# Language Technology Program
# 2022-2023
# Funding Guide

# Language Technology Program
# 2022−2023
# Funding Guide

## Table of Contents

# 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.

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

## 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.** We are taking action to maintain safe operations while supporting our communities and participants. While actions to provide vaccines are currently underway there is no cure or treatment for COVID-19. We want to be very careful that our programs do not put anyone at risk and ensure that they follow the current orders of the Provincial Health Officer. FPCC supports each First Nation's self-determined right to protect their community and we respect any additional guidelines set by Chief and Council or local governments to help keep their communities safe. Following these guidelines will help us take care of one another and keep each other safe.

**Please note:**
- All programs must be aware of and follow current guidelines from the Provincial Health Officer
- Applicants must consider how the program will proceed under strict COVID-19 restrictions
- Please ensure that your project proposal meets the requirements listed in the FPCC COVID-19 Guidelines for Programs
- It is critical that we take care of and protect our Elders and Knowledge Keepers, and those at a higher risk of illness. We need to work together to find safe ways to involve Elders that does not include in-person meetings.
- 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

## FPCC COVID-19 Guidelines

**Please note that all of the below are subject to compliance with the Public Health Orders of the B.C. Health Officer and your community's current guidelines and orders. This document will be updated as needed and program applicants and recipients will be notified and asked to review updated information.**

**1. The following guidelines are in place at all times.**
• Abide by your community or First Nation's COVID-19 plan and orders.
• Follow the B.C. Public Health Orders (PHO) and guidelines stated by the B.C. Health Officer (BCHO).
• Ensure that you have a COVID-19 safety plan (or follow the plan in place in your community) and a contact tracing process in place.
• Be sure to check the PHO if you plan to travel between communities or health regions.
• Project proposals must be prepared to modify their projects at any time if the PHO changes. You may view the COVID-19 Restart Plan Phase 1-4 guidelines here. The Restart Plan may be on hold at any time if there are province-wide restrictions. Please check for current status.
• Elders are only involved in programs with individuals who are already members of their permanent residence.

**2. When provincial health orders permit group gatherings:**
• Please use advance health self-assessment tools, practice social distancing, ensure that indoor spaces allow for safe social distancing, and have approved indoor ventilation.
• Singing activities will be limited to outdoor settings only with increased physical distancing.
• Please follow the recommendations of the BCHO for gatherings. Wear masks when required by the PHO and ensure that the BCHO COVID-19 safety protocols are in place for any gatherings. Any gathering can have a risk and we need to do our best to minimize the risk by implementing safe practices.
• Ensure that you check the B.C. PHO to confirm you are following the current guidelines on the number of people permitted. At all times do not plan any program activities for groups over 50 individuals. The smaller the group the less chance for exposure. We recommend that as much work as possible happens online and remotely.
• 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. If this is necessary, make sure items are thoroughly sanitized with no risk of virus transmission.
• 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. FPCC staff can assist with advice on meeting remotely.
• Project proposals must be prepared to modify their projects at any time if the B.C. Public Health Orders change. You may view the COVID-19 Phase 1-4 guidelines here.

We know that the work you are doing is important and we are committed to supporting programs to be successful during COVID-19 restrictions. FPCC staff are here to support you and assist in planning or modifying your projects as we want everyone to continue this important work. We encourage you to contact us if you have any questions related to your program, the application form, or if you require tools and resources to complete your project. We are here to support you in your work.

**Useful Links:**
FPCC Program Staff Directory
FPCC COVID-19 Resources
Current B.C. Public Health Orders

COVID-19 Self-Assessment Tool
B.C. Restart Plan Phases 1-4

## 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 two components: FirstVoices (Documentation) and Digitization.

The LTP is a combination of two grant programs at FPCC that support language technology strategies: the FirstVoices Program and the Digitization Grants Initiative (DiGI). We have combined these programs into one to streamline the application process and reduce administrative paperwork for grant recipients. We also hope that combining these two grant streams into one program allows us to 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 either FirstVoices or digitization projects or both. Other projects related to language technology must apply to the Pathways to Language Vitality Program.

**For more information about the Language Technology Program:**
https://fpcc.ca/program/first-voices/

**Direct your inquiries to:**
Contact Name:              Kyra Borland, Language Technology Programs Coordinator
Mailing/Courier Address:   1A Boat Ramp Road    Brentwood Bay, B.C.    V8M 1N9
Telephone:                 (250) 882-8919x232
Email:                     kyra@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 those living away from 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.

### 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, 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, and more) to a digital format. To do this conversion, communities first gather and inventory the materials they would like to digitize, use specialized 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.

### 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 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.

## What can be done with digitized materials?

Digitized materials should be a) stored for long-term preservation (a high-quality "preservation copy"), and b) made accessible to community members for cultural learning (an "access copy"). Long term storage is typically done in-house by communities. We recommend having at least two back-ups of all data, including cloud storage. Community access occurs primarily through sharing via online platforms and by creating distributable materials (such as CD's or thumb drives). FirstVoices is a great tool for this purpose. There are also many other online sharing platforms, and some communities choose to build purpose-made platforms that they administer in-house. If you are pursuing a partnership with another tech company to host your materials or build an individualized platform, please see our 'Check Before You Tech' guidelines, available at http://www.fpcc.ca/about-us/news-room/news07202001.aspx

# 4. Multi-Year Agreements

Multi-year funding is available for Language Technology projects that span one or two fiscal years (subject to availability from FPCC funders):

**YEAR 1 :** July 4th, 2022 to June 30th 2023
**YEAR 2 :** July 1st, 2023 to June 30th 2024

Applicants may apply for up to $180,000.00 per program year. The FirstVoices component is eligible for up to $80,000.00 and the Digitization component is eligible for $100,000.00. These are the maxiumums for each component, and projects with budgets much lower than these maximums are still encouraged to apply. See Appendix B for a full sample budget.
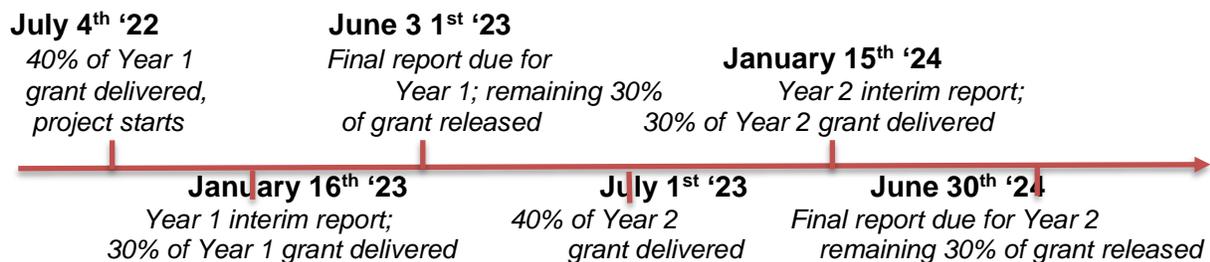
Should you choose to submit a multi-year application, you only need to complete one application form. However, you must propose a work plan that covers a timespan of 24 months, detailed for each component. You will also be asked to provide an additional budget for your second year, but you will have the chance to review this budget before the start of the 2023-2024 program year.

You can choose to submit for YEAR 1 only and submit an application for YEAR 2 in Spring 2023.

Multi-year agreements are subject to the following terms:
- Funding will be issued per year (YEAR 1 funding will be issued in 2022-2023; YEAR 2 funding will be issued in 2023-2024).
- **A Final Report and Interim Report are required in each program year,** including a narrative report and financial statements (General Ledger).
- If applicable, an updated project description, work plan, and budget for YEAR 2 will be required, indicating any changes from the previous year's activities and budget from the original proposal. These documents will not be subject to Peer Review.
- Projects are only eligible to receive funding in YEAR 2 if all the previous year's activities are completed and the previous year's funding is expended by the project deadline.
- Year 2 funding is contingent on availability of funds from FPCC funders.

**Language Technology Program Timeline for Multi-Year Applications**

**July 4th '22**
*40% of Year 1 grant delivered, project starts*

**June 3 1st '23**
*Final report due for Year 1; remaining 30% of grant released*

**January 15th '24**
*Year 2 interim report; 30% of Year 2 grant delivered*

**January 16th '23**
*Year 1 interim report; 30% of Year 1 grant delivered*

**July 1st '23**
*40% of Year 2 grant delivered*

**June 30th '24**
*Final report due for Year 2 remaining 30% of grant released*

# 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 Kyra Borland (kyra@fpcc.ca or (250) 882-8919x232).

**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 Kyra Borland for support (kyra@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 apply?**

- B.C. First Nations Communities/Governments/Bands/Tribal Councils
- Indigenous Cultural, Language and Education Centres
- Urban Indigenous Organizations
- Previous applicants may apply if all reporting on any previous funding from FPCC or FPCF (including from the Arts or Heritage departments) is up to date.

**Who is not eligible to apply?**

- 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 application deadline?**

- The application deadline is **January 17th, 2022.**
- Please submit applications online via the FPCC Grant Portal (http://fpcc.ca/login).

**What are the requirements for a Language Technology Program proposal?**

- 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)
- 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)*

- Achievable project timeline or schedule
- Completed Application Form

*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 FirstVoices project team.

**What are eligible expenses for the FirstVoices component?**

- Project wages for FirstVoices team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers, knowledge holders)
- Maximum $200 per day for contractors i.e., language consultant/linguist, researcher, transcriber, instructor, etc.
- 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)
- 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 more than 30% of the total budget may be covered by alternate funding sources. Please see Appendix A for further details.

**What are eligible expenses for the Digitization component?**

- Project wages for digitization team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers)
- Third-party digitization contracts
- 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 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

**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 materials to modern accessible formats
- Community consultation and/or community sharing events regarding digitization and associated work
- Other activities related to compiling material for archiving, digitization, or community access

# 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**
Aguide 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
**WorkZone**
This WorkZone 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. Application & Program Timeline

**Stage 1:** Application submissions, **Deadline: January 17th, 2022**

**Stage 2:** Application review by FPCC & Peer Review Committee, Febuary-March, 2022

**Stage 3:** Projects begin, and initial funding is delivered, July 2022

**Stage 4**: Training is delivered, August-October 2022

# 9. Application Requirements

**Application Checklist: (see application form for additional detail)**
- ✓ Cover letter that describes your program and its context within the community
- ✓ Completed application form
- ✓ A minimum of one dated and signed letter of support from the community
- ✓ 10% cash contribution from your organization
- ✓ Community Sharing Agreement (*Optional)
- ✓ Governance/Organizational documentation (dated and signed)

# 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 revitalization[1]. 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 lead 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 kyra@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.

**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 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

---

[1] For example, see http://www.bccapacity.org/

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.

---

**Application Support:**

If you wish to receive feedback on your application prior to submitting a final copy, please submit it <u>at least</u> **two weeks prior** to the closing deadline, with an attached request for feedback. The FirstVoices Coordinator 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:
Kyra Fortier, FirstVoices Coordinator/Trainer
[kyra@fpcc.ca](mailto:kyra@fpcc.ca)
(250) 882-8919x222

---

# 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
## SAMPLE BUDGET

| FirstVoices Budget Sample: (Maximum grant amount is $80,000 for 1 year and $160,000 for 2 years). |
|---|

**Examples of eligible expenses:**
- Project wages for FirstVoices team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers)
- Maximum $200 per day for contractors i.e., language consultant/linguist, researcher, transcriber, instructor, etc.
- 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)

| Expense Description<br>Provide detailed breakdowns of hourly rates, item costs, etc. Please add rows as necessary. | FPCC Grant Amount | In-kind & Other Funding |
|---|---|---|
| **Wages & Honoraria** | | |
| Project Coordinator ($28/hr, 10 hrs/week, 40 weeks) | $ 11,200 | $ |
| Lead Recorder ($27/hr, 35 hrs/week, 40 weeks) | $ 37,800 | $ |
| Recorder ($20/hr, 20 hrs/week, 40 weeks) | $ 16,000 | $ |
| Elder Honoraria ($50/hr, 3 hrs/week, 40 weeks) | $ 6,000 | $ |
| **Equipment & Supplies** | | |
| Zoom H6 | $450 | $ |
| Various microphones | $300 | $ |
| Accessories | $250 | $ |
| Laptops for recorders | $ | $3,000 |
| Annual Subscription to Microsoft Office (including cloud storage) | $ | $1,300 |
| **Community Sharing Meeting** | | |
| Hall Rental | $200 | $ |
| Food | $200 | $700 |
| **Other Expenses** | | |
| Administration | $8,000 | $ |
| | $ | $ |
| **Total In-kind Other Funding Source Contribution** | | $5,000 |
| **Total FPCC Funding Requested:** | $ 80,000 | |

| Digitization Budget Sample: (Maximum grant amount is $100,000 for 1 year and $200, 000 for 2 years). |
|---|

**Examples of eligible expenses:**
- Project wages for digitization team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers)

- Third-party digitization contracts
- Purchase or rental of digitization 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)

| Expense Description<br>Provide detailed breakdowns of hourly rates, item costs, etc.<br>Please add rows as necessary. | FPCC Grant Amount | In-kind & Other Funding |
|---|---|---|
| **Wages & Honoraria** | | |
| Project Coordinator ($28/hr, 10 hrs/week, 40 weeks) | $  11,200 | $ |
| Digitization Technician ($28/hr, 35 hrs/week, 40 weeks) | $  39,200 | $ |
| Elder (Transcriber) ($50/hr, 5 hrs/week, 40 weeks) | $  10,000 | $ |
| | $ | $ |
| **Equipment & Supplies** | | |
| Laptops | $1,500 | $1,500 |
| Audio Digitization Equipment | $5,000 | $ |
| Annual Subscription to Cloud Storage | $600 | $ |
| **Community Sharing Meeting** | | |
| Hall Rental | $200 | $ |
| Food | $600 | $400 |
| **Other Expenses** | | |
| VHS Digitization Contract | $ 20,700 | $ |
| Administration | $ 10,000 | $ |
| Postage | $ 1,000 | $ |
| Workspace Rental | | $ 12,000 |
| **Total In-kind Other Funding Source Contribution** | | $ 13,900 |
| **Total FPCC Funding Requested:** | $ 100,000 | |

| 4.1 Budget Summary Sample | | |
|---|---|---|
| Expense | FPCC Grant Amount | In-kind & Other Funding |
| Total Wages & Honoraria | $131,400 | |
| Equipment & Supplies | $8,100 | $5,800 |
| Community Sharing Meeting | $1,200 | $1,100 |
| Other Expenses | $39,300 | $12,000 |
| Total In-kind Other Funding Source Contribution | | $18,900 |
| Total FPCC Funding Requested | $180,000 | |