



Cultural Heritage Stewardship 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 Cultural Heritage Stewardship Grant (CHSG) 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.

CHSG is a mentorship program that will provide funds for training and support for Indigenous people to act as stewards of and experts on their heritage. Participants will work with Elders and Knowledge Keepers to learn about traditional and contemporary methods for identifying, documenting, preserving, and managing ICH sites, landscapes, objects, and intangible heritage.

B. Program Description

Indigenous Peoples are the rightful stewards of their cultural heritage, and work on Indigenous cultural heritage (ICH) should be led by Indigenous people, address the needs and priorities of Indigenous communities, and be undertaken with an Indigenous approach rather than according to colonial timelines or values. Indigenous communities have experienced substantial loss and impacts to their cultures and traditions. Opportunities for Elders and Knowledge Keepers to transfer their knowledge to youth, young adults, and community members are urgently needed to build capacity for managing ICH within communities and to promote Indigenous-led approaches in the cultural heritage sector.

The CHSG program will support projects with a strong focus on mentorship, education, training and/or intergenerational learning and knowledge transfer. Transfer of knowledge between Elders and Knowledge Keepers to youth, young adults, and other community members is key. Working with Elders and Knowledge Keepers, the participant outcomes will include:

- Identification and documentation of ICH sites, landscapes, objects, stories, songs, place names and knowledge systems
- Increased capacity to manage ICH at the community level through the learning of tangible and intangible cultural heritage management skills
- Gained knowledge and experience that will assist with training and/or employment opportunities in the cultural heritage sector, such as achieving an archaeology degree, or working with museums and museum studies programs, etc.



- Development of tools and materials to support the identification, documentation and sharing of knowledge systems between generations

The CHSG Program will provide support for projects initiated and directed by Indigenous organizations who have demonstrated commitment to their cultural heritage practices. Indigenous cultural heritage practices may include ideas, experiences, worldviews, objects, forms of expression, practices, knowledge, spirituality, kinship ties, places and land valued by Indigenous Peoples.

C. Timeline

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

D. Examples of Eligible Projects

The following are examples of the kinds of projects eligible for funding under this grant. These examples are not the only project types that might qualify; please contact FPCC if you have an idea you feel may fit within the Program Objectives described above but is not listed among these examples.

a) Identification and documentation projects

- Interview Elders and Knowledge Keepers to identify and document ICH sites, landscapes, objects, stories, songs and traditions within your community or traditional territory
- Conduct site visits with Elders and Knowledge Keepers to map ICH sites and landscapes and learn about the stories, songs, and traditions associated with them
- Document practices for safeguarding/managing ICH sites, landscapes, and objects.
- Document protocols for accessing or sharing stories, songs and traditions
- Conduct research on institutions holding ICH objects

b) Preservation projects

- Identify cultural heritage sites and landscapes at risk, create an inventory and develop a plan for preserving and protecting them
- Implement an existing plan to preserve/protect an ICH site, landscape, or object

c) Caretaking (management) projects

- Establish a mentorship program where youth and young adults are trained by Elders and Knowledge Keepers to take care of cultural heritage



- Design and deliver educational programs that teach students traditional ways of knowing, taking care of, and/or using and accessing cultural heritage in a responsible and sustainable manner
- Conduct community research to develop guidelines and protocols for managing cultural heritage
- Research traditional names/words for ICH sites, landscapes, and objects to learn how to take care of those types of ICH

Please note that all projects must have a strong focus on mentorship, education, training and/or intergenerational learning and knowledge transfer. Transfer of knowledge between Elders and Knowledge Keepers to youth, young adults, and other community members is key.

E. Funding

Funding through the CHSG Program is \$10,001 to \$25,000. For projects requiring funding of \$10,000 or less, please refer to the guidelines and application for the FPCC Indigenous Cultural Heritage Micro-Grants program here:

<https://fpcc.ca/program/indigenous-cultural-heritage-micro-grant/>

Applicants may seek funding from the FPCC language and/or art grant programs in addition to the CHSG Program, but the costs must not be duplicated.

For successful applicants, funding will be distributed in 2 phases (80% at the start of the project and 20% upon receipt of a satisfactory final report).

F. Eligibility Criteria

To be eligible for a CHSG Program grant, organizations must have a mandate or a focus which includes Indigenous heritage and be:

- a B.C. First Nation band or tribal council or hereditary chiefs' council; OR
- a not-for-profit registered in B.C. in good standing and governed by Indigenous individuals (at least 51% of Directors identify as Indigenous); OR
- a First Nation school or adult education centre operating in B.C.; OR
- A collective of three or more Indigenous people, from a First Nation(s) in B.C., with a mandate to revitalize Indigenous arts, cultural heritage and language.

Additionally, applicants must:

- Demonstrate how their project meets the stated Program Objectives; AND
- Demonstrate how the CHSG Program will support emergent activities on a one-time basis; AND
- Submit a signed application (only one application per organization) with a realistic, balanced budget which demonstrates financial need and an achievable project timeline; AND
- Have completed all reporting for any previous projects funded by FPCC; AND



- i. Ensure all FPCC COVID-19 Program Guidelines are met (please refer to the green box at the beginning of these guidelines).

Projects that are part of a larger or on-going initiative may be eligible for funding through this program. However, the aspect of the project funded through the CHSG Program must be a stand-alone piece with its own budget and outcomes that can be reported on according to the deadlines described in these guidelines.

Please contact FPCC if you have questions about the eligibility of your project or organization.

G. Eligible Expenses

- Travel and accommodation for project participants to attend project events or meetings, visit a community, or undertake research outside their community
- Meeting/event space rental
- Food and hospitality
- Honoraria for Elders, facilitators, and others (up to 60% of total project budget) using FPCC suggested rates of \$100 to \$200 for half a day; and \$200 to \$300 for a full day. Honorarium rates outside these ranges must be covered by the applicant.
- Materials and supplies
- Software needed to achieve the project's objectives
- Equipment purchases/rentals, including computers and recording devices, up to \$5,000
- Printing costs for promotional or educational materials
- Salaries and wages related to the execution of the project
- Contractors may be hired if a project requires special skills. Contractor costs may not go over 50% of the overall project budget. Funding recipients must show they have made best efforts to hire an Indigenous contractor or provide justification for why a non-Indigenous contractor was hired. Indigenous contractors will be prioritized. A written estimate must be provided with the grant application for contractor costs budgeted over \$1000.
- Administration expenses (maximum 10%)
- Other expenses may be eligible; please contact FPCC if you have any questions.

H. Ineligible Expenses

- Equipment costs over \$5,000
- Contractor fees over 50% of the total project budget
- Honoraria over 60% of the total project budget



- Administration expenses over 10% of requested funding
- For-profit business development costs
- Capital purchases such as vehicles or costs associated with building or land improvement or acquisition
- Expenses related to pre-existing community celebrations or anniversaries
- Expenses cover under other funding programs

I. Application Requirements

To be considered for the CHSG Program, FPCC requires the following:

- i. A clear project description with objectives, activities, participants, and location
- ii. Project timeline
- iii. A balanced project budget with revenues (including in-kind and other funding) and expenses (including volunteer/in-kind time)
- iv. Explanation of how your project meets the Program Objectives
- v. Explanation of how you are addressing protocols for working with Elders or with the land, where required
- vi. Description of COVID-19 related health and safety precautions that will be taken through the duration of the project to keep Elders, Knowledge Keepers and communities safe, as directed by FPCC Program Guidelines (please refer to the green box at the beginning of these guidelines).
- vii. Brief description of organization's background and mandate
- viii. Financial statements, if a registered organization
- ix. A minimum of one letter of support from key project partner or participant.
- x. If needed, written estimates for contract fees exceeding \$1000

J. Application Submission

- Applications must be submitted via the FPCC Grant Portal, which can be accessed here: <https://fpcc.smartsimple.ca/>. Supporting documentation must be emailed to **paulina@fpcc.ca**.
- Under normal circumstances, proposals will only be discussed with the named contact person.

APPLICATION CLOSING DATE

There will be one deadline for applications in 2022:

February 15, 2022

Late proposals will be considered ineligible.



K. Adjudication Process

- a. Submitting a proposal does not guarantee funding.
- b. Applications will be reviewed for completeness and clarity.
- c. Funds available to this program are limited, therefore, projects that demonstrate financial need will receive priority.
- d. A Peer Review Committee (PRC) will review and assess eligible proposals according to the program objectives listed above, the feasibility of the timeline and budget presented.
- e. Please do not contact staff regarding the status of your application. All applicants will be advised of jury decisions approximately 4 weeks after the application deadline.
- f. FPCC reserves the right to require confirmation of other sources of funding prior to releasing funds, to request access to financial records related to the project and to require receipts for expenses incurred by the project

L. 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.

M. Reporting Requirements

- Interim reports are due by **December 15, 2022**. These will be submitted on FPCC's Grant Portal, which can be accessed here: <https://fpcc.smartsimple.ca/>.
- Final reports are due on **January 15, 2024**. These will also be submitted on FPCC's Grant Portal.
- For your interim and final reporting, you 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