



Heritage Infrastructure Program Funding Guide

APPLICATION DEADLINE:

April 5, 2024, at 4 PM

Late proposals will not be considered

Applications can be submitted on FPCC's Grant Portal: www.fpcc.ca/login.

Please retain this Funding Guide in your files. If your application is approved, the policies and information contained in this guide will be a useful resource.

The Heritage Infrastructure Program is funded by the Ministry of Indigenous Relations and Reconciliation, Province of British Columbia and the First Peoples' Cultural Foundation.



Ministry of
Indigenous Relations
and Reconciliation



FIRST PEOPLES' CULTURAL FOUNDATION



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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 First Nations' languages, arts and cultures in British Columbia. FPCC is a unique Crown Corporation governed by a Board of up to 13 B.C. First Nations representatives. FPCC administers three programs: the Heritage Program, the Language Program and the Arts Program. The Heritage Program was established in 2019 to support the safeguarding, transmission and revitalization of Indigenous cultures and heritage. It focuses on the following three goals to support:

1. **Capacity:** Indigenous communities have the tools, training, staff and spaces to be stewards of their cultural heritage.
2. **Stewardship:** Indigenous communities have programs, funding and autonomy to be stewards of their cultural heritage.
3. **Leadership:** The rights of Indigenous Peoples' to be stewards of their cultural heritage is recognized and affirmed, and Indigenous expertise is valued.

Heritage Infrastructure Program

The Heritage Infrastructure Program (HIP) supports projects that conserve, repair, or develop Indigenous cultural heritage infrastructure. This includes:

- Historical and cultural places, archives, and cultural heritage collections that are of collective value to an Indigenous community.
- Physical infrastructure such as buildings, trails, and structures that support public and community access to the:
 - Stories of historic places and the places themselves.
 - Transmission of community memory and traditional practices, crafts, and trades.
 - Cultural materials that support telling the stories of historic sites and the transmission of community memory and traditional practices, arts, and trades.

Please send all inquiries about the HIP to hip@fpcc.ca.



Program Criteria

COVID-19 Program Information

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.

It is important 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.

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.

Tcwemstwallhkálap ("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:

- Please ensure your project proposal meets the requirements listed in this document.
- 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](#).

Eligible Applicants

Who is eligible to apply?

B.C.-based organizations that have a mandate or focus that includes First Nations' heritage. Eligible applicants include:

- Recognized First Nations¹ governments, bands or tribal councils located in B.C.

¹ For a list of recognized B.C. First Nations, please see: <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing>



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- Not-for-profit societies registered in B.C., in good standing and governed by recognized B.C. First Nations individuals (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)
- B.C. First Nations–led museums and cultural spaces (at least 75% of directors identify as members of recognized B.C. First Nations)
- B.C. First Nations schools² and adult education centres operating in B.C. on First Nations lands (Please note that applications from First Nations schools that serve one community must be submitted through their respective Nation/Band Office)

The FPCC Heritage Program supports projects by B.C. First Nations and B.C. First Nations-led organizations as per our legislated mandate. FPCC requires at least 75% of an organization's board members/directors to include individuals from B.C. First Nations as they are the rightful stewards of their cultural heritage and are best equipped to lead the important work of protecting, sharing and revitalizing B.C. First Nations Heritage on these lands. Additional heritage funding may be accessed through Heritage BC, Department of Canadian Heritage, Vancouver Foundation, Telus Foundation and the Mastercard Foundation. If you have any questions about your eligibility, please contact hip@fpcc.ca.

Eligibility Documentation

FPCC is committed to accountability and transparency in the delivery of funding to B.C. First Nation communities, as expressed in our mandate and vision. We welcome funding applications from organizations that are not recognized B.C. First Nations governments, provided they meet the eligibility guidelines outlined above.

FPCC Program staff may contact you to request some or all of the following information to accompany your application. 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

² FPCC is unable to fund K–12 classroom activities and related accredited programming.



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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.

- Additionally, registered societies may be asked to provide their certificate of good standing; certificate of registration; a copy of the organization's bylaws and constitution; and proof of insurance.

Applicants 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.

Please note that first-time applicants will be required to provide the information listed above. Returning applicants may be required to update their eligibility documentation.

FPCC values the collective gathering and sharing of resources. For projects in which oral history, intellectual properties and cultural properties are gathered and/or shared, applicants may be asked to provide information that will demonstrate how the information or item will be gathered or obtained and how ownership, copyright and intellectual and cultural property rights will be recognized and upheld now and into the future.

On a case-by-case basis, FPCC will consider applications from B.C. First Nation organizations that are in the process of achieving a not-for-profit or society status. Please contact the Heritage Program Manager to discuss this further.

Ineligible Applicants

- Organizations or individuals who are not from a B.C. First Nation
- Collectives (the program only accepts registered societies, see above)
- For-profit organizations and businesses, entities, individuals and commercial ventures
- Organizations or previous grant recipients with incomplete or outstanding reporting with FPCC or FPCF. These applicants are ineligible until all required documentation is complete.
- Government organizations, including municipalities
- Universities, colleges and non-First Nations schools
- Private clubs, groups and organizations with exclusive memberships
- Religious organizations
- Corporations



Collaboration is Encouraged

FPCC strongly encourages collaboration. Only one application (per grant program) per Band Office, Tribal Council or Society/Organization will be eligible for funding. If more than one application from the same Band Office, Tribal Council or Society/Organization is submitted, the Peer Review Committee will decide which proposal will receive funding, so it is strongly advised that applicants collaborate and submit one unified proposal. This demonstrates that there is support and consensus for the proposed project, as well as being inclusive and designed with long-term goals in mind.

If an infrastructure project is located on shared or co-managed territory with a B.C. First Nation, or other organizations/agencies, such as federal and provincial protected areas, projects must provide letters of support from the associated First Nation or organizations/agencies.

Eligible Projects

Examples of eligible projects include, but are not limited to:

- Repairs and upgrades to museum, archive, and community collections storage and environmental quality management
- Upgrades to collections shelving and storage
- Upgrades to building infrastructure including doors, windows, and lighting
- Construction of repository and archival spaces
- Installation of accessibility aids, such as ramps and docks
- Development and maintenance of culturally significant trails
- Construction and upgrades to longhouses, bighouses, carving sheds, community meat freezers, and meat processing stations.

Ineligible Projects

- Digital infrastructure
- Projects that are dependent on unconfirmed funding from other sources

General Requirements

Applications will not be reviewed unless all necessary information is provided. Applicants must submit completed applications that include the following:

- A balanced project budget with detailed descriptions and cost breakdowns for each category (please see the Appendix for a budget example)
- A thorough workplan with dates for key activities
- A project timeline that fits within the HIP funding term



- Two letters of support: one demonstrating governance approval from within the organization and the second indicating support from the community. Letters of support examples:
 - **Demonstrating Governance Approval**
 - **For Bands:** a dated and signed Band Council Resolution OR a letter of approval dated and signed by a B.C. First Nation Chief, Band Manager, and/or a member of Council.
 - **For Societies/Organizations:** a dated and signed letter of approval from the Executive Director or General Manager.
 - **Demonstrating Community Support:**
 - **For Bands:** The letter of support can be from a project participant (who will not receive financial benefit from the project), a collaborating community/organization or a person of high standing in the community. It should not be from the Chief, a member of Council, the Band Manager, or a signing authority of the applicant organization, as they will be indicating their support through the letter of governance approval. Please note, the Governance Approval letter and the Community Support letter cannot be from the same person.
 - **For societies and non-profits:** Two letters of support: 1- from a project participant (who will not receive financial benefit from the project), a collaborating community/organization or a person of high standing in the community. 2- from the Chief, a member of Council, the Band Manager from the community that will be served by the project.
 - **All letters of support must be dated and signed.**
- Proof of additional confirmed funding, if applicable. Examples include funding agreements and letters from donors/sponsors.

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.



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- Any other information reasonably requested by FPCC related to safety and/or liability issues.

If your project is approved, FPCC will follow up to request these documents on conditional acceptance of the project. We will need these documents for the final approval of the project and before the funding agreement is sent.

Projects using vehicles are expected to carry and maintain Third Party Liability insurance on all vehicles owned, operated or licensed in the name of the project/grant recipient in an amount not less than \$1,000,000.00. This documentation should be available to FPCC, if requested.

It is recommended that anyone operating an ATV receive ATV Rider Training by Canadian Safety Council (CSC) certified instructors.

Probable high-risk project activities may include, but are not limited to, using ATVs, horses, trailers, boats, helicopters, heavy equipment, or activities that involve camping in remote areas, risks of large mammal encounters, excavation, scaffolding and ladders, or construction. If you are unsure if your project is high risk and would require additional insurances, certification and licensing, please contact the assigned funding program staff person to discuss further.

Application Deadline

When is the application deadline?

April 5, 2024, at 4 PM

Applications must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login. We do not accept faxed or emailed applications.

Applications and proposals will only be discussed with the contacts listed/identified in the application.

Staff are available to support you with your application and answer questions. If you require assistance with your application or would like to request a review of your application with feedback from staff, please email hip@fpcc.ca at least two weeks before the deadline.

Funding

Funding Amounts

Applicants can apply for between \$100,000 and \$250,000 for their proposed project. Any project costs that exceed the maximum grant amount will be the responsibility of the applicant, and all additional funding required to complete the project must be confirmed by the application deadline.



Funding Term

The funding term for the HIP is as follows:

- Successful applicants notified by **May 27, 2024**
- Project activities to begin on or after **June 7, 2024**
- Interim reports due by: **December 2, 2024**
- Projects completed by: **September 15, 2025**
- Final report due by: **September 15, 2025**

Grants are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a group are issued T4As for the year in which the grant payment is processed.

Funding Installments

- Sixty-five percent (65%) of the requested amount will be provided upfront upon application approval.
- Twenty percent (20%) will be provided upon approval (acceptance) of the interim report and budget.
- The remaining fifteen percent (15%) of the grant budget will be provided upon completion of the project and approval (acceptance) of the final report, and budget.

Funding Acknowledgements

Successful applicants must acknowledge the support of the FPCC, First Peoples' Cultural Foundation, and the Province of B.C. in all materials produced in relation to the funded project. Approved logos are available at <https://fpcc.ca/logos-guidelines/>.

Expenses

Eligible Expenses

Project costs must be direct and essential to the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

- Construction costs, including the cost of materials
- Environmental reviews
- Archaeological assessments
- Concept planning, feasibility studies, and business plans that will be used for the proposed infrastructure project
- Leasing of equipment related to the construction of the project
- Fees paid to professionals, project managers, technical personnel, consultants, and contractors



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- Salaries and other employment benefits to employees, up to a maximum of 15% of the total funding requested through the HIP
- Insurance related to construction
- Furniture and/or equipment essential for operation of the project
- Utility, electrical, and other set-up connection services to the site
- Honoraria, up to \$150 to \$250/half day and up to \$300 to \$500/full day, depending on the activities and protocols. Rates above these amounts must be covered by the applicant organization.
- Food and hospitality up to 2% of the total funding requested through the HIP. This eligible expense is intended for events, including engagement sessions and project completion ceremonies.

During the PRC HIP reviewing process, FPCC may ask applicants to present a contractor quote for the proposed project implementation. If requested, applicants will have 10 workdays to present it.

Ineligible Expenses

- Any expenses for goods or services which are or will be received through donations or in-kind contributions, for example, donated building materials or volunteer labour.
- Expenses that occur before the HIP funding term begins
- Stand-alone concept plans, feasibility studies, and business plans
- Overhead costs, salaries, and other employment benefits that amount to more than 15% of the total funding requested
- Land acquisition and real estate fees, leasing land, leasing buildings, and other facilities
- Liability insurance for directors
- Furnishing and non-fixed assets which are not essential for the project
- General, routine, and cyclical repairs and maintenance
- Legal fees

Adjudication Process

- Submitting a proposal does not guarantee funding.
- FPCC staff are available to support you with your application and answer any questions you may have. Please reach out to hip@fpcc.ca.
- Applications will be reviewed for completeness and clarity.
- Funds available to this program are limited; therefore, projects that demonstrate urgency to safeguard heritage will receive priority.
- A Peer Review Committee (PRC) will review and assess eligible proposals according to the program objectives, the feasibility of the timeline and the budget presented.



- In-kind contributions are not required for this grant. However, any project costs that exceed the maximum grant amount will be the responsibility of the applicant, and all additional funding required to complete the project must be confirmed by the application deadline.
- After the submission deadline, please do not contact staff regarding the status of your application. All applicants will be advised of PRC decisions approximately eight weeks after the application deadline.

Reporting Requirements

If the project is approved, the applicant will receive a funding agreement that sets out the terms of the funding and the reporting requirements. This agreement must be signed by the signing authority outlined in your application.

Grant recipients will be required to meet with FPCC staff once per month to discuss the progress of the project. Recipients will be required to submit photos of the project to demonstrate progression, and depending on necessary COVID-19 precautions, site visits may be arranged.

Grant recipients are required to complete an interim report with a summary of expenditures and upon completion of the project, recipients will be required to submit a final report detailing the project's performance and achieved outcomes, including:

- Number of new permanent jobs created
- Total number of individuals employed for the project duration, including number of Indigenous peoples, new Canadians, women, and young adults
- Number of training and mentorship opportunities
- Average pay scale of individuals employed for the project

Additionally, grant recipients will be expected to report on:

- What activities they did (including images or videos of activities)
- When and where the activities took place
- Who was involved
- Positive outcomes and next steps
- How the grant funding was spent
- If there were any training opportunities (workshops, webinars, conferences, mentorships, etc.) created as a result of the grant, and how many people were trained, if applicable
- Number of project participants
- Gender of participants
- Number of people who received wages or any kind of income from the grant



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- The types and number of resources (for example, books, maps, educational resources, oral history recordings, signage) created by the grant funded project
- Whether the grant supported the community's efforts to be stewards of their ICH
- The types and amount of ICH practices documented throughout the project
- Whether any ICH safeguarding measures were put in place in your community as a result of the grant
- The grant recipient's satisfaction with the grant program, Grant Portal user friendliness, staff helpfulness and knowledge and general satisfaction with FPCC
- Other types of FPCC grant programs the grant recipient would like to see offered
- And any other feedback grant recipients would like to provide for FPCC

The final report must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login.



Appendix: Sample Budget

Heritage Infrastructure Program Project

Expenses		
Expense Description (Provide detailed breakdowns for each category)	Funds Requested from FPCC	Funds from Other Sources
Construction costs (including costs of materials)		
Two smokehouse x \$1,000 each: \$2,000 Two Hot Smokers x \$500 each: \$1,000 One 12 ft x 16 ft Gazebo: \$3,000 Four Picnic Tables: \$500 each = \$2,000 Historical Trail Restoration: 4 km at \$15,000 per km = \$60,000 Interpretive signage boards = \$3,000 Materials and equipment include wood preservation treatment, tin roof, nails/stakes, propane stove, oven, fridges, stand-up freezer, sink	\$ 71,000	\$0
Environmental Review		
Internal environment review will be conducted by the nation's Land Department.	\$0	\$5,000
Archeological Review/ Assessment		
Preliminary assessment and cultural care work in the event of findings	\$6,000	\$0
Costs for Concept Planning, Feasibility Studies, Business Plans		
Team meetings, concept visioning and project design in-house	\$0	\$4,000
Equipment Leasing		
Excavator lease required for small portion of project	\$7,500	\$0



Professional Fees (Project Managers, Technical Personnel, Consultants, Contractors)		
Project coordinator: 4 months @ \$6,500 = \$26,000 Carpentry contractor: 3 months @ \$6,000 = \$18,000 Danger tree removal contractor: \$6,000 Signage designer: \$6,000	\$56,000	\$0
Salaries and Employment Costs - Up to 15% of FPCC funding request		
3 full-time temporary labourers for 3 months (140 hours per month at \$31/hour)	\$26,409	\$12,651
Insurance Costs (Related to Construction)		
Existing liability insurance and existing WCB coverage	\$0	\$0
Furniture and/or equipment essential for operation of the project		
n/a	\$0	\$0
Community Engagement Fees		
Two community surveys, one before project start and one halfway through the project to gauge engagement, success, milestones, areas to improve.	\$3,500	\$0
Communication Costs		
Media releases to share project success stories with general public.	\$500	\$0
Honoraria		
Elder honoraria (\$250/half day, 6 half days, 5 Elders)	\$7,500	\$0
Food and hospitality, up to 2% of funding requested (Describe)		
Grand Opening Event, including venue and refreshments	\$0	\$2,500
Subtotals	\$178,409	\$ 24,151
Total Costs	\$ 202,560	



Revenues (Please provide a summary of all sources of funds for the proposed project. All additional funding must be confirmed by application date)			
Summary of Funds	Confirmed	Amount	
In-Kind Contributions (Funding You Contributed to the Project)			
Nation's Land Department will cover part of the wages	Yes	\$12,651	
In-Kind Contributions (Time, resources, materials, meeting spaces, etc. that are provided for free)			
Nation's Land Department will cover the team meetings, concept visioning and project design in-house; and the Grand Opening Event, including venue and refreshments; Internal environment review will be conducted by the nation's Land Department.	Yes	\$11,500	
Provincial Funding			
N/A	N/A	\$0	
Federal Funding			
N/A	N/A	\$0	
Corporate Contributions (Sponsorship or Donation)			
N/A	N/A	\$0	
Other Grants/Funding (Non-FPCC Sources)			
N/A	N/A	\$0	
Total Revenues		\$24,151	
Budget Summary			
	Total Costs	Total Revenues	FPCC Grant Request
Totals	\$ 202,560	\$ 24,151	\$178,409