



FIRST PEOPLES'
CULTURAL COUNCIL
Arts Program

Arts Infrastructure Program

2023/24

Funding Guide

Application Deadline:

September 15, 2023, 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](#).



INTRODUCTION

The First Peoples' Cultural Council (FPCC) Arts Program is one of three program areas (i.e., Arts, Language and Heritage) at FPCC. It provides financial support to B.C. First Nations, First Nations, Métis and Inuit creatives, with priority given to projects intended for revitalization of the arts, languages, cultures and heritage of B.C. First Nations.

The 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 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 First Nations arts and culture organizations and communities
- **Individual Artists**
 - Scholarships, projects and creative development
- **Music Program**
 - Creation and sharing and industry professionals

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: September 15, 2023, at 4:30 p.m. PT

Funding term: Projects can take place anytime between September 16, 2023, and December 31, 2024.

Final report: A final report is due one month after the project end date, no later than January 31, 2025.

PROGRAM DESCRIPTION AND FUNDING INFORMATION

The Arts Infrastructure Program supports B.C. First Nations, First Nations, Métis and Inuit community organizations and 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.

First Nations–led organizations can select **one** priority area of three funding options:

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



1. Organizations

Objective: This priority area supports B.C. First Nations, First Nations, Métis and Inuit 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, First Nations, Métis and Inuit 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 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.



FUNDING TERM

The funding term for the Arts Infrastructure Program is as follows:

- Projects can take place anytime between September 16, 2023, and December 31, 2024.
- Projects must be completed by December 31, 2024.
- A final report is due one month after the project end date, no later than January 31, 2025.

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 First Nations)
- Urban and off-reserve B.C. First Nations, First Nations, Métis and Inuit led organizations (at least 75% of directors identify as 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)
- Have previous experience or a creative mandate that demonstrates a commitment to their practice
- Demonstrate the support of recognized artists or creatives and cultural or community leaders within First Nations communities they are connected to and that the project affects
- Submit only one application per deadline

Ineligible Applicants

- Collectives (the program only accepts registered societies, see above)
- For-profit organizations and businesses, entities, individuals and commercial ventures
- Previous grant recipients who are in default of the grant reporting requirements. These applicants are ineligible until all required documentation is complete.
- Government organizations, including municipalities
- Individuals with funding for the same project through BC Arts Council
- Universities, colleges and non–First Nations schools
- Religious organizations
- Corporations

New Applicants

FPCC is committed to demonstrating accountability and transparency in our processes and within the delivery of funding. We also have accountability and reciprocity to B.C. First Nations communities as expressed in our mandate and vision. We welcome applications from organizations that have not previously received funding from FPCC, provided you meet the preliminary eligibility for funding.

If you are a new applicant and your project is approved for funding, we will contact you to request additional information. This information will help us better understand your organization,



its mandate and how it operates so we can support you through the funding process. This information must be provided before a funding agreement can be issued.

Supporting Documentation: (to be provided upon project approval)

- New applicants (societies and organizations other than First Nations governments) will be asked to provide documentation confirming their legal name and a list of the organization's current Board of Directors and/or governance structure.
- Additionally, registered societies may be asked to provide their certificate of registration, a copy of the organization's bylaws and constitution, and proof of insurance.
- All new applicants will be asked to provide proof of support from a B.C. First Nation in the territory where the project is proposed. 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 First Nations organization that has a designated mandate from a B.C. First Nation, such as a tribal council, treaty council or designated services society.

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
- Elder and/or Knowledge Holder consultation fees
- Honoraria
- Equipment costs (up to 20% of the total funding request)
- 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 First Nations, Métis or Inuit



contractor or provide justification for why a non–First Nations contractor was hired. 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

Ineligible Expenses

- Expenses that take place before the project begins
- Accumulated deficits, annual operating losses or debt
- In-school accredited K–12 programs, including First Nations and non–First Nations or public programs as well as curriculum development for such programs
- Projects related to post-secondary education
- Capital and business development costs
- Activities or gatherings not related to the project
- Activities that do not comply with current provincial COVID-19 guidelines
- Legal fees

APPLICATION REQUIREMENTS

Applications must be submitted through FPCC's online Grant Portal and include:

- **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 First Nations identity.** Describe your relationship of belonging to the community you are claiming identity with. Include any history, connection and ancestry. If any disconnections exist, describes ways that you hope to shift them.
- **Applicant history.** Supply a description of the applicant organization, artistic mandate and plans. Include key participants' resumes, biographies or creative background, including artistic, educational and career accomplishments.
- **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 First Nations governments, band councils or First Nations not-for-profit organizations
 - A clear description of how this project is respectful of 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** and 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
- **Incorporation documents and the most recent annual financial statements.**
- **If applicable**, existing organizational development planning documents (e.g., marketing or fundraising plans).
- **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.

GRANT LIABILITY, INSURANCE AND CERTIFICATION

For projects with a hazard of potential personal injury or bodily harm due to high-risk activities, please provide FPCC with proof of the following:

- Comprehensive insurance for at least \$2,000,000
- Adequate certification and licensing if operating a motorcycle, large truck or bus, trailer, snowmobile, boat or other equipment
- Valid driver's licence(s) of operators of a motorcycle, large truck or bus, trailer or boat
- Necessary WorkSafe BC (WSBC) compliance documents, including, before starting work on certain types of construction projects (e.g., a project over \$100,000), submission of a Notice of Project to WSBC
- Any other information reasonably requested by FPCC related to safety and/or liability issues

Probable high-risk project activities may include, but are not limited to, using ATVs, horses, trailers, boats, helicopters or heavy equipment, or activities that involve camping in remote



areas, excavation, scaffolding and ladders, or construction. If you are unsure if your project is high risk, please contact the assigned funding program staff person.

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

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. This documentation should be available to FPCC if requested.

FPCC will not consider projects with a high risk of personal injury or bodily harm.

HOW TO APPLY

- Applicants are advised to first read the 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.
- Applications must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login. If you do not have access to the internet, or where accessibility is concerned, please contact Arts Program staff for this grant stream.
- The FPCC Grant Portal allows you to work on and save your draft application. Give yourself plenty of time to write your application prior to the deadline.
- Under normal circumstances, applications will only be discussed with the person named as the "applicant" or "primary contact person." Arrangements for FPCC to speak with another person must be requested in writing.
- Applications will not be accepted after the deadline.

PEER REVIEW PROCESS

- Applications submitted by the deadline will be reviewed for completeness by Arts Program staff.
- A Peer Review Committee (PRC) will review all applications and make recommendations. The PRC is a group of respected artists and/or administrators who hold specialized knowledge and expertise in the artistic practices represented in the applications. The PRC carefully reviews the applications alongside program guidelines to ground the review process in the program mandate.
- FPCC reserves the right to require confirmation of other sources of funding prior to releasing funds, to request access to financial records of the project and to require receipts for expenses incurred by the project.
- Funding decisions of the FPCC are final.

NOTIFICATION OF AWARDS

- Applicants will be notified of the results of the application review approximately 12 weeks after the application deadline. Please do not contact staff about your application status during this time.



- Notification will be sent by email to the contact provided in the online application. If you do not receive the notification within this timeline, please check your junk mail folder in case the email has gone there.
- Where possible, we ask successful applicants to acknowledge the support of the FPCC Arts Program on materials produced in relation to the funded project. Logos are available [on our website](#).

PAYMENT OF AWARDS

- Successful applicants will be required to complete a funding agreement through the Grant Portal before receiving funds.
- Payments will be made in two installments: 80% of funding upon receipt and approval of a signed funding agreement and 20% of funding upon completion of the project and approval of a final report.
- FPCC strives to deliver funds as quickly as possible, but this may be delayed by various factors.
- Grants are taxable income and must be reported as such.

REPORTING REQUIREMENTS

- Successful applicants must submit a final report through the Grant Portal one month after completion of the project and no later than January 31, 2025.
- We suggest that recipients begin working on reporting prior to the project completion and submit as soon as the project is complete – do not wait for the January 31 deadline.

APPLICATION DEADLINE

- September 15, 2023, 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.