



**FIRST PEOPLES'**  
CULTURAL COUNCIL  
Arts Program

## **Music 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](http://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 by Creative BC and the Province of British Columbia.



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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.

Tcwemstwalhka'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 Arts 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 and 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 & 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.

## **MUSIC PROGRAM**

**Who is eligible to apply?** B.C. First Nations, First Nations, Métis and Inuit individuals residing in B.C.

**How to apply:** Applications must be submitted on FPCC's Grant Portal ([www.fpcc.ca/login](http://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 DESCRIPTIONS AND FUNDING INFORMATION**

The Music Program supports the development of music creatives and professionals residing in B.C. through grants and training programs.

The Music Program supports activities that can lead to professional development opportunities, cultural knowledge transfer and community well-being.

This funding offers support in three priority areas:



## 1. Creation & Sharing

**Objective:** Supporting artists in music creation, performance, recording, touring and promotion

**Grant amount: up to \$20,000**

## 2. Recording Engineers – Mentorship

**Objective:** Supporting emerging recording engineers who are operating an independent recording studio **OR** emerging recording engineers who have graduated from a recognized professional recording school or who have a minimum of one year experience in a recording studio. This priority area is to broaden knowledge, skills, networking and business opportunities within the B.C. music industry through mentorships based on direct participation in recording projects. Applicants may apply for up to 50% of their total grant request (to a maximum of \$15,000) for recording equipment and software enhancements.

**Grant amount: up to \$30,000**

## 3. Industry Professionals – Mentorship or Internship

**Objective:** Supporting emerging music industry professionals in the roles of administrator, agent, promoter, manager, event organizer or presenter. This priority area includes short-term mentorship or internship opportunities that will position applicants to gain experience, skills and knowledge.

**Grant amounts: up to \$20,000**

## FUNDING TERM

- 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, First Nations, Métis and Inuit individuals residing in B.C.
- **19 years of age or older**
- Have been a resident of B.C. for at least one year. If there is a question about whether you live in B.C., you may be asked to provide documentation. Proof of residency can include a valid B.C. services card, a valid B.C. driver's licence or evidence of income taxes paid in the previous year as a B.C. resident.
- Have previous experience or a creative mandate that demonstrates a commitment to your creative practice
- Demonstrate support of the project by recognized artists and creatives or cultural or community leaders within First Nations communities you are connected to



- Submit only one application to the Arts Program per deadline

### **Ineligible Applicants**

- Individuals who are not B.C. First Nation, First Nation, Métis or Inuit
- Previous grant recipients who are in default of the grant reporting requirements. These applicants are ineligible until all required documentation is complete.
- Individuals cannot be the primary contact or 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.

## **EXPENSES**

### **Eligible Expenses**

- Salaries and wages
- Artist (applicant) short-term living expenses (for the duration of the project only)
- Fees for collaboration with other artists or mentors
- Elder and/or Knowledge Holder consultation fees
- Honoraria
- Travel and accommodation expenses
- Expenses related to sound recording, such as studio rentals, gear rentals, producer fees, mixing and mastering
- Administrative expenses directly related to the project activities (up to 10% of total funded project)
- Equipment required for the project (with strong justification in project description, up to 20% of total funded project)
- Childcare expenses for studio days or other activities directly related to the project
- Rental of space and equipment required for project
- Mentor program costs
- Expenses related directly to project activities
- **For Creating & Sharing:** Expenses related to marketing and promotion, such as photography, digital media, websites, bio writing, publicity, video, social media marketing or radio promotion (up to \$4,000)
- **For Recording Engineer Mentorships:** Up to 50% (maximum \$15,000) of the requested grant amount to enhance or upgrade studio equipment and software. All new equipment and software purchased by the applicant belongs to the applicant (the person receiving the mentorship).
- **For Music Industry Professionals:** Applicant stipend to a maximum of \$2,500 per month for a full-time program
- **For Music Industry Professionals:** Equipment purchase (camera, video camera, laptop, etc.) to a maximum of 25% of total funded project



## Ineligible Expenses

- Expenses not directly related to the project
- Expenses that take place before the Music Program application deadline
- Business development costs (including, but not limited to, printing business cards, mass production of an item, logo design)
- Capital purchases, such as vehicles or costs associated with building or land improvement

If you are not sure if an expense is eligible, feel welcome to contact Arts Program staff: [music@fpcc.ca](mailto:music@fpcc.ca).

## 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 you have any disconnections, describe ways that you hope to shift them.
- **For Creation & Sharing.** Tell us your creative story and journey (why you create).
- **For Recording Engineers & Industry Professionals.** Describe your history in the recording arts, arts administration or cultural management and your goals in this mentorship/internship.
- **Your artist resumé or bio.**
- **For Recording Engineers & Industry Professionals.** Describe the host group, organization or recording studio; their history (activities that demonstrate a commitment to the arts and artists) and their commitment to career development and professional training for music industry professionals.
- **Mentor information.** If there is a mentor involved in your project, describe the mentor's First Nations identity. Include the mentor's resumé, bio or creative background and, if applicable, a list of previous sound recording projects.
- **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 (who, what, when, where and how). Explain why it is important that you undertake your proposed project now. How will this project contribute to your professional, artistic and/or creative development?



Describe the community you have engaged or will engage with, including any First Nations governments, band councils or First Nations not-for-profit organizations. What First Nations communities will directly benefit from this project? What is the total population served?

How is your project respectful of First Nations cultural protocols, traditions and Indigenous law?

- **Workplan.** Please complete the detailed workplan provided, 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.
- **For Recording Engineers purchasing equipment or software for your studio.** Explain what you need and why. Provide details about the studio and its current recording equipment.
- **A balanced project 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.
- **Samples of previous or related work for you and (if applicable) your mentor.**
  - Upload or link to a maximum of 5 minutes of sound or video recordings in mp3, mp4, or mov format.
  - Please be selective. The review committee will only listen to a total of 5 minutes of audio.
- **A numbered list that clearly identifies and describes the support material.**
  - The numbered list should correspond with the numbers or names of your sound or video files and include information such as date, title and collaborators. In the case of collaborations and group performances, please identify the roles of participating artists in the work.
- **Two current letters of support for you and your proposed project.** If the project involves a mentor or host organization, one of the letters must be from the mentor or host organization confirming and describing their participation in the project. Letters of support can be from a collaborator, an industry peer, a community member, a Knowledge Holder or anyone else you feel can speak to your creative goals *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
  - Description of their support for your proposed project, in a sentence or two

**For Creation & Sharing, if applying for funds to support a tour or showcase, include:**

- An official invitation or confirmation from an event, festival or showcase **OR** at least three confirmations (one from each community) for a contracted performance fee for a tour. All performances must be within Canada.





- A marketing or outreach plan for the tour or showcase

Confirmations may include:

- Contracts, email confirmations (no text messages, Facebook messages, or similar) or agent-provided itineraries

Confirmations must clearly indicate the following:

- Name and contact information of the booker, date of confirmed performance, set length and a clear description of payment

## **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 licencing 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 through the program guidelines and application form. We encourage you to discuss your project with Arts Program staff (arrange this discussion by emailing [music@fpcc.ca](mailto:music@fpcc.ca)). Applicants are encouraged to reach out well before the deadline and submitting your proposal.
- Applications are submitted through the FPCC Grant Portal: [www.fpcc.ca/login](http://www.fpcc.ca/login). If you don't have an account already, go to [www.fpcc.ca/login](http://www.fpcc.ca/login) to create an account. If you don't



have access to the internet, or where accessibility is concerned, please contact Arts Program staff for this grant stream.

- The FPCC Grant Portal is designed for 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, proposals 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.
- Project start dates must not fall before the deadline: September 15, 2023.
- Project end dates must fall on or before December 31, 2024.
- 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 request confirmation of other sources of funding prior to releasing funds, to request access to financial records of the project and to request 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 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.
- Grants are taxable income and must be reported unless you live on reserve. Individuals receiving grants are issued T4As for the year in which the grant payment is processed.
- FPCC strives to deliver funds as quickly as possible, but this may be delayed by various factors.

## **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, Koralee Tonack

Email: [music@fpcc.ca](mailto:music@fpcc.ca)

General office phone: 250-652-5952

Please note that the Arts Program is run by a team of program staff and the [music@fpcc.ca](mailto:music@fpcc.ca) address is monitored by multiple team members.