



FPCC Digitization Grant Initiative (DGI) Guidelines

Grant Program Overview

The goal of this initiative is to provide support to First Nations communities in BC that want to convert their existing audio, video and text language resources to digital files.

Funding for the Digitization Grant Initiative has been provided by B.C. Ministry of Indigenous Relations and Reconciliation and the First Peoples' Cultural Foundation.

Application Timeline:

Projects will have a 12-month deadline.

Term/Year – April 1, 2020 to March 31, 2021

Funding Amounts:

The program provides funding from \$10,000 to \$100,000 per project to eligible First Nations communities and organizations in BC to digitize existing language recordings, and to help them access training to build the skills, knowledge and resources they need to carry out this work.

Grant funding can be allocated toward wages, training, equipment purchases or rental, outsourcing (contracting) professional digitization, transcribing and other supports to digitize recordings such as: analog audio cassette, Microcassettes, VHS tapes, Mini DV tapes, and Betamax tapes.

Other materials eligible are textual resources that do not already exist in digital format – e.g. language workbooks, and other paper materials that can be used for language teaching and learning.

Eligibility

Only British Columbia First Nations communities and organizations are eligible to apply for funding. Types of organizations may include First Nations societies, contractors, resource centres (Friendship Centres), and governments (i.e. Band Council offices).

Businesses and for-profit Indigenous organizations are not eligible to receive funding. However, eligible organizations can hire a for-profit business to provide services such as outsourcing materials for digitization. For other questions regarding eligibility, please refer to the FAQ section.



Materials, Rights and Permissions

Possession of materials are not enough to qualify for rights of ownership or copyright. You must meet the condition of ownership to digitize existing audio or video materials. By agreeing to this term, you will be certifying that the applicant organization has the rights and permissions to digitize the materials referenced in this application.

FirstVoices:

Digitized material can be an important resource for language learners who are using FirstVoices. As such, FPCC encourages teams to upload the content to FirstVoices. In addition, digitized material will benefit from automatic back-ups, secure storage and reduced risk of loss.

Guidelines for material that is relevant for FirstVoices:

- A significant part of the audio or video recording must be in the language or about the language - songs and stories in the language are highly relevant.
- The digitized material must have a descriptive title, summary, and subjects, in addition to other metadata
- Chapters are highly encouraged for long recordings that include multiple subjects (e.g. 30 minutes of listing of First Nations animal words with English translation, 45 minutes of discussion about medicine, etc.)
- Digitized textual materials in or about the language are also relevant for FirstVoices

We encourage you to explore FirstVoices to see how other communities have shared their digitized materials. More information and assistance will be provided to communities and organizations interested.

Note: The FPCC digitization grant program does not require digitized materials to be publicly accessible, but at the request of the applicant digitized materials can be transferred to and made accessible on our FirstVoices website at www.firstvoices.com.

Eligible Expenses:

Funding from DiGI can be used for:

Admin./Digitization personnel:

- Wages of a person whose primary role is digitization
- Wages for curation of audio/video and text language resources

Digitization of Recordings:

- Digitize language recordings from formats such as audio cassette, VHS tape and some other video cassette formats



- Video digitization is encouraged to be outsourced
- We have included some reliable outsourcing recommendations for video digitization below
- Prepare recordings for digitization by creating an inventory of your collection and/or prioritizing recordings in danger of being lost
- Describe and organize recordings in their digital and/or original formats
- Uploading digitized materials to FirstVoices

Digitization of Language Text:

- Funding can be allocated to digitize textual materials such as booklets and other paper materials that do not already exist in digital format – e.g. handwritten language notes, language workbooks and other paper materials that can be used for language teaching and learning

Audio Digitization Training:

- Train staff on audio digitization – based on audio cassette training developed by Indigitization (<http://www.indigitization.ca/>)
- Travel for digitization training
- Create training materials to build digitization skills

Note: Presently, we are working with Indigitization to create training for video digitization

Equipment: (provide purchase quote with budget)

- Purchase audio-visual digitization equipment
- Purchase software to digitize audio-visual recordings
- Purchase of document scanner (eligible up to a maximum of \$2,000)

Outsourcing:

- Involves digitization by a third-party, such as professional digitization services
- Eligible organizations can outsource materials by hiring a for-profit business to provide digitization services
 - If outsourcing, you will be required to provide the name of the organization and their quote
- Recommendations for outsourcing:
 - VIVO Media Arts Centre - <https://www.vivomediaarts.com/digitization-services>
 - Library and Archives Canada - <http://www.bac-lac.gc.ca/eng/discover/aboriginal-heritage/initiatives/listen/Pages/digitization-services.aspx>



Other Expenses:

- Transcription of recorded materials
- Shipping and insuring material when outsourcing
- Travel for project staff
- Honorariums and small gifts to Indigenous Elders
- General administration costs such as office supplies, long-distance telephone calls, postage, project management fees, messenger services (This cannot be more than 15% of the funding we provide)

Not eligible:

- Acquire or create new recordings or language resources materials
- Digitize or share material without appropriate rights and/or permissions
- Digitize photos, books or other published material not related to language revitalization
- Creating new books, articles or other products related to Indigenous language materials
- Projects related to Traditional Use Study (TUS) or other institutional study related objectives – projects of this type should consider BC Capacity Initiative (BCCI) <http://www.bccapacity.org/>
- Day-to-day operations and maintenance such as office space rent/lease, management, heating, etc.
- Entertainment and gifts
- Developing applications for funding programs
- Employment Insurance, Canada Pension Plan and other benefits
- Taxes
- Expenses that took place before signing the contribution agreement with FPCC
- Businesses and for-profit Indigenous organizations are not eligible to receive funding.

How to apply

Deadline: Your organization must submit application before **4pm on March 27, 2020.**

To apply, you must complete the application form. To do this, you will need:

- A project plan,
- Your organization's contact information,
- Complete Digitization Grant Initiative Program Application through our grant management system,
- A budget for your organization's project, including other sources of funding



Project Budget: (Maximum grant amount is \$100,000 with limitations on capital purchases)

Note: There is a \$2000 limitation on capital purchases. Any request exceeding this amount must be a written request and attached to this application.

Sample Budget - based on 6 mo. project Approx. 500 cassettes @ 60 min.		
Project Administrator	<i>5 hours/week x 24 weeks x \$30/hr</i>	\$ 3,600
Lead Digitization Technician	<i>35 hours/week x 24 weeks x \$25/hour</i>	\$ 21,000
Transcriber	<i>20 hours/week x 24 weeks x \$25/hour</i>	\$ 12,000
Equipment	<i>Computer, digitization equipment, related supplies</i>	\$ 2,000
Community Sharing Meeting (Optional)	<i>Includes space rental, food for 150 people, honoraria for 10 Elders, etc.</i>	\$ 6,250
Administration		\$ 5,000
TOTAL		\$ 49,850

Available funding

The number of projects funded will be limited by the funding available. We may revise your project budget after reviewing the projected expenses. We expect to be able to fund up to 30 projects. Successful communities/organizations **must** sign a Funding agreement before we can provide funding.

All funding information is confidential until we publicly announce the funded projects.

We will provide a template for all necessary reports. You must submit your reports by the deadline(s), or you will not be eligible for future funding from FPCC. You will also have to repay the funding if you do not submit the reports.

Other inquiries email: digitization@fpcc.ca

Additional Digitization Funding Sources

Funding from other sources can be found at:

- [LAC “Listen, Hear Our Voices” Project](#) - which offers funding and digitization services to preserve Indigenous culture and language recordings of up to \$100,000 per project to eligible Indigenous organizations.