



FIRST PEOPLES'
CULTURAL COUNCIL

Pathways to Language Vitality Program 2022-2023 Guide to a Great Application

Application Deadline:
December 6, 2021 at 4:00 p.m.

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Introduction

Pathways to Language Vitality Program

The Pathways to Language Vitality Program (Pathways) was launched in 2020. This program integrates four previously separate funding streams: the B.C. Language Initiative, Indigenous Language Grants, Language Nest Program, and Language Gathering & Sharing Grants. The purpose of integrating these funding streams into one single program is to reduce administrative burden for applicants while increasing funding flexibility to better meet each community's unique needs in achieving sustainable, long-term language revitalization. This integrated program recognizes that multiple, coordinated strategies are needed for successful language revitalization within any community. The Pathways program creates the opportunity for communities to implement multiple connected projects in a coordinated way, leading to greater outcomes across the community.

The Pathways program supports community-led projects that revitalize B.C. First Nations languages through documentation, the creation of new fluent speakers and strategic language planning. Eligible projects include language immersion projects (including language nests), language documentation, recording and resource development projects and community engagement projects.

Guide to a Successful Application

This resource provides in-depth information on all elements of the Pathways 2022-2023 application process. It offers and aims to aid applicants with their applications by providing insight into questions, example responses and information on how applications are evaluated.

Proposal Review Process

Please note that a submission of a language proposal does not guarantee funding. All applications for funding are reviewed by a Peer Review Committee (PRC) before final funding decisions are made.

What is the review process?

Here is what you can expect:

1. December – January: The application is first reviewed for eligibility, completeness and clarity.
2. January – February: The PRC will convene to review all proposals and, based on program criteria, will make funding recommendations.
3. February – March: Recommendations will be reviewed and approved by program funders.
April: Program staff will begin notifying applicants of their proposal status.

Applicants will also be able to log into the Grant Portal to track their application status over the course of the review process.

How are language proposals evaluated?

An impartial, expert adjudication committee (PRC) will convene to review all proposals. This panel of experts is made up of language champions from First Nations communities and organizations throughout the province and may include language specialists, administrators and knowledge keepers.

The PRC carefully reads and reviews each application, scoring it according to specific criteria, and providing detailed feedback. This feedback is shared with the applicants to provide support and help develop their project planning and proposal writing skills, and to share overall advice, guidance and/or inspiration for language revitalization.

Listed below is what the committee is looking for as it rates each proposal and makes recommendations:

- Demonstration that language revitalization is the primary focus
- Demonstrated expertise and capacity for language transmission
- Demonstrated community language needs
- Demonstrated community support
- Demonstrated community participation and community access to materials created
- Community collaboration and/or partnership support
- Realistic and reasonable budget, which identifies other sources of revenue and other resources required to complete the program
- Clear objectives, deliverables and evaluation plan
- Overall project/program

The PRC reviews each portion of the application (strategy/activities/deliverables, project team, workplan, budget, evaluation) and selects from the options below:

- Exceeds Criteria
- Meets Criteria
- Needs Assistance Meeting Criteria
- Does Not Meet Criteria

Each proposal is also reviewed as a whole with a Yes/No vote from the PRC. This allows the PRC to approve a proposal while still providing areas for improvement.

What happens after the review process is complete?

Here is what you can expect:

1. April: Successful applicants will be sent a letter outlining the funding recommendations.
2. April – June: Applicants will be notified when a Funding Agreement is made available for them on the Grant Portal.
3. April – June: Applicants will then gather the necessary signatures. Once signed by an authorized representative and submitted, FPCC will sign the Agreement. A copy of the fully signed Agreement will then be available for download.
4. July – August: Once the Funding Agreement is fully signed, the first funding cheque will be issued and mailed to the recipient. *

*FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors. Projects that include activities for April – July should ensure there is cashflow from alternate sources for this period.

Why would proposals be considered ineligible?

- Application deadline not met
- Insufficient detail in budget or ineligible expenses in budget
- Insufficient detail in the program objectives and activities
- Application form not signed by an authorized representative (Chief, Chief Councillor, General Manager)
- No demonstration of community support by a Band Council Resolution (or official letter of support signed by Band Manager or Chief).
- For societies, lack of official community support letter signed by Executive Director or General Manager
- Overdue or incomplete reporting of other FPHLCC/FPCC programs

Application Guidelines

Application Deadline

The Pathways application is due on December 6, 2021.

If you wish to receive feedback on your application, please:

- submit your application at least **two weeks prior to the closing deadline** and
- submit a request for feedback via email to pathways@fpcc.ca.

FPCC Language Program staff will provide you with feedback on your application so that you may revise and resubmit before the final deadline.

Application Checklist

- A completed online application form (apply on the FPCC Grant Portal: www.fpcc.ca/login).
- At least one signed and dated letter of support.
- For Bands:** Band Council Resolution or a letter of approval signed and dated by the Chief, Band Manager and/or Chief Councillor.
- For Societies/Organizations:** A letter of approval signed and dated by the Executive Director or General Manager.
- An updated Language Status Assessment*

*Please contact LSA@fpcc.ca if you are not sure if an updated LSA has been submitted for your community.

FPCC Grant Portal

Pathways applications are available on FPCC's Grant Portal site (fpcc.ca/login) from September 14, 2021 – December 6, 2021. To begin your application, follow the steps below:

1. Login to the Grant Portal.
2. Click on "Apply Now" under "Language Grants" – see Figure 1.
3. Find the Pathways to Language Vitality Program
4. Click on "Begin Application" or "Open Existing Application" – see Figure 2.



Figure 1: The Grant Portal dashboard

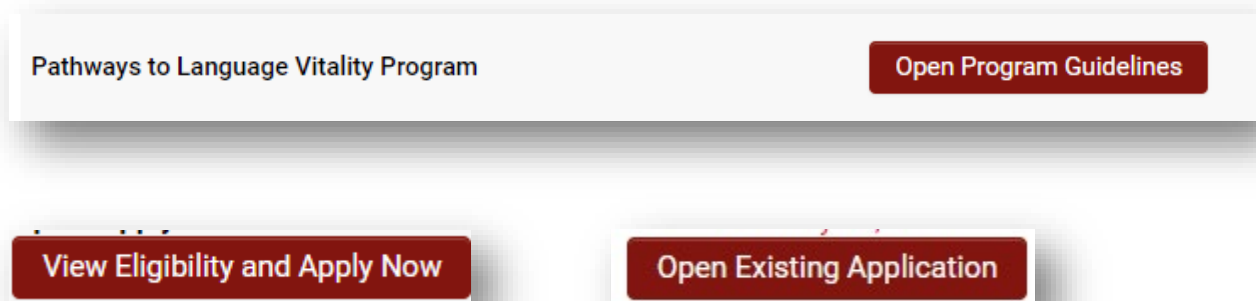


Figure 2: Begin Application or Open Existing Application

Applications for Pathways are available on the Grant Portal site. If there is a reason you cannot use the Grant Portal to apply, please contact our program staff at pathways@fpcc.ca.

FPCC programs have grown exponentially over the past years and programs such as Pathways are now handling an incredible number of grants. In order to meet deadlines set out by funders, the application process has been streamlined with the use of the Grant Portal.

Step-by-Step Application Guide

Tips and Tools

Navigation Menu

On the right-hand side of the screen, there is a navigation menu – see Figure 3. This tool can help you jump from section to section easily. Click any of the headers to be automatically taken to that section of the application.

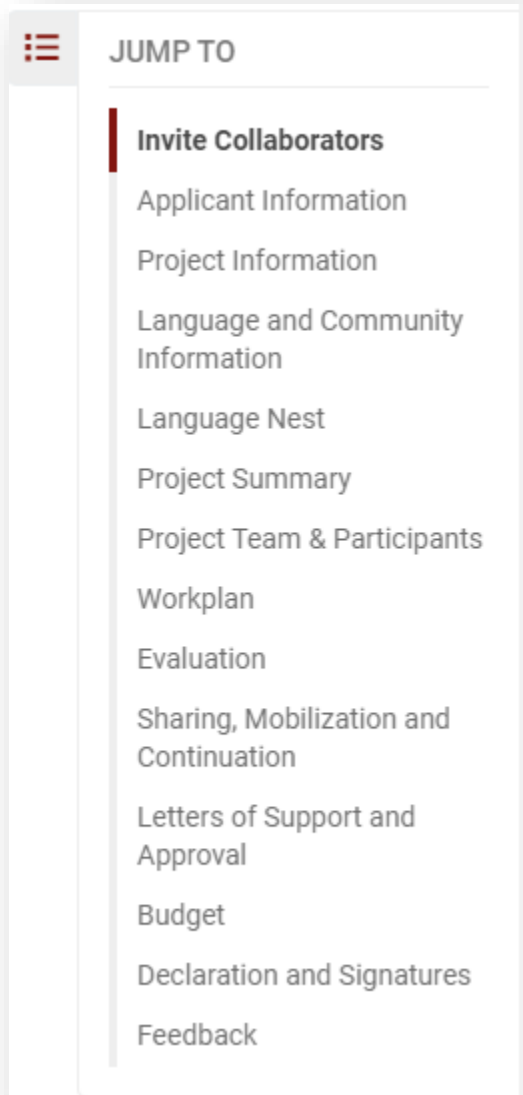


Figure 3: Navigation Menu

Save and Submit

At the bottom of the screen, there are two buttons: “Save Draft” and “Submit” – see Figure 4.

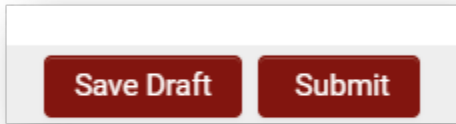


Figure 4: Save and Submit buttons

Clicking “Save Draft” often is a good way to ensure no information is lost if you have to walk away from your screen or if you accidentally exit the page. It is a good idea to save your work anytime you insert a chunk of new information.

It is also important to click “Save Draft” anytime you need to stop your work so that you can pick up where you left off the next time you sign in.

Once you have completed the entire application, click “Submit”.

Invite Collaborators

If you would like to collaborate with managers, colleagues, and/or community members on your application, you can invite others to work on your application by clicking the “Invite Collaborators” button – see Figure 5.

Please note that collaborators will be required to create a personal profile on the FPCC Grant Portal if they have not done so already.

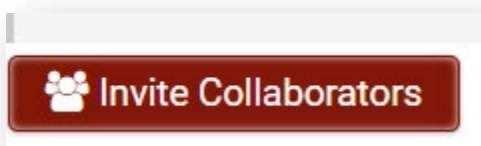


Figure 5: Invite Collaborators button

Applicant Information

First Nation/Organization

Complete the required information for the community/organization you are applying under.

Please ensure the name you provide is the official/legal name for banking purposes. We require the legal name of the community/organization to issue Funding Agreements and cheques. To avoid banking issues, please ensure that you supply the full, legal name of the payee and that it is spelled correctly. Please also double-check the mailing address. **Cheques will be mailed via Canada Post, so we need the most current address, including PO Box (where necessary) and Postal Code.**

Ensuring that you provide the correct legal name and mailing address for your organization will prevent avoidable delays in funding should your application be successful.

Primary Contact/Project Lead

Complete the required information for the primary contact/project lead.

This person will be the primary point of contact for FPCC. They should be the person who will be managing the program, completing interim and final reports, and overseeing the budget. They will be expected to be available as needed when questions arise, and to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

Please note that email is consistently used as a mode of communication throughout the proposal process, so please ensure you enter a valid email address and check your spam filters.

Additional Contact

Complete the required information for the additional contact.

In the event that the primary contact is unavailable, FPCC requires a second point of contact to keep the lines of communication open. This contact will be copied on correspondence and should have the authority to make decisions about the project as needed and/or to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

Language and Community Information

What language(s) will be the focus for this project?

Select the language(s) from the choices provided.

Please note that FPCC is only able to provide funding to the 34 First Nations languages of British Columbia. If your language is not listed below (see Figure 6), we are unfortunately unable to fund your project at this time.

<input type="checkbox"/> Anishinaabemowin (Ojibway)	<input type="checkbox"/> Kwakwaka	<input type="checkbox"/> She shashishalhem
<input type="checkbox"/> Cree	<input type="checkbox"/> Lingít	<input type="checkbox"/> Sḵw̓wú7mesh sníchim
<input type="checkbox"/> Dakelh	<input type="checkbox"/> Nedut'en / Witsuwit'en	<input type="checkbox"/> Sr̓halgyax
<input type="checkbox"/> Dane-Zaa	<input type="checkbox"/> Nisga'a	<input type="checkbox"/> Southern Tutchone
<input type="checkbox"/> Danezāgé	<input type="checkbox"/> Nleʔkepmxcín	<input type="checkbox"/> Státimcets
<input type="checkbox"/> Dene K'e	<input type="checkbox"/> Nsyilxcən	<input type="checkbox"/> Tāltān
<input type="checkbox"/> diitiidʔaatx	<input type="checkbox"/> nuučaañuʔ	<input type="checkbox"/> Tse'khene
<input type="checkbox"/> Éy7á7juuthem	<input type="checkbox"/> Nuxalk	<input type="checkbox"/> Tsihqot'in
<input type="checkbox"/> Gitsenimx	<input type="checkbox"/> 'Wuikala	<input type="checkbox"/> Xaad Kil / Xaaydaa Kil
<input type="checkbox"/> Haítzaqv̓la	<input type="checkbox"/> Secwepemctsin	<input type="checkbox"/> Xenakšialakala / Xa'islakala
<input type="checkbox"/> Hul'q'umi'num' / Halq'eméylem / həñqəmiñəñ	<input type="checkbox"/> SENĆŦEN / Malchosen / Lekwungen / Semiahmoo / T'Sou-ke	
<input type="checkbox"/> Ktunaxa	<input type="checkbox"/> Sgüüxs	

Figure 6: 34 First Nation languages of B.C.

What community (or communities) will be served by this project?

Select the community (or communities) from the choices provided. If your community is not available to select, choose "Other". If your project serves an urban community, choose "Urban".

Please note that all communities listed will require a Language Status Assessment (LSA). If you are not able to complete an LSA on behalf of one of the communities listed, a designated representative of the community will need to complete it.

For more information on LSAs, please contact LSA@fpcc.ca.

Project Information

Funding Type

Indicate which funding type you are applying for by selecting from the options provided. For detailed information on the requirements and available funding for each funding type, please refer to the “Funding Types” section of the Pathways 2022-2023 Funding Guide.

Multi-Year Funding

Indicate if you intend to continue the project into the next fiscal year, should multi-year funding come available. If multi-year funding is confirmed, you will be invited to submit an updated workplan and budget, in lieu of a complete application, to carry on this project.

Project Title

Give your proposal a title. Be creative - use your language if you wish!

Project Description

Briefly describe your proposed language program and its context within the community. You may wish to include information such as:

- Key strategies of the program
- Number of expected participants in the program and age range (eg. Children, Youth, All ages)
- How the program fits within your community's long-term language revitalization plans

Your project description gives the PRC a ‘snapshot’ of your program – try to focus on the key aspects/activities of the program and how they will lead to language revitalization for the community/language. Remember that PRC members may not be familiar with your community, language and/or previous work, so include details that will give them a good sense of who you are, where you are located and what you are proposing.

Project Status

Select the status of your proposed program from the options provided.

If this proposal is building on a previous project, please describe the previous project that you are building on, and how this program builds on that previous work.

Project Type(s)

Select the project types included in your proposal from the options provided. For each project type selected, you will need to provide a detailed overview, key activities, expected outcomes and a workplan.

The Pathways Program offers three different strategy types that a project can fall under: Language Immersion Programs; Language Documentation, Recording, and/or Resource Development Programs; and/or Community Engagement and Language Through Culture Programs.

Please contact our program staff at pathways@fpcc.ca if you would like more information about whether or not your project best fits under this program, and which strategies it may apply to. Below is a non-exhaustive list which provides examples and insights into eligible Pathways projects, per strategy type:

Language Immersion:

- Language Nests
- Multi-generational Language Immersion Program
- Language Immersion Classes
- Language Immersion Camps
- Mentor-Apprentice-based Programs

Language Documentation, Recording, and/or Resource Development:

- Language Resource Development
- Language Technology, Recording, and/or Documentation
- Media and/or Broadcasting in the Language

Community Engagement and Language Through Culture

- Language Classes
- Language Camps
- Language Gathering and Sharing Programs
- Community-to-Community Mentorships

If an element of your proposal falls under a specific project type but is not a separate/distinct project, please do not select it as a project type.

For example, if you plan to host a language gathering at the end of your project to celebrate the completion of your language immersion classes, this would not be considered a separate/distinct project. You can include details on the gathering under your immersion classes key activities and workplan.

Will you be running a Language Nest as part of your immersion programming?*

*This question will only appear if you choose “Language Immersion” as one of your project types.

Select “Yes” or “No” to confirm whether your proposal includes a Language Nest.

Project Requirements*

*This section will only be relevant if Language Nest is part of your proposal.

In what type of program are you operating a language nest?

Indicate what kind of program your Language Nest will operate under from the options provided.

Please confirm that you will meet the following project requirements for the language nest.

All Language Nests must meet the requirements below. If you will select “No” for any of the following requirements, please apply for a multi-generational immersion program as opposed to a Language Nest.

Requirements:

- Minimum of 2 proficient speakers in the nest at all times*
- Maximum of 1:5 (ideally 1:3) of speakers to children
- Minimum of 15 immersion hours per week.

*The speakers do not have to be fluent speakers but should be able to converse in the language. This requirement can be met with staff who are intermediate speakers, as well as fluent Elders, for example

Immersion hours per day:

Enter a numerical value to represent how many hours of immersion will take place in the nest per day.

Immersion days per week:

Enter a numerical value to represent how many days of immersion will take place in the nest per week.

Total number of weeks:

Enter a numerical value to represent how many total weeks the nest will run.

The purpose of a Language Nest is to create new fluent speakers of the language. How will you monitor the effectiveness of your activities by assessing the children’s language learning? What methods of language proficiency assessment will you use?

Provide an explanation of how you will assess whether the children are understanding and speaking the language.

There are informal and formal methods of evaluating language proficiency. Informal methods can be done on an ongoing basis and formal evaluations can be done on a monthly basis or at the beginning and end of the year.

An example of informal evaluation is caregiver observation. Caregivers or teachers can help keep track of the children's progress. For instance: a caregiver keeps an index card for each child; every time a child uses a new word or demonstrates comprehension of a new word or phrase, the caregiver notes it on the card. This can help keep a record of the child's language growth.

An example of formal evaluation is video taping the nest at intervals. This can provide a snapshot of language development. You can compare a child from one video to another to see how their language is progressing.

The information above comes from [FPCC’s Language Nest Handbook](#). You can read more on this topic in Chapter 3 under “Evaluating Your Program” which can be found on pages 26-28.

Project Summary*

*Please note that a separate project summary will be required for each project type selected.

Provide a project summary that introduces the details of your proposed project. The PRC will be comparing this summary to the overall workplan, the strengths and expertise on the program team and the budget breakdown provided. Keep this in mind and ensure all elements of your application form align and flow with each other.

A project summary consists of three components:

- Project Details
- Key Activities
- Expected Outcomes

Details

The PRC will be looking for a brief summary of your proposed project. Write a maximum of 5 sentences that clearly describe what the project is going to entail.

Key Activities

Focus on what the main activities of your project will be. List 3-5 of these main activities.

Expected Outcomes

Demonstrate how this project will affect the community's language revitalization goals by listing 3-5 expected outcomes. Clearly indicate how each of your key activities will lead to one or more of the expected outcomes listed.

Project Team and Participants

Project Team

Click on the “Project Team Worksheet” button to open the worksheet.

List all members of the project team, providing information on what they will be responsible for and their relevant skills or qualifications. Keep in mind that the PRC may or may not be familiar with your community/language champions/previous work, so it is always a good idea to provide relevant detail. If you have semi-fluent or fluent speakers on the team, make sure you identify them.

Ensure each team member is accounted for on your budget sheet and in your workplan as appropriate – don’t leave the PRC wondering how/if team members will be compensated for their expertise!

Provide the anticipated number of participants in your project

Click on the “Participants Worksheet” button to open the worksheet.

Enter a numerical value for each demographic of participants listed on the worksheet. This information is required by our funders but will remain confidential.

Workplan

*Please note that a separate workplan will be required for each project type selected.

Click on the “Workplan Worksheet” button to open the worksheet. Provide a detailed workplan including (1) the planned activities, (2) what the outcomes will be, (3) when they will happen and (4) who will lead them.

For the workplan, the PRC considers if the workplan is realistic, achievable and well thought-out. It is important that the activities, workplan and budget match in scope and details. This is a chance to demonstrate what each member of the program team will bring to the overall plan and a good opportunity to double-check that each activity/event/position is represented in the budget.

Planned Activity

Clearly describe the specific tasks that need to be completed at each step of the project. These tasks must be clearly linked to the key activities identified in the project proposal. Think about tasks related to pre-planning, delivery, and evaluation of the project.

Expected Outcomes

Clearly describe what products will be delivered at the end of each task/key activity.

Timeframe (Hours/Day/Week/Month)

Clearly indicate when each task starts and ends. Remember that eligible dates for funding are between April 1, 2022 and March 31, 2023. Any project activities that fall outside of these dates may not be eligible for funding or reimbursement.

Lead Team Members

Clearly indicate who the person responsible for ensuring that the task is completed is.

Participatory Activity Details*

*This section will only be relevant if your project involves any participatory activities.

Click on “Participatory Activity Details Worksheet” to open the worksheet and fill in the details for each participatory activity that will take place.

Participatory Activities may include:

- Language immersion programming for children or youth (including language nests)
- Adult language immersion classes or language intensives
- Language camps
- Language-focused gatherings and events

Resource Development Details*

*This section will only be relevant if your project involves any resource development.

Click on “Resource Development Details Worksheet” to open the worksheet and fill in the details for each type of resource that will be developed.

Resource development strategies may include:

- Developing language plans and/or curriculum
- Recording and documenting languages (e.g. recording speakers, creating multi-media content, etc.)
- Digitizing language materials
- Developing materials and resources for language learning (e.g. books, videos, workbooks, dictionaries, games, etc.)
- Developing digital tools for language learning and sharing (e.g. websites, apps, etc.)

Evaluation and Continuation

How will you demonstrate that you have met your goals and expected outcomes? How will you measure an increase in participants' language proficiency? How will you measure interest in and use of the resources created?

Demonstrate how you will track and measure your success with this project. Your evaluation plan can include assessing the *delivery* of the project (for example, was it on-time, on budget, accessible to participants, etc.) as well as the *outcomes* of the project (for example, did it increase language proficiency, are language learners using the resources created, etc.).

The following questions may be useful when preparing your answer:

- If your program involves teaching language, how will you know how much was learned?
- If your program involves creating resources, how will you know if they are used?
- Who is responsible for ensuring that your program is on track and meeting objectives?
- How often will you assess the progress of the program throughout the year?
- What reporting arrangements do you have with your partners?
- What information will you need to collect throughout the program to measure the results?

Evaluation methods will look different depending on the kind of project you are running. For example, an immersion program may be evaluated by video-taping the learners at intervals and/or by using comprehension assessments (checklists with language items the learner is expected to know at certain stages). A resource creation program may be evaluated by tracking how often the resources are requested and used by community and/or the accessibility of resources.

Below are a few additional evaluation methods you can consider:

- Recurring registration in language programs such as classes and camps
- Setting language goals and tracking progress
- Versatility of resources created (e.g. can they be used across age ranges?)

If new materials or resources are being produced or revised, how will they be shared with your community?

Provide an explanation about any resources you intend to develop, share and use in other and/or future programs. Will this be a chance to collaborate with other communities, or other language or arts programs? Try to demonstrate the ongoing benefits from this particular program and how the resources created and funding allocated will benefit language revitalization work in future years.

Please note that all materials created with FPCC funding should be distributed at no cost. Accessibility to resources is a mandatory part of this program. How will you ensure materials and resources developed are fully accessible to the community?

How do you plan to build upon this project in future years? How does it tie in with your community's/organization's long-term goals for the language?

Demonstrate what the ongoing benefits from this particular program will be and how the activities held and resources created will benefit language revitalization work in future years.

Letters of Support and Approval

Letter(s) of Support

Click "Upload File Here" to attach a minimum of one current signed and dated letter of support for this proposal.

The letter of support can be from a project participant (who will not be receiving financial benefit from the project), from a collaborating community/organization or from a person of high standing in the community. It should *not* be from the Chief Councillor, Band Manager or signing authority of the applicant organization, as they will be indicating their support through the letter of approval (below).

Band Council Resolution/Letter(s) of Approval

Click "Upload File Here" to attach one of the following:

For Bands: a dated and signed Band Council Resolution OR a dated and signed letter of approval from the Chief, Band Manager or Chief Councillor.

For Societies/Organizations: a dated and signed letter of approval from the Executive Director or General Manager

Budget

Click on the “Budget Worksheet” button to open the worksheet and fill in the table with descriptions of your anticipated expenses, cost per hour/item, number of hours/items, funding you will receive from other sources and funding requested from FPCC.

Complete the Budget Worksheet with as much detail as possible. Your budget should align with your proposed activities, project team members and work plan. Keep in mind that PRC members do not know what additional sources of funding you may have available, so be as clear as possible, providing breakdowns of expenses and quotes where necessary, so they can adequately assess the budget.

Note the following important points about your budget:

- Grant requests may be between \$15,000 and \$250,000.
- Language Camps are eligible for a maximum of \$25,000. You may include \$25,000 towards a Language Camp within a larger overall project.
- Language Gatherings are eligible for a maximum of \$15,000. You may include \$15,000 towards a language gathering within a larger overall project.
- The budget must identify all program revenues, including in-kind support and leveraged funding. Include information on any other funds requested for the proposed activities, including the source of funds and how they will be applied against the budget.*
- The program costs must be separate from the administrative costs.
- Provide detailed information on how each cost is calculated in the description section of this worksheet.

*Disclosing additional sources of funding will not negatively impact your proposal, but rather helps FPCC quantify the real costs for language projects in order to advocate for increased investments in language revitalization in B.C.

Finance Personnel

Complete the required information for the finance personnel.

This contact should be the *designated* accountant/bookkeeper/person in charge of finances for this project. This allows FPCC staff to contact your finance department immediately should there be questions related to receipt of cheques and financial reporting.

Declaration and Signatures

The completed proposal must be signed by an authorized signatory of your organization (someone with the authority to legally bind your organization to an agreement). This person understands the nature of the obligations under the Pathways to Language Vitality Program and declares that all the information is accurate and complete.

Applicant Signature

Enter the first and last name of the applicant and check the “Signature” box. Checking the “Signature” box will serve as the applicant’s digital signature.

Signing Authority Signature

Complete the required information for the signing authority and check the “Signature” box. Checking the “Signature” box will serve as the signing authority’s digital signature.

Feedback

Indicate how you heard about this funding opportunity by selecting from the options provided.