



FIRST PEOPLES'
CULTURAL COUNCIL

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

Funded by the
Government
of Canada

Canada



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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.

Tcwemstwalhka'lap ("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](#)



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.

Language Revitalization Planning Program

The purpose of the Language Revitalization Planning Program (LRPP) is to support First Nations communities in B.C. to develop comprehensive, long-term plans for the revitalization and strengthening of their languages. These plans are intended to capture the community's vision for the future of their Indigenous language and set the strategic direction for their language programs.

FPCC has offered funding and support for the development of language plans since 2010 in various formats. The LRPP has evolved to better meet communities' diverse needs and to provide adequate time, funding and resources for participants to develop language plans. FPCC has adapted the program through pilot projects that took place with First Nations communities in British Columbia. The new structure of the LRPP is a step-by-step approach that allows greater flexibility for each community to build upon their own cultural processes. Communities will be able to identify their own specific needs with respect to language planning and access funding and support to advance this work.

For more information about the Language Revitalization Planning Program (LRPP), please visit the FPCC website:

<https://fpcc.ca/program/language-revitalization-planning-program/>

Direct your inquiries to:

Contact Name: Amanda Aust – Language Program Associate
Email: LRPP@fpcc.ca

Please note that the Language Revitalization Planning Program is run by a team of program staff and the LRPP@fpcc.ca address is monitored by multiple team members.



Funding Details

Funding to support the development of comprehensive long-term plans for language revitalization is available in the 2024-2025 program year. Funding may cover a single planning season or may include multiple planning seasons (for more information on the planning seasons and the types of activities they include, see [Overview of the Planning Phases](#) on page 8). **Work associated with each seasonal planning stage can be done at any time of year.**

Funding Availability

The funding amount is based on the expected budget needed to complete the project in one year and is pending available funding. The suggested budget based on previous program years is \$100,000.00. Please submit your expected budget in the expression of interest for consideration.

We recognize that language revitalization requires long-term, sustainable funding. FPCC continues to advocate for guaranteed, ongoing funding from all levels of government and we are looking forward to that becoming a reality in the near future.

Funding Term

What is the duration of the planning project?

We recognize that language planning work may take longer than one year. FPCC continues to advocate for sustained funding for First Nations in B.C. Currently, funding for the Language Revitalization Planning Program is available for one year only. Should multi-year funding come available, FPCC will provide information about how applicants can access additional funding at that time, to carry on their planning work.

To fulfill the fiscal reporting requirements, planning activities will commence on or after April 1, 2024. A report, including a narrative report and financial statements, is due at the end of the fiscal year by April 30, 2025.

* FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors, including applicants' delays in submitting prior year reports and/or in signing the Funding Agreement.



Program Criteria

Eligibility

Eligible Languages

LRPP funding is available to support the revitalization of the 34 First Nations languages of British Columbia. Please consult this language list (<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 members of recognized B.C. First Nations)
- B.C. First Nations-led museums and cultural spaces (at least 75% of directors identify as members of recognized B.C. First Nations)
- Urban and off-reserve B.C. First Nations organizations (at least 75% of directors identify as members of recognized 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)
- 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

Eligibility Documentation

FPCC is committed to demonstrating accountability and transparency in our processes and within the delivery of funding. We also have accountability and reciprocity to B.C. First Nation communities as expressed in our mandate and vision. We welcome expressions of interest from organizations that are not recognized B.C. First Nations governments, provided you meet the preliminary eligibility for funding.

FPCC Program staff may contact you to request some or all of the following information to accompany your expression of interest. This information will help us better understand your organization, its mandate, and how it operates, so that we can support you through the funding process. If requested, this information must be provided *before* a Funding Agreement can be issued.

- Societies and organizations other than First Nations governments may be asked to provide documentation confirming legal name and a list of the organization's current Board of Directors and/or governance structure. Please note that FPCC requires that Boards of Directors be composed of at least 75% members of recognized B.C. First Nations members to be eligible.



- Additionally, registered societies may be asked to provide their certificate of registration; a copy of the organization's bylaws and constitution; and proof of insurance.
- Candidates may be asked to provide proof of support from a B.C. First Nation in the territory where the project is proposed and that shares the same language as the proposed project. This may be in the form of a Band Council Resolution, OR letter of support from a Chief or Council member, OR a letter of support from an established First Nations organization that is currently an FPCC grant recipient.

Will multiple expressions of interest from one community be accepted?

FPCC will be offering one funding opportunity per Band Office, Tribal Council or Society/Organization through the Language Revitalization Planning Program and strongly encourages collaboration. This demonstrates that there is support and consensus for the program, as well as being inclusive and designed with long-term goals in mind.

Please note that expressions of interest from First Nations schools that serve one community must be submitted through their respective Nations/Band offices. Please also note that FPCC is unable to fund K-12 classroom activities, or post-secondary accredited courses or tuition.

Language Status Assessment

The Language Status Assessment (LSA) is a survey on the status of First Nations languages. The LSA helps communities document and track information such as the number of fluent speakers, semi-speakers, learners and more. It is required for communities who are expressing interest for language funding from First Peoples' Cultural Council.

When listing the communities that will be served by your project, please note that all communities listed will require a Language Status Assessment (LSA). If you are not able to complete an LSA on behalf of one of the communities listed, a designated representative of the community will need to complete it.

If you are not sure if an updated LSA has been submitted for your community(ies), please contact LSA@fpcc.ca.



Project Requirements

Next Steps:

If the expression of interest is successful, the LRPP Team will invite you to complete an application for the LRPP. Please carefully review the following sections for application expectations. Timelines to be confirmed in early spring 2024.

What are the overall requirements for a language planning proposal?

- Demonstration that strategic language planning is the primary focus of the application
- A budget containing eligible expenses that fall within guidelines/criteria as outlined in the [Eligible Expenses](#) section of this guide
- Demonstration of local community support and consultation, and the participation of community and its speakers in the form of a Letter of Support and Letter of Approval
- Clearly stated objectives that are specific and achievable, with realistic and clearly defined activities and results
- Achievable project timeline or schedule
- All criteria described in the specific planning phases are met
- Application is complete with all sections filled out and all required documentation attached

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 \$100,000.00, submit a Notice of Project to WSBC.
- Any other information reasonably requested by FPCC related to safety and/or liability issues.

Deadlines

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

Please submit expressions of interest online via the FPCC Grant Portal (www.fpcc.ca/login).

Expression of Interest Support:

If you would like support or have questions about the expression of interest process, please email: lrpp@fpcc.ca



Program Details

Strategic Language Planning

The goal of this program is to support communities and funders to move from a project-based funding model to an integrated plan-based funding model. The intended outcome for the community is to develop a fully costed multi-year strategic language plan that could be supported annually by FPCC as well as other partners and stakeholders.

The language plan is used to guide the work of language revitalization in community. It provides a framework for how a community will work towards their vision for the language. The language plan defines the processes and direction for language revitalization; this includes actions required to achieve goals and outlines how resources will be mobilized to pursue specific language revitalization strategies. It also describes the shared accountability for the language working group, leadership and the community that guides the implementation of the language plan and how the outcomes are monitored and evaluated.

It is FPCC's vision to move towards a plan-based funding model for language revitalization in B.C. FPCC believes that a plan-based funding model will empower communities to set funding agendas that match their goals and to advocate for long-term strategic investments for the revitalization of Indigenous languages in B.C. A transition toward this model will take time and will require consideration and effort on the part of FPCC, its funders and communities, including the development of strategic plans. This program is a first step towards this long-term vision.

A Step-by-Step Approach to Language Revitalization Planning


The LRPP has four components that are based on the four seasons: Spring, Summer, Autumn and Winter. This seasonal model represents the natural cycle of growth and development in language planning. Each seasonal component has different planning goals, strategies and activities that could take place within that season.


The planning seasons can be completed during any time of the year. The planning phases are meant to represent the cyclical journey of language revitalization planning within communities. There is no time restriction on how long a community may spend in each season. Movement through the cycles can happen quickly or slowly according to community's/Nation's needs.


Overview of the Planning Phases


Below is a brief overview of the LRPP planning phases and the types of activities that you can expect during the planning process. You can find further details on the seasonal planning model at the [LRPP Toolkit](#).



Spring Pre-Planning	
Purpose	Outcomes
 <p>Spring pre-planning supports communities to gather the resources needed to support their language revitalization planning work.</p>	<ul style="list-style-type: none"> • Language Planner is hired • A language planning team is established • A comprehensive language status assessment is completed • Initial engagement is conducted with leadership and community members

Summer Planning	
Purpose	Outcomes
 <p>Summer planning supports communities to establish the foundational pieces of their language revitalization plan.</p>	<ul style="list-style-type: none"> • Guiding values and principles are identified • Draft vision and strategic goals established • Develop initial actions and indicators • Draft language revitalization plan

Autumn Pre-Implementation Planning	
Purpose	Outcomes
 <p>Autumn pre-implementation planning support communities to identify and develop the tools and processes required to put the plan into action.</p>	<ul style="list-style-type: none"> • Language revitalization strategies are identified, prioritized and sequenced • Implementation/action plan is completed • Monitoring and evaluation plan is completed • Fully costed budget is completed

Winter Implementation Planning	
Purpose	Outcomes
 <p>Winter implementation planning supports communities to identify potential risks to the implementation of the language revitalization plan, and to finalize and seek leadership approval for their fully costed 5+ year wholistic language plan.</p>	<ul style="list-style-type: none"> • Resiliency/risk mitigation plan is established • Processes are established for regular review of the plan, including review of progress towards the plan's goals • The finalized language is approved



Eligible Expenses

Funding is available to support language planning activities in the 2024-2025 program year. This funding may cover a single planning season or may include multiple planning seasons. **Work associated with each seasonal planning stage can be done at any time of year.**

What expenses are eligible?

Salaries and wages	Language planner, planning coordinator, assistant planner. <i>*Please note that costs for employees/staff who are not directly involved in language revitalization planning may be included in 'Administration'.</i>
Honouraria	Professional fees for elders, speakers, knowledge holders, etc.
Professional Fees, Contractors/consultants (internal)	Maximum \$500 per day for contractors, e.g., language consultant/linguist costs, researcher, transcriber, instructor, etc. Contractor/consultant costs more than \$200 per day may be covered by alternate funding sources.
Professional Fees, 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 (page 12) for further details.
Food	Reasonable and necessary costs only – generally, not more than 5% of the budget, with the exception of larger community-wide language planning gatherings where multiple participants need to have meals provided during the course of the activities.
Travel	Reasonable and necessary costs only – generally, not more than 10% of the budget (unless you are remote or fly -in location, for example).
Administration	30% of administration costs which includes: <ul style="list-style-type: none"> • Maximum 15% for administrative costs such as bookkeeping costs, supplies, facility rentals and office supplies, etc. • Maximum 15% for administrative staff wages. <i>*Please note that costs for employees/staff that are actively doing language planning work are included in 'Salaries and wages'.</i>
Capital equipment purchases	Cost of equipment purchase such as computers, cameras, etc. Maximum 15% of budget (provide quote for equipment to be purchased).



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 – ensuring that they are given dedicated hours to focus on the project. You may need to hire a new part- or full-time employee exclusively for this project. The total amount for project administration, including wages and overhead expenses, must be no more than 30% of the total budget.

Please note that all successful proposals will be subject to instalment payments based on the submitted budget and work plan. There will be a monetary holdback until all satisfactory final reporting is submitted and approved.

What activities and related expenses are not eligible?

- Conferences or conference fees for program participants
- Tuition fees
- In-school accredited K-12 programs, including First Nations and non-First Nations or public programs as well as curriculum development for such programs*
- Awards or bursaries
- Teacher certification
- SWAG or promotional materials not related to the language project
- Activities or gatherings not related to the language project

Reporting Requirements

Interim and Final Report

If successful, a Funding Agreement will need to be signed by the applicant's signing authority and 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 the first 6 months of the planning 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 planning project year. This report will be completed via the FPCC Grant Portal.

Reporting timelines to be confirmed in early spring 2024.

For financial reporting, we request that Language Planning Program funds are clearly defined from other funding sources. We recommend that grant recipients **set up a separate cost centre** in their accounting system to track project-related expenses easily and accurately.

Resources:

- [Language Revitalization Planning Program page](#)
- [FPCC Resource Library](#)
- [LRPP Toolkit](#)



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.

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.

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://fpcc.ca/wp-content/uploads/2020/09/FPCC-Check-Before-You-Tech.pdf>

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.

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.