



FIRST PEOPLES'
CULTURAL COUNCIL



Arts Infrastructure Program

2025 - 2026 Funding Guide

Application Deadline:
March 19, 2025 at 4:30 p.m. PT.

[Apply on our Grant Portal](#)

Please read this Funding Guide before you apply to the Arts Infrastructure Program. The information contained here will guide you through the application process.

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.



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Note:

This document is optimized for accessibility purposes

How To Use The PDF Audio Reader?

To use an audio reader for a PDF on a PC, open the PDF in Adobe Acrobat Reader, navigate to the “View” menu, and select “Read Out Loud” to activate the text-to-speech feature, allowing the document to be read aloud to you; you can choose to read the entire document or just the current page depending on your preference.

Key steps:

- **Open the PDF:** Open your PDF file in Adobe Acrobat Reader.
- **Access the “Read Out Loud” option:** Go to the “View” menu at the top.
- **Activate Read Out Loud:** Select “Read Out Loud” and choose whether to read the entire document or just the current page.

Table of Contents

A Note On Health And Wellness

FPCC General Funding Guidelines

FPCC Arts Program

Arts Infrastructure Program

Planning for your Application

Program Description And Funding Information

Organizations

Community Arts Spaces

Arts Administrator Internships

Program Eligibility Criteria

Eligible Applicants

Eligibility Documentation

Ineligible Applicants

Collaboration Is Encouraged

Expenses

Eligible Expenses

Ineligible Expenses

Application Requirements

Before You Apply

Application Deadline

Program Contact

A Note On Health And Wellness

Tcwemstwallhkálap? ("you folks take care of one another" in Ucwalmícwts).

The health and safety of everyone involved in FPCC programs, especially Elders and those with health concerns, is of the utmost importance to us. As you plan your project, please take extra care during cold and flu season to minimize the spread of illness.

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.

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 submitted on [FPCC's Grant Portal](#)

Application deadline: March 19th, 2025, at 4:30 p.m. PT

Funding term: Projects can take place anytime between March 19th, 2025, and March 19th, 2026.

Final report: Due one month after the project end date, no later than April 19th, 2026.

Planning for your Application

FPCC Arts applications take time to complete, and we recommend starting as early as possible. Significant reading and writing are required throughout the application process along with seeking support letters. It is recommended to allow yourself up to a month to work through all portions of the application.

In addition, applications are completed on FPCC's [Grant Portal](#) which is technology based and functions best when used on a laptop or desktop computer. For applicants that require assistance with technology, we recommend having a friend, family member or someone they trust to assist them with completing and submitting the application.

Please reach out to Arts Program staff if you have any questions about the application process, would like to discuss project planning and/or if you need support in completing your application.

The deadline for one-on-one support is March 5th, 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

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

Examples include:

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
-

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

Examples include:

- 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

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.

Examples include:

- Organizing workshops, events and other arts activities
 - Community-based research and planning
 - Community outreach and network building
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- 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

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 who are members of or have ancestral connections to 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.)

Eligible Applicants

Who is eligible to apply?

The FPCC Arts Infrastructure 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 recognized B.C. First Nations as they are the rightful stewards of their cultural knowledge and arts practices and are best equipped to lead the important work of protecting, sharing and revitalizing B.C. First Nations arts practices on their lands.

Recognized [B.C. First Nations](#) and B.C.-based First Nations organizations that have a mandate or focus that includes First Nations' arts and culture. Eligible applicants include:

- Recognized B.C. First Nations bands or Tribal Councils¹
- Not-for-profit societies registered in B.C. in good standing and governed by B.C. First Nations individuals where at least 75% of directors are from recognized B.C. First Nations
- B.C. First Nations-led museums and cultural spaces where at least 75% of directors are from recognized B.C. First Nations
- Urban and off-reserve B.C. First Nations-led organizations where at least 75% of directors are from recognized B.C. First Nations
- B.C. First Nations schools or adult education centres operating in B.C. on First Nations lands.² Please note that applications from First Nations schools that serve one community must be submitted through their respective Nation or 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

Eligibility Documentation

What kind of documentation is needed to confirm eligibility?

FPCC is committed to accountability and transparency in the delivery of funding to B.C. First Nations, as expressed in our mandate and vision.

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 may be asked to provide:

- Documentation confirming their legal name, and a list of the organization's current Board of Directors and/or governance structure
- Their certificate of good standing; certificate of registration; a copy of the organization's bylaws and constitution
- Proof of insurance
- 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 a letter of support from a Chief or Council member OR a letter of support from an established B.C. First Nations-led organization that is currently an FPCC grant recipient

¹ For a list of recognized B.C. First Nations, please see [here](#)

² FPCC is unable to fund K-12 classroom activities or post-secondary accredited courses or tuition

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.

Ineligible Applicants

Who is not eligible to apply for this grant?

- Individuals and family groups
- Organizations or societies where less than 75% of Board members are members of a recognized B.C. First Nation
- Collectives or non-registered groups (this grant only accepts registered societies)
- 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
- Organizations with an active FPCC Arts Program grant
- Government organizations, including municipalities
- Universities, colleges and non-B.C. First Nations schools
- Private clubs, groups and organizations with exclusive memberships
- Religious organizations
- Corporations
- 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

Collaboration Is Encouraged

FPCC strongly encourages collaboration. Only one program per band office, tribal council or society/organization will be eligible for funding in the Arts Program. If more than one application from the same band office, tribal council or society/organization is submitted to the Arts Program, FPCC Arts staff will contact the applicants to determine which application will move forward for consideration. 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
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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: In the Budget Worksheet description boxes, list the items and amounts that make up total sums to demonstrate how you arrived at the number you are entering. For example, when listing wages, note how many hours or days and how much per hour or day. This kind of detail helps the Peer Review Committee understand the formula used to come to the total amounts requested.

Ineligible Expenses

- Expenses not directly related to the project
- Expenses that take place before the Arts Infrastructure Program application deadline.
- Business development costs, for example; business start-up costs, point of sale systems/websites, building a brand, business logo design, production of items intended for sale such as t-shirts or vinyl records
- 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:**
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- 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: **March 19, 2025.**
 - Project end dates must fall on or before **March 19, 2026.**
 - A final report is due one month after the project end date, no later than **April 19, 2026.**
 - 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 April 19th 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.
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Application Deadline

March 19, 2025, 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.
