FPCC Grant Portal
How do I...

Complete a Language Status Assessment

What is an LSA?

The Language Status Assessment (LSA) is a survey on the status of First Nations languages. The Language Status Assessment is not a grant application but it is required for communities who are applying for language funding from First Peoples' Cultural Council.

Why is the LSA important?

- The LSA helps communities document and track information such as the number of fluent speakers, semi-speakers, learners and more.
- Completing LSAs every four years allows communities to see how these numbers change over time to assess whether their language programs are working or could be improved.
- LSAs assist communities with language planning.
- The data collected in the LSA is shared in the *Report on the Status of B.C. First Nations Languages* and the information supports FPCC to advocate for increased funding for First Nations languages.
- The information also helps FPCC understand which language strategies are resulting in the best outcomes, identify areas that may need urgent support and demonstrate the growing vitality of languages across B.C.

Who should complete the LSA?

The LSA should be completed by a designated representative of a First Nations community located in B.C.

How are LSAs different from Language Needs Assessments (LNAs)?

- With the migration to our new Grant Portal, we temporarily suspended the collection of LNAs and consulted with community applicants for advice on

redesigning the process. We have renamed the LNAs, now calling them LSAs – Language Status Assessments – to better reflect their purpose.

- LNAs used to be required every year. Now, LSAs will be completed only once every four years.
- We now provide **an honorarium of $500** in recognition of the time required to complete the LSA.

Who gets the honorarium for completing an LSA?

- The honorarium can be paid to the First Nation (band) or to the individual completing the LSA. For example, if you are completing the LSA as part of your job, you may choose to have the honorarium paid to the band. If it is not part of your regular job, you and your band may choose to have the honorarium paid to you.
- If you are the designated representative for your community, **please check with your nation** as to how the honorarium should be paid.

There are two languages spoken in my community. Do I fill out two LSAs?

Yes, please fill out one LSA for each language. An honorarium will be paid for each completed LSA.

Where do I get the information for the LSA?

- Please check with your band to get up-to-date numbers on the population of your community – usually through the membership list.
- It is helpful to go through the membership list to identify speakers, semi-speakers, non-speakers and learners.
- If you have a larger community, you might be interested in doing a community-wide survey to find the answers to these questions. **We can help you!** We have online templates that you can use and we have language coaches who can assist you with this process. Please contact us.
- Please consult with your school and early childhood centres for questions related to language learning for children and youth.

Questions?

Please contact us at lsa@fpcc.ca.

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How do I fill out the Language Status Assessment?

The LSAs are filled out on our online Grant Portal. The portal is easy to use and we are happy to provide one-on-one support to assist you with the portal. However, if you would prefer to complete the survey on paper or over the phone, we are happy to accommodate. Please contact us at lsa@fpcc.ca.

1. Log in to the Grant Portal

If you already have a login, go to the First Peoples' Cultural Council Grant Portal login page (http://fpcc.ca/login) and login with your Personal Profile. Then go to **Step 7.**

If you don't have a login for the portal, please go to **Step 2**.

2. Create a new profile

To create a new individual profile, go to the First Peoples' Cultural Council Grant Portal login page (http://fpcc.ca/login) and click on the red *Create a Personal Profile button* on the bottom right side of the Grant Portal login page.
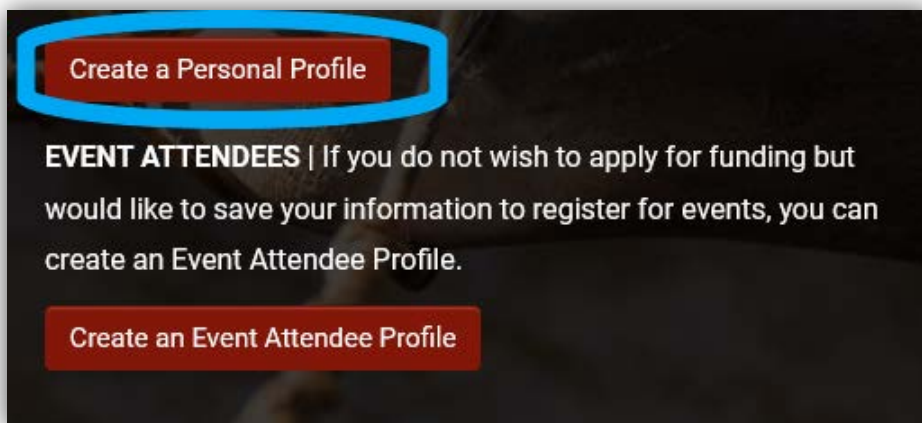
Example 1: Create New Profile Button on Login Page

3. Eligibility

After clicking the *Create a New Profile* button, you will be directed to a new page to confirm your eligibility. Read the information on this page and check the boxes, then click on the red *Submit* button on the bottom of the page to proceed to the next step.

Are you eligible to register with the FPCC Grant Portal?*

* The grants offered by FPCC are exclusively for the revitalization of Indigenous languages, arts, culture and heritage.

☑ Check this box to confirm that you are interested in applying for grants for revitalization of Indigenous languages, arts, culture and heritage.

* The grants offered by FPCC are for individuals and organizations who reside and/or work in British Columbia, Canada.

☑ Check this box to confirm that you reside and/or work in British Columbia, and/or your organization is in British Columbia.

*Please note that this does not guarantee your eligibility to apply for or receive funding through FPCC. Please review the specific requirements of each grant program to determine your eligibility to submit an application.

Submit

Example 2: Eligibility Confirmation Page

4. Personal & Contact Information

The next step is to provide personal information for your new profile. Click anywhere on each box to select it and enter the relevant information. (A selected box will have red line under it and a flashing cursor in the box.) Information that is required to create your profile is marked with a red asterisk (*) and placing your cursor over a question mark icon to the right of a box will bring up extra information. When you have completed this section, click on the red *Submit* button located on the bottom of the screen. **Please ensure that the name (first and last) provided matches your banking information and is the same name that any funding will be sent to.**

A red error message may be displayed at the top of the screen when the *Submit* button is clicked. Complete the instructions in the error message to continue to the next step. When you have completed this section and clicked on *Submit*, a message will be displayed confirming that your registration is complete and that you will receive an email from *FPCC@smartsimple.ca* with a link to activate your new profile.

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Example 3: Profile Information Error Message

5. Profile Activation

When you have received the confirmation email, click the provided link (or copy and paste it into your internet browser) to activate your profile. If you do not receive the message in your email inbox, check your spam or junk folders.

Example 4: Email Message with Activation Link Circled

Once the link is clicked, you will be directed to a page to set a password. Clicking the eye icon on the right side of the password entry boxes will reveal your password. Remember to choose a password that is secure and **never share your password with anyone.** (Tip: use a mix of upper/ lower case letters and numbers.)

You will also need to check the box to indicate that you are not a robot and you may be prompted to complete a simple visual puzzle to verify that you are not an automated program that creates accounts for malicious purposes. After you click *Submit* you will be directed to your new profile's homepage.

Example 5: Password Entry and reCaptcha Verification

**Example 6: reCaptcha Visual Puzzle.**

6. Go to Your New Profile's Homepage

Congratulations! You have now registered your individual profile for the First Peoples' Cultural Council Grant Portal. Now you can use the email that you provided and your password to log into your new profile through the Grant Portal login page. When you log on, you will be directed to your new profile's homepage, where you can view and apply to available funding opportunities, draft grant applications and check their status. From your homepage you can also change your password and update your profile information.

7. Fill out the LSA

On your homepage, you will see a section under the welcome message, titled *Current Funding Opportunities.* Click on "Language Grants". Look through the list and select "Language Status Assessment". You will be asked to confirm your eligibility for completing the LSA. Once you have done that, you can start the LSA survey. You can save your draft and return to it at any time by accessing "Applications In Progress" on your home screen.
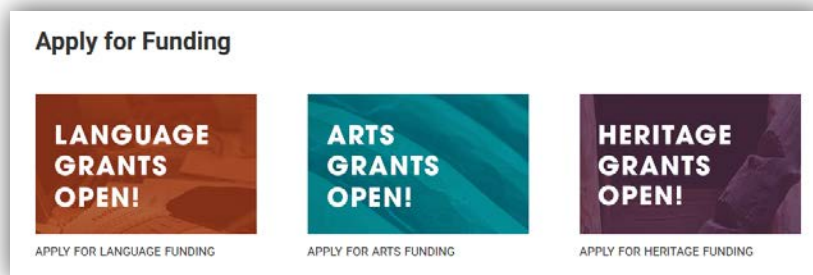
Example 7: How to Access the LSA

HÍ,SW̱ḴE and THANK YOU!

We thank you for providing this crucial language information for your community. If need any assistance with this process, please contact us at lsa@fpcc.ca.