



Indigenous Cultural Heritage Infrastructure Grant GRANT GUIDELINES

To discuss your project idea or seek additional information, please contact:

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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 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.
- 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](#)



A. Program Objective

The Indigenous Cultural Heritage Infrastructure Grant (ICHIG) is part of the BC 150 Time Immemorial Grant Program sponsored by the Ministry of Municipal Affairs, BC Government. The BC 150 Time Immemorial Grant Program supports Indigenous peoples' efforts to be the rightful stewards of their cultural heritage, a fundamental principle set out in the United Nations Declaration on the Rights of Indigenous Peoples. The fund is an essential initial step towards the reparation of past acts of colonization and assimilation that deeply fractured and attempted to eradicate Indigenous cultures and histories.

B. Program Description

The ICHIG 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;
- 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

C. Timeline

- i. Applications due – **February 1, 2022**
- ii. Grants awarded – **By March 1, 2022**
- iii. Interim reports due – **By December 15, 2022**
- iv. Final report due – **By February 1, 2024**

D. Funding

Applicants can apply for between \$150,000 and \$400,000 for individual grants. Applicants are required to provide in-kind contributions for 20% of the overall project budget. In-kind contributions must not exceed 20% of the overall budget and may include monetary as well as non-monetary goods and services.

Sixty-five percent of the requested amount will be provided upfront upon application approval, and another 20% provided at the completion of an interim report/survey and



budget. The remaining 15% of the grant budget will be provided on completion of the project, a final report, and budget. Any project costs that exceed the grant amount will be the responsibility of the applicant, and all additional funding required to complete the project must be confirmed by application deadline.

E. Eligibility Criteria

E.1. Eligible Applicants

Organizations must have a mandate or focus that includes Indigenous heritage. Eligibility includes:

- B.C. First Nations band or tribal councils
- Not-for-profit societies registered in B.C. in good standing and governed by Indigenous individuals (at least 51% of directors identify as Indigenous)
- Indigenous-led museums and cultural spaces
- Urban and off-reserve organizations

E.2. 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;
- 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;

F. Expenses

F.1. 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. *The following costs are examples only:*

- Construction costs, including the cost of materials;
- Environmental reviews;
- Archaeological assessments;



- Concept planning, feasibility studies, and business plans that are phases of a larger construction project;
- Leasing of equipment related to the construction of the project;
- Fees paid to professionals, project managers; technical personnel, consultants, and contractors;
- Salaries and other employment benefits to employees, up to a maximum of 15% of the total funding requested through the ICHIG;
- 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;
- Indigenous honoraria and offerings at the FPCC standard rate

Note: Eligible expenses can comprise up to 80% of the overall project budget. The remaining 20% of the project budget must be made up of in-kind contributions. In-kind contributions must not exceed 20% of the overall budget and may include monetary as well as non-monetary goods and services.

F.2. Ineligible Expenses:

- Any goods or services costs which are received through donations or in-kind;
- Costs incurred prior to approval date and after project completion date;
- 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;
- Hospitality costs (for example food and beverages, liquor, entertainment, etc.).

G: In-Kind Contributions

An in-kind contribution can include either goods and services or money. Some examples include:

- Direct financial contribution
- Voluntary labour (for example, painting work, event set-up, clean-up work)
- Donated goods (for example, computers, kitchen equipment, rental space)
- Donated services (for example, administrative support, staff time, professional advice).



H. Application Requirements

Applications will not be reviewed unless all necessary information is provided. Applicants must submit a:

- Completed application form
- Budget
- Workplan
- Minimum of one letter of reference that indicates community support for the project
- Two letters of reference, or reference contact information, related to past projects of a similar scope
- Proof of additional confirmed funding, if applicable.

I. Application Submission

- Applications must be completed and submitted on the FPCC Grant Portal by the deadline, which can be accessed here: <https://fpcc.smartsimple.ca/>.
- We do not accept faxed or email applications.
- Applications and proposals will only be discussed with the named contact person.

APPLICATION CLOSING DATE

There will be one deadline for applications in 2022:

February 1, 2022 (11:59 PM PST)

Late proposals will be considered ineligible.

J. Adjudication Process

- Submitting a proposal does not guarantee funding;
- Applications will be reviewed for completeness and clarity;
- Decisions will be made to ensure grants are distributed to projects across the province;
- Funds available to this program are limited. Therefore, projects that demonstrate financial need will receive priority;

K. Funding Acknowledgements

- Successful applicants must acknowledge the support of the First Peoples' Cultural Council and Ministry of Municipal Affairs in all materials produced in relation to the funded project. Approved logos are available upon request.



L. Reporting Requirements

If the project is approved, the applicant will receive a contribution agreement that sets out the terms of the funding and the reporting requirements.

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 and final report, and survey with a summary of expenditures upon project completion. At completion of the grant, recipients will be required to submit a final report detailing the project's performance, and providing details of the project's 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 you did (including images or videos of your 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
- 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 your community's efforts to be stewards of your 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
- Your satisfaction with FPCC's CHSG Program, Grant Portal user friendliness, staff helpfulness and knowledge and general satisfaction with FPCC
- Other types of FPCC grant programs you would like to see offered
- And any other feedback you'd like to provide for FPCC



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The final report may be submitted up to one year after the completion of the project. This form is required to be completed electronically and submitted via the FPCC Grant Portal, which can be accessed here: <https://fpcc.smartsimple.ca/>.