



FIRST PEOPLES'
CULTURAL COUNCIL

Arts Program

Arts Infrastructure Program

2024/25

Funding Guide

Application Deadline:

July 3, 2024, at 4:30 p.m. PT

Apply on our Grant Portal: www.fpcc.ca/login

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

This program is supported through a partnership with the BC Arts Council and a donation from Margaret A. Cargill Philanthropies. It is also made possible with funding from Government of British Columbia's Ministry of Indigenous Relations and Reconciliation through the First Peoples' Cultural Foundation.



BRITISH COLUMBIA
ARTS COUNCIL



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FIRST PEOPLES'
CULTURAL FOUNDATION



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FPCC COVID-19 GUIDELINES

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.

Tcwemstwallhká'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:

- 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 GENERAL FUNDING GUIDELINES

Please see the [FPCC General Funding Guidelines](#) for information on the following:

Funding Criteria

- Eligibility
- Misrepresentation
- Ineligible Expenses
- Grant Liability, Insurance & Certification
- Criminal Record Checks

FPCC Grant Applications

- Grant Portal
- General Application Guidelines
- Reporting Requirements

Proposal Review Process, Notification of Awards and Payment of Awards

- Peer Review Committee (PRC)
- Funding Decisions and Notification
- Payment of Awards

FPCC ARTS PROGRAM

The mandate of First Peoples' Cultural Council (FPCC) is to assist B.C. First Nations in their efforts to revitalize their languages, arts, cultures and heritage.

The FPCC Arts Program supports creation, development, production, marketing, promotion and distribution of all forms of creative expression. This includes, but is not limited to, ceremonial, visual, performance, music, literary, media, sculpture, carving and weaving. The FPCC Arts Program is organized into four areas of program offerings:

- **Arts Strengthening**
 - One-on-one arts mentorships and arts group knowledge transfer.
- **Arts Infrastructure**
 - Art space construction or renovation and capacity building for B.C. First Nations arts and culture organizations and communities.
- **Individual Artists**
 - Projects and creative development. Scholarships for arts education.
- **Music Program**
 - Creation & sharing and industry professional internships, mentorships and training.

Each program area provides support for artists and arts organizations to positively impact creative sovereignty in their respective activities, knowledge transfer, training and professional development.

ARTS INFRASTRUCTURE PROGRAM

How to apply: Applications must be submitted on FPCC's Grant Portal (www.fpcc.ca/login)

Application deadline: July 3, 2024, at 4:30 p.m. PT



Funding term: Projects can take place anytime between July 3, 2024, and September 15, 2025

Final report: A final report is due one month after the project end date, no later than October 15, 2025

PROGRAM DESCRIPTION AND FUNDING INFORMATION

The FPCC Arts Infrastructure Program supports B.C. First Nations–led non-profit arts and culture organizations and societies with art space construction or renovations, artistic production projects, administrative capacity building and operational assistance.

Applicants can select **one** priority area out of the three funding options:

1. Organizations
2. Community Arts Spaces
3. Arts Administrator Internships

1. Organizations

Objective: This priority area supports B.C. First Nations communities and organizations with artistic production, administrative capacity building and operational assistance.

Grant amount: up to \$50,000

Applicants can choose **one** of the following options:

- Apply for *only* **artistic production** up to \$25,000.
- Apply for *only* **administrative capacity** building up to \$25,000.
- Apply for *only* **operational assistance** up to \$25,000.
- Apply for *combined* **artistic production** and **administrative capacity building** up to \$50,000.
- Apply for *combined* **artistic production** and **operational assistance** up to \$50,000.

Activities Examples

Artistic production:

- Hosting arts workshops for the community
- Creation of a mural
- Artist residencies and collaborations

Administrative capacity building: (please note that administrative capacity building is typically achieved before operational costs can be considered)

- Adding more staff to respond to growth in the organization.
- Hiring a contractor for strategic planning for the growth of the organization.
- Staff training, mentoring and/or building a sustainable operational base.

Operational costs:

- Current wages and salaries.
- Building maintenance expenses.
- Electricity, gas, space repairs, landscaping.
- Rent or mortgage costs.



2. Community Arts Spaces

Objective: This priority area supports B.C. First Nations communities and organizations with the development and enhancement of community arts and culture spaces. This can include renovations to an existing structure or new construction that supports community accessibility to arts spaces. All spaces must be community focused and available for community use.

Grant amount: up to \$75,000

Activities Examples

- Renovations/improvements to an existing building/structure, such as carving sheds or cultural spaces. Examples: fixing drywall, painting, roof repair, plumbing costs
- Construction of a rehearsal space (for creative expressions such as singing, drumming, dance, theatre and others)
- Construction of a permanent designated space to create art, such as weaving, drawing, painting, and other creative expressions

3. Arts Administrator Internships

Objective: This priority area supports the transfer of knowledge to develop skills and increase capacity for arts administrators in a museum or arts setting.

Grant amount: up to \$40,000

Projects may be structured to support development of an intern in one of two ways:

- An individual can arrange an internship placement with an arts and culture organization that will provide qualified and specific arts administration mentorship, **OR**
- An individual can arrange a structured relationship with a qualified arts administrator mentor(s) who will provide specific **arts administration mentorship**, at a distance and through organized visits, while the intern is working with an existing community-based organization.

For **arts production mentorships**, please apply to the Arts Strengthening Program.

As part of the application process, interns and their mentor must define the structure and content for the internship and develop a learning plan that is relevant to the interests and practical needs of participants. Plans must centre B.C. First Nations voices and describe lasting benefits to the intern, community artists and the infrastructure that supports those artists. Activities related to community-based arts and culture administration are a priority.

Activities Examples

- Organizing workshops, events and other arts activities
- Community-based research and planning
- Community outreach and network building
- Support, documentation and promotion of local artists
- Community cultural coordination or arts and culture facilitation
- Curatorial practice in a gallery or museum

Please note:



- Applications must be collaboratively prepared by interns, their mentor and the supporting host organization.
- Host organizations must contribute to the proposed internship costs (which can include workspace, administrative fees, organizational costs, etc.). The host must cover any mandatory employment related costs associated with the internship. In addition to office space, internship hosts are expected to provide technical facilities and support.

PROGRAM ELIGIBILITY CRITERIA

Eligible Applicants

- B.C. First Nations bands or tribal councils
- Not-for-profit societies registered in B.C. in good standing and governed by B.C. First Nations individuals (at least 75% of directors identify as B.C. First Nations)
- B.C. First Nations–led museums and cultural spaces (at least 75% of directors identify as B.C. First Nations)
- Urban and off-reserve B.C. First Nations-led organizations (at least 75% of directors identify as B.C. First Nations)
- B.C. First Nations schools or 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)

In addition to the above criteria, eligible applicants must:

- Have previous experience or a creative mandate that demonstrates a commitment to their practice.
- Demonstrate the support of recognized artists, creatives and cultural or community leaders within B.C. First Nations communities they are connected to and that the project affects.
- Submit only one application as an applicant to the Arts Program per deadline.

FPCC is a First Nations-led organization with unique expertise in B.C. First Nations languages, arts and heritage. There is an urgent need to support the revitalization of First Nations arts practices in B.C. With the growing number of requests for funding, the FPCC Arts Program is focused on providing support for the artforms that come from this land.

Our work is founded in the fundamental belief that First Nations are the rightful stewards of their cultural knowledge and arts practices, and are best equipped to lead this important work of protecting, sharing and revitalizing B.C. First Nations Arts practices on these lands.

FPCC respects the rights of all First Nations to deliver services to their communities. To align with this, FPCC funding guidelines require that at least 75% of an organization's board members/directors be individuals from B.C. or are members of a B.C. First Nation.

We are supportive of artists being successful no matter where they are from. If you are not eligible for funding from FPCC, there are other funding options available. Here is a link to information on other arts funding sources and organizations: <https://fpcc.ca/resource/arts-funding-sources/>

If you have questions about your eligibility, please contact aip@fpcc.ca.



If you have questions about registering your organization as a society, please see [this resource](#) with information on how to form a society in B.C. (Please note: This document is for reference only, FPCC is not able to provide advice on setting up a society.)

Ineligible Applicants

- Individuals cannot be the project lead for more than one application to the FPCC Arts Program for the same deadline, but they may be involved in more than one project if they are in a different role.
- Individuals with an active FPCC Arts Program grant.
- For a full list of ineligible applicants, please refer to the [General Funding Guidelines](#).

Collaboration Is Encouraged

FPCC strongly encourages collaboration. Only one 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.

EXPENSES

Eligible Expenses

- Salaries and wages – must be project specific and explained clearly in budget description.
- Elder and/or Knowledge Holder consultation fees, include names and explain clearly in budget description.
- Fees and honoraria for collaboration with other artists, mentors and/or elders – explained clearly in budget description.
- Equipment required for the project (with strong justification in project description, up to 20% of the total funding request).
- Childcare expenses for activities directly related to the project.
- Materials and supplies.
- Travel, accommodation and transportation.
- Space rentals.
- Promotion/advertising.
- Administration costs (up to 15% of the total funding request).
- Research and training.

For Organizations applying for operational costs – the following expenses are also eligible:

- Rent or mortgage costs.
- Utility services.
- Building maintenance.

For Community Arts Spaces projects – the following expenses are also eligible:

- Construction costs, including the cost of materials.
- Contractor fees and consultant costs (up to 30% of the total funding request). Funding recipients must show they have made best efforts to hire a B.C. First Nations contractor or provide justification for why a non-B.C. First Nations contractor was hired. B.C. First



Nations contractors/consultants will be prioritized. **A written quote must be provided with the grant application for contractor costs budgeted over \$1,000.**

- 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.
- Insurance related to construction.
- Utility, electrical and other set-up connection services to the site.

NOTE: Lump sums must be broken down and clearly explained in budget descriptions.

Ineligible Expenses

- Expenses not directly related to the project.
- Expenses that take place before the Arts Infrastructure Program application deadline.
- Business development costs (including, but not limited to, printing business cards, mass production of items such as t-shirts, logo design).
- For a full list of ineligible expenses, please refer to the [General Funding Guidelines](#).

If you are not sure if an expense is eligible, feel welcome to contact Arts Program staff:
aip@fpcc.ca

APPLICATION REQUIREMENTS

Applications must be submitted through FPCC's online [Grant Portal](#) and include:

- **A completed application form.**
- **The name of the key contact person.** This individual must meet the eligibility criteria. The key contact person will be held responsible for the application and subsequent reporting.
- **Your B.C. First Nations identity.** Describe your lived experience, your relationship of belonging to the B.C. First Nations community you have identified with. Describe your history, connection, ancestry and ways that you hope to shift any disconnections that may exist.
- **Applicant history.** Supply a description of the applicant organization, artistic mandate and plans.
- **Project Team Worksheet.** Fill out the FPCC Project Team Worksheet provided in the Grant Portal with details of your project team and outline each person's role in the project. For KEY participants, upload a resumé, bio or description of their creative background. If applicable, provide a list of previous sound recording projects (for KEY participants only).
- **Project description.** Describe the project for which funds are being requested. Explain your project (who, what, when, where and how). Describe why it is important that you undertake your proposed project now. Include the following in your description:
 - A community engagement plan describing the community you have engaged or will engage with, including any B.C. First Nations governments, band councils or B.C. First Nations not-for-profit organizations
 - A clear description of how this project is respectful of B.C. First Nations cultural protocols, traditions and Indigenous law



- **Workplan.** Please complete the detailed workplan provided in the Grant Portal, including the key activities of your project, what the outcomes will be, when they will happen and who will lead them. Include your project start and end dates.
- **A balanced budget.** Fill in the table provided with descriptions of your anticipated expenses and, if applicable, funding you will receive from other sources. Please include as much detail as possible. For example, list the items and amounts that make up large sums.
- **Two *current* letters of support for the applicant and proposed project.** If a mentor is involved, a letter from the mentor will be required as one of the two letters. Letters of support can be from a collaborator, a community member, a Knowledge Holder or anyone else you feel can speak to your creative goals. The letter should be specific to this application. **All letters of support must be signed and dated. Signatures may be typed, handwritten or scanned. Please include:**
 - The name and contact information of the writer and a bit about what they do
 - How they know you in the context of your project, in a sentence or two
 - A description of their support for your proposed project, in a sentence or two
- **The most recent annual financial statements.**
- **If applying for artistic production,** samples of previous, related work from the applicant artist(s) and mentor(s).
 - Be selective with samples of work and include a maximum of 5 images in jpg format; 5 minutes of select video or audio recordings in mp3, mp4, or mov format; or 3 pages of writing in doc or pdf format.
- **A numbered list clearly identifying and describing the samples.**
 - The numbered list should correspond with the numbers or names of your image/video/text files and include information such as date, title, materials, size and collaborators. In the case of collaborations and group performances, please identify the roles of participating artists in the work.
- **If applying for an Arts Administrator Internship,** include a statement of learning goals from the intern in their own words.
- **If applying for a Community Arts Spaces project,** a written quote must be provided with the grant application for contractor costs budgeted over \$1,000.

BEFORE YOU APPLY

- Applicants are advised to first read through the [FPCC General Funding Guidelines](#), Arts Infrastructure Program Guidelines and application form. We encourage you to discuss your project with Arts Program staff (arrange this discussion by emailing aip@fpcc.ca). Applicants are encouraged to reach out well before the deadline and submitting your proposal.
- Project start dates must not fall before the deadline: **July 3, 2024.**
- Project end dates must fall on or before **September 15, 2025.**
- A final report is due one month after the project end date, no later than **October 15, 2025.**
- If approved, payments will be made in two installments: 80% of funding upon approval and receipt of a signed funding agreement and 20% of funding upon completion of the project and the approval of a final report with budget.



- **Please note:** You are welcome to complete the Final Report earlier than the October 15th deadline (even if your project is not yet complete). The final instalment will be released upon approval of the Final Report. Please report on the **full amount** of the grant in your Final Report.
- Under normal circumstances, proposals will only be discussed with the person named as the “applicant” or “primary contact person”. Arrangements to speak with another person must be requested in writing.

APPLICATION DEADLINE

July 3, 2024, at 4:30 p.m. PT - Late proposals will be ineligible.

PROGRAM CONTACT

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

Arts Program Coordinator, Nikki Rohani

Email: aip@fpcc.ca

General office phone: (250) 652-5952

Please note that the Arts Program is run by a team of program staff and the aip@fpcc.ca address is monitored by multiple team members.