation and safekeeping. Digitization supports language revitalization by creating access to knowledge through digital distribution.

The maximum amount available for a Digitization grant is \$100,000.00, pending available funding.

How is Digitization accomplished?

Digitization is done by using specialized equipment to record the audio-visual contents of non-digital materials and save them in digital files (compatible with present day formats).

Digitization of textual materials and audio cassettes is relatively straightforward and can be done 'in-house' with the appropriate equipment and training. Other formats, such as VHS, mini-DV and open reel tapes are much more difficult to digitize. They require expensive equipment that is difficult to obtain, take up large digital storage capacity, and need specialized technical expertise. The digitization of such formats can be outsourced to third-party contractors who have the equipment and skills needed to provide a high-quality digital file. Apart from audio cassettes and text documents, we recommend outsourcing most types of materials when possible.

FPCC provides training and access to equipment for audio cassette digitization for those applicants who are successful with their proposal and who require this support. FPCC ships a complete and assembled cassette digitization kit and provides training through an online course (and in person through regional training sessions, when possible). Most communities who have been successful in running in-house digitization use the bulk of their grant funds to employ a full-time digitization technician or archivist.

4. Development

What can be done with DEV materials?

Eligible projects under the Development component are focused on producing unique and innovative digital tools for language documentation, teaching, learning, and revitalization. Eligible projects can also adapt existing code for unique language contexts. Online, offline, mobile apps, and software development are all eligible projects under this grant.

The final product must:

- Have anticipated outcomes clearly tied to language revitalization
- Be open source and able to be adapted by other language communities (licensing is permitted)
- Be unique within the scope of existing tools (compare with [past projects and open source tools](#))
- Acknowledge within the codebase or visibly on the app that funding for completion was provided by First Peoples' Cultural Council, and is powered by FirstVoices

Examples of eligible projects include:

- Custom dictionary apps
- Language learning games
- Language teaching tools
- Learning management tools
- Self-study tools
- Online language courses

The maximum amount available for a Development grant is \$50,000.00, pending available funding.

Can I use data from my FirstVoices.com site?

Integrating your FirstVoices data with your development project is a base requirement for this funding. Your FirstVoices data is owned and managed by you. Whether through this grant or otherwise, you can use that data for apps, software, and other creative digital uses. It is available to you via an export (CSV or JSON) or via an Application Programming Interface (API). An API is the software you can directly connect to your FirstVoices site to get your data, including lists of words, phrases, audio files, images and more. The API syncs with your FirstVoices data as you add it. Repeated exports are not necessary. We recommend using the API so that you are always getting the most up to date information from your site. APIs are now common concepts in technology. To learn more about APIs, view this video.

<https://www.youtube.com/watch?v=OVvTv9Hy91Q>

5. Community Collaboration

FPCC encourages collaboration between communities wherever appropriate. The aim of encouraging collaboration is to avoid the duplication of work and spending. This is especially relevant in the **FirstVoices component**, and the examples below reflect this. Community collaboration is also encouraged for the Digitization component where possible (resource sharing, including equipment, for example).

FirstVoices encourages communities who share a language and/or dialect to collaborate on a shared language site. A Community Sharing Agreement can be used (but is not required) to establish workflow and the sharing of information between communities. There are many ways in which collaboration can happen – here are two examples:

Example 1: Community A has an existing language site and Community B wants to contribute.

Communities A and B have developed a vision for how Community B will be represented on the community portal and contribute to the site. The community portal is entirely customizable to reflect and honour both communities, and there are existing sites that share portals in this way. Information about dialect differences (if applicable) can be represented in the metadata of individual word entries in whatever way best captures the relevant information. The FirstVoices development team can work with communities to establish procedures for this.

Example 2: Neither community has a language site, and they are collaborating on a new one.

Communities A and B have a shared vision for the site. Communities A and B can work together to establish an ideal workflow, and how they would like to represent their communities on the portal, and what dialect information (if applicable) should be represented in individual entries.

The FirstVoices development team can work with communities to establish how to represent dialect or community information in entries.

Roles

Communities who wish to collaborate should decide whether they will have one Language Administrator for both teams, or two Languages Administrators who will work together to make decisions about the language site. We encourage you to describe this workflow in detail in Section 2 of the application form.

Community Sharing Agreement

We encourage communities with existing relationships and ways of working together to continue working in the way that best suits them. For communities who find it useful, we have drafted a Community Sharing Agreement Template that can be used as a helpful starting point. The Community Sharing Agreement can be shared as part of the application package but is not a requirement for a successful application.

For questions or support regarding the collaboration process, get in touch with James Thompson (james@fpcc.ca or (250) 893-0428).

Documentation of Transfer of Permissions for FirstVoices Language Sites

If you are applying to work on an existing site that was started/is owned by another community/organization, you must submit documentation of transfer of permissions. This ensures that an agreed upon protocol is followed between two communities for shared language work to take place. This documentation should be written and signed by an existing language administrator for the site in question. If you do not know who the current language administrator is for a language site that you wish to work on, contact James Thompson for support (james@fpcc.ca).

6. Eligibility

Eligible Languages

Language Technology Program funding is available to support the revitalization of the 34 First Nations languages of British Columbia. Please consult this language list at <http://www.fpcc.ca/files/FPCC-LanguageList-2019.pdf> to see which languages are supported.

Who is eligible to submit an Expression of Interest?

- First Nations Communities/Governments/Bands/Tribal Councils located in B.C.
- First Nations Cultural, Language and Education centres in B.C.
- Not-for-profit societies registered in B.C. that are in good standing and are governed by B.C. First Nations individuals (at least 75% of directors identify as B.C. First Nations)
- B.C. First Nations-led museums and cultural spaces (at least 75% of directors identify as B.C. First Nations)
- Urban and off-reserve B.C. First Nations organizations (at least 75% of directors identify as B.C. First Nations)

- 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

Who is not eligible to submit an Expression of Interest?

- Individual applicants
- Public institutions (e.g., schools, universities)
- Committees, groups, task forces without an established governing body
- Previous projects funded by FPCC/FPCF where applicants have not completed all the required reporting (including from Arts or Heritage programs)

When is the EOI deadline?

- Expressions of Interest are due December 14, 2023
- Please submit EOIs online via the FPCC Grant Portal (<http://fpcc.ca/login>).

When does the application open?

- Applications will open if we are able to secure additional new funds.

What are the requirements for a Language Technology Program proposal (e.g., FirstVoices & Digitization components)?

- A clear vision for how each component will support language revitalization work in your community
- A realistic and balanced budget that identifies other sources of revenue and resources required to complete the project (see Appendix B for sample budget)
 - Professional Fees (Honoraria – Elders, speakers, knowledge holders)
 - Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)
- A minimum of one dated and signed letter of support from a member of the community*
- A minimum of one dated and signed letter from a governance representative (for governing bodies applying for funding) or upper-level management (for organizations outside of governance applying for funding) *¹
- Achievable project timeline or schedule
- Completed application form (via the grant portal)

What are the unique requirements for a Development Grant proposal?

- An existing, well populated FirstVoices site belonging to your community, or a transfer or permissions document outlining an agreement to use data from another community's site
- Completion of the '[Check Before You Tech](#)' resource

¹ ***Please note:** Signatories of community support letters and/or governance documentation cannot be the same individual as the primary applicant, project coordinator, or any intended member of the LTP project team.

- A demonstrated plan for capacity development and knowledge transfer
- A plan and well-costed budget for a minimum of three years of maintenance for the intended product, and a letter from a governance representative or upper-level management committing to funding the maintenance plan
- An intended product which is:
 - Achievable
 - Clearly tied to language revitalization
 - Using FirstVoices data
 - Open-source and replicable

What are eligible expenses for the FirstVoices component?

- Project wages for FirstVoices team (Administrator, editor, assistant, etc.)
- Professional Fees (Honoraria – Elders, speakers, knowledge holders)
- Maximum \$500 per day for individual contractors i.e., language consultant/linguist, researcher, transcriber, instructor, etc. This limit does not apply to professionals who are employees of the application organization.
- Total 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 details.
- Purchase or rental of recording equipment and/or computer (provide rental quote)
- Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)
- Resource materials specific to project (i.e. USBs, CDs, videos)
- Travel costs related to project delivery (reasonable and necessary costs only)

What are eligible expenses for the Digitization component?

- Project wages for digitization team (Administrator, lead technician, archivist, etc.)
- Third-party digitization contracts: please note that digitization contracts are **not subject to the general 30% external contractor policy** or **\$500 per diem limit** as in a FirstVoices or Development project.
- Purchase or rental of digitization equipment and/or computer (provide rental quote)
- Costs associated with establishment or maintenance of data storage infrastructures supporting digitization or digital archiving
- Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)
- Resource materials specific to project (i.e., USBs, CDs, videos)
- Travel costs related to project delivery (reasonable and necessary costs only)

What are eligible expenses for a Development project?

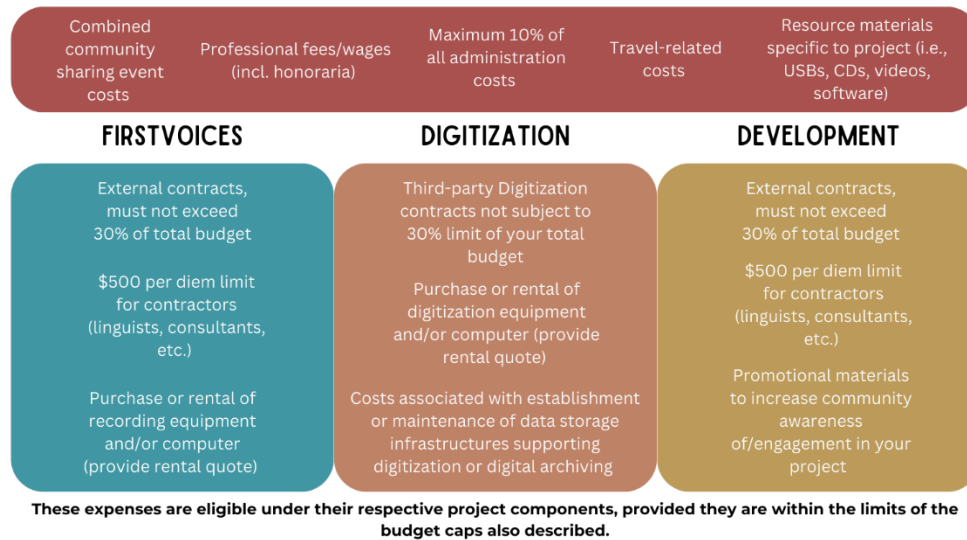
- Project wages for Development team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers)
- Maximum \$500 per day for contractors i.e., language consultant/linguist, researcher, transcriber, instructor, etc.
 - **Maximum 30% third party contract**
 - Purchase or rental of workstation (provide rental quote)
- Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)

- Resource materials specific to project (i.e., USBs, CDs, videos)
- Software purchases to support development activities
- Travel costs related to project delivery (reasonable and necessary costs only)
- Promotional materials to increase community awareness of/engagement in your project
- Event costs for celebration of project conclusion or product launch

ELIGIBLE EXPENSES

These expenses are generally eligible across all components of the Language Technology Program to achieve your approved deliverables and project goals.

SHARED EXPENSES



What are eligible activities for the FirstVoices component?

- Collecting recordings of words, phrases, songs, or stories intended for upload to FirstVoices.com
- Editing audio and managing data storage
- Uploading words, phrases, songs, or stories to FirstVoices.com
- Managing your FirstVoices.com language site
- Community consultation and/or community sharing events regarding FirstVoices.com and associated work
- Other activities related to compiling material for FirstVoices.com and sharing and managing the language site
- Other activities related to transcribing, translating, and further assessing archival language materials to be used on FirstVoices.com, via a DiGI component

What are eligible activities for the Digitization component?

- Collecting archival materials and preparing them for storage or access
- Completing an inventory of archival materials
- Cataloguing materials for long-term storage
- In-house or third-party digitization of analogue materials to modern accessible formats (please note: CD's and DVDs are not eligible)

- Community consultation and/or community sharing events regarding digitization and associated work
- Other activities related to compiling material for archiving, digitization, or community access
- Other activities related to transcribing, translating, and further assessing archival language materials to be used on FirstVoices.com

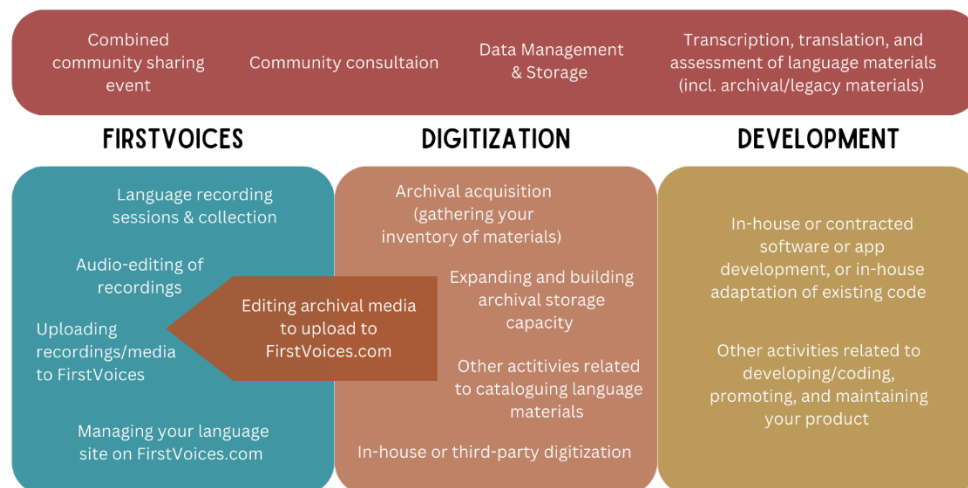
What are eligible activities for a Development project?

- In-house or contracted software or app development or in-house adaptation of existing code
- Knowledge transfers, capacity building, and team member training to support long-term development and maintenance of product
- Collecting recordings of words, phrases, songs, or stories intended for upload to FirstVoices.com to support the functionality of the product
- Uploading words, phrases, songs, or stories to FirstVoices.com to support the functionality of the product
- Community consultation and/or community sharing events regarding this development project, including launch events for finished products and end-of-project celebrations
- Other activities related to developing, promoting, and maintaining your product

ELIGIBLE ACTIVITIES

These activities are generally eligible across all components of the Language Technology Program to achieve your approved deliverables and project goals.

SHARED ACTIVITIES



These activities are eligible under their respective project components, provided they can operate within the limits of eligible project expenses.

Grant Liability, Insurance and Certification

For projects with a hazard of potential personal injury or bodily harm due to high-risk project related activities, please provide FPCC with copies of the following:

- Comprehensive insurance for at least \$2 million.
- Adequate certification and licencing if operating a motorcycle, Off Road Vehicle, large truck or bus, trailer, snowmobile, boat, or other equipment.

- Valid driver's licence(s) of operators of a motorcycle, Off Road Vehicle, large truck or bus, trailer, or boat.
- Necessary WorkSafe BC compliance documents and, before starting work on certain types of construction projects, e.g., a project over \$100,000, submit a Notice of Project to WSBC.
- Any other information reasonably requested by FPCC related to safety and/or liability issues.

7. Project Planning Resources

FPCC Resources:

Check Before You Tech

Our 'Check Before You Tech' guide provides information for communities and language champions to use when choosing to build or purchase language apps and software. Please see http://www.fpcc.ca/_pvw8D46F6E2/files/Check_Before_You_Tech_web.pdf

FirstVoices Knowledge Base

Want to know more about working with FirstVoices, and get an idea of what goes into building a language site on FirstVoices.com? Our Knowledge Base contains many how-to articles that illustrate the kind of work and preparation necessary for a successful FirstVoices project. <https://wiki.firstvoices.com/>

Digitization Toolkit

A collection of resources related to planning a digitization project. Please see https://fpcc.ca/resource/area/language/programs_and_grants/digitization-grant-initiative/resource_type/program-toolkit/

Digitization Partner Guide

A guide for organizations and communities who are looking to outsource their digitization to a third-party contractor. Included are guidelines for selecting and working with a contractor, included recommended partners. Please see <https://fpcc.ca/resource/digitization-partner-guide/>

General Project Planning Resources:

One of the keys to a successful funding application is a great project plan. It can be difficult to plan a project if this is new for you. There are many resources available on the internet, from a variety of fields, that share tips and suggestions for good project planning. Here is a selection of resources that we have found to be helpful. Please note that FPCC has no relationship with these organizations, and this is not an endorsement of them.

Zilicus Solutions

Zilicus Solutions provides a short guide for assessing project constraints and planning. Explore its frameworks to better understand how time, quality, and resources affect your project management. http://zilicus.com/Articles/Basics_Of_Project_Planning.pdf

Research Gate

This handbook introduces steps and designs to administer and implement projects through careful considerations. Learn more about ethics, security, and workflow practices for improving your management style.

https://www.researchgate.net/publication/320101542_PROJECT_MANAGEMENT_HANDBOOK

Work Zone

This Work Zone project management guide is written to help those who feel they have little project management experience. Identify what skills can make successful project managers and the various steps it takes get from project idea to delivery.

<https://www.workzone.com/wp-content/uploads/Workzone-The-Project-Management-Starter-Guide.pdf>

We encourage you to contact us if you would like support with developing your project plan.

8. REPORTING

Reporting Requirements

If successful, a Funding Agreement will need to be signed by the organization'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 narrative update on the program and an expense summary spanning the first 6 months of the project. This report will be completed via the FPCC Grant Portal.
- **Final Report** – This report will include a detailed narrative summary of the program's outcomes and an expense summary spanning the entire project term. This report will be completed via the FPCC Grant Portal.
- Reporting timelines to be confirmed in early spring 2024.

For financial reporting, we require that Language Technology 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.

9. Application Requirements

Application Checklist: (see application form for additional detail)

- ✓ Completed application form
- ✓ A minimum of one dated and signed letter of support from the community
- ✓ 10% cash contribution from your organization (*Recommended)
- ✓ Community Sharing Agreement (*Optional)
- ✓ Governance/Societal/Organizational documentation (dated and signed)
- ✓ Signed copy of Policy on Extending Site Permissions (*Optional)
- ✓ Review [Check Before You Tech](#) resource

10. Frequently Asked Questions

What if I want to digitize materials in-house (other than audio cassette tapes)?

While we can only provide training and equipment for the digitization of audio cassette tapes, you are welcome to pursue in-house digitization of other formats. This requires a good amount of research into methods, equipment, and suppliers. FPCC does not currently have the expertise to provide effective support with this research. If you are planning to pursue this, we encourage you to establish contacts with other organizations who may be more able to provide information and support on these topics. If you do not know where to start, FPCC may be able to suggest contacts for support from outside organizations.

I want to digitize culturally important materials that aren't focused on Indigenous language work. Is my project eligible?

No. There are other funding sources for the digitization of materials that do not focus on language revitalization². Our mandate is to support programs that will lead to increased language proficiency and fluency. Therefore, all projects must have a core focus of producing and creating access to digital language materials.

My organization worked on a FirstVoices language site a long time ago. The person who leads the project is no longer available. Do we have to start over?

No, you do not have to start over! Your organization owns and is responsible for the site that was previously created. As an employee of that organization, you can work on the existing site.

Another community started a FirstVoices language site for my language, but we do not want to collaborate. Can we start a new one?

While we strongly encourage collaboration where possible, we recognize that it is not always appropriate or practical. FirstVoices does allow multiple sites for the same language in select cases. Please email james@fpcc.ca to discuss further.

Why do I need to submit a community support letter (especially if I have submitted one before)?

Community support letters demonstrate to FPCC, and our funders, that the project being funded is supported by community members. It is important that we consistently re-confirm this support, as feelings about specific project may evolve within the community over time. Therefore, we ask that you engage community members seeking these letters of support, while consulting them on their feelings about the structure and content of the project, where relevant.

Would my community still be eligible for funding from FPCC if we have received funding from other organizations?

Yes, having grants from other organizations does not jeopardize your funding with FPCC.

Why do we need to state we are received a grant from another organization?

Identifying sources and amounts of other funding that will be allocated to this project demonstrates commitment to this project by your organization. It also helps FPCC understand the full cost and scope of your project, which is useful when evaluating applications.

What if my project will cost more than the available funds?

We suggest combining funding sources in the case of large scope projects. This can include grants from other organizations, and own-source revenue from within your organization if available. Furthermore, these grants are offered annually. So, if your project will take longer

² For example, see <http://www.bccapacity.org/>

than 1-2 years, or requires more overall funding than what is being offered through the Language Technology Program, there are some available solutions.

I cannot submit my application by the deadline. Will you accept a late application?

We do not accept late applications. You are welcome to begin preparing for our next call for applications, as they occur annually. You may also reach out to us for project planning assistance in the meantime.

I have a business that digitizes language materials and/or makes language materials available online. Can I apply for a grant on behalf of a community?

No. Businesses are not eligible for FPCC grants. Our mandate is to pursue community development in all areas. Therefore, communities must apply to FPCC for funds directly. We can provide project planning and proposal writing assistance. We provide several training opportunities to assist communities with capacity development, often eliminating the need for for-profit partners.

How is Development different from FirstVoices and Digitization?

FirstVoices projects work towards recording and uploading words, phrases, and stories to the FirstVoices website. DiGI projects digitize old cassette tapes or any obsolete formats. Dev projects allow language learning resources to be produced, such as online dictionaries, language learning games, etc. These resources use data that has been uploaded to FirstVoices.com, but do not necessarily involve working on FirstVoices community language sites.

When applying for the FirstVoices or Digitization components only, does the Development grant automatically come with the funding? Can it be its own separate project?

These projects can be run separately or concurrently. Communities with current or former FirstVoices projects are eligible for Development funding, but it is not mandatory or automatic. Communities must have a populated FirstVoices **site** in order to be eligible for development funding, as development projects pull data from existing FirstVoices sites. You must apply for the development component of the LTP in order to receive this funding.

Expression of Interest Support:

If you wish to receive feedback on your expression of interest prior to submitting a final copy, please submit it at least two weeks prior to the closing deadline, with an email request for feedback. The Language Technology Program Coordinator will provide you with feedback on your expression of interest so that you may revise and resubmit before the final deadline.

Please contact: James Thompson, Language Technology Program Coordinator
james@fpcc.ca
(250) 893-0428

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:

Check Before You Tech http://www.fpcc.ca/files/Check_Before_You_Tech_web.pdf

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.

APPENDIX B

COMMUNITY SHARING AGREEMENT

Agreement Purpose

If your proposed project involves collaboration between two communities, we recommend that you take time to discuss how the collaboration is going to work with the team members from each community. We have created a sample Community Sharing Agreement template that you can use to help guide your discussions and plan how you will collaborate. Feel free to include this agreement or any other agreement you create with your completed funding application. This Agreement is **not required** and is only intended as a helpful tool that you can choose to use if it is beneficial to you.

Agreement Content

In addition to the information outlined in the template on the next page, consider including the following information (if relevant) in your Agreement:

- Which community will be doing recording?
- Which orthography will you be using?
- How will information be shared between your teams? What kinds of information will need to be shared between your teams?
- Will your teams have meetings to keep up to date on each other's work? How often will you meet? Where will you meet (e.g., via phone, Skype, or in person)?
- Whose equipment will you be using? If additional equipment is needed, who is it needed for and who will be purchasing it?
- How will you clarify that ownership of the information captured in the archives is shared by both communities?
- Who will have final approval for publishable entries?
- Will the archive be private or public?
- Who will host the Community Sharing Meeting (at the completion of the project)?

For additional support, direct your inquiries to:

Contact Name: James Thompson, Language Technology Program Coordinator
Mailing/Courier Address: 1A Boat Ramp Road
Brentwood Bay, B.C.
V8M 1N9
Telephone: (250) 893-0428
Email: james@fpcc.ca
Website: www.fpcc.ca

Community Sharing Agreement Template

1. Who is the agreement made between?
2. Who will be the Language Administrator from each Community?
3. Will the Language Administrators share responsibilities for administration of the project (if so, how) or will there be a lead administrator appointed?
4. Will this project modify an existing Community Portal and/or Language Archive, or establish a new one?
5. What will you name your shared archive?
6. How will you represent both communities in the Community Portal and/or Language Archive?
7. If dialect/community information will be included in the words or phrases archive (i.e., labeling word entries with dialect information), how would you like to see this information represented?
8. To which Community will funding be payable?
9. What other considerations need to be made for sharing work and information?

X

Signature

X

Print Name

X

Signature

X

Print Name