

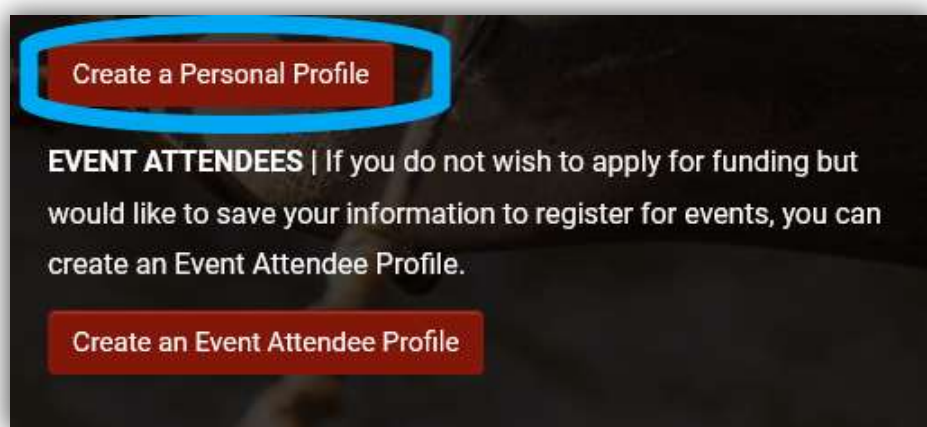
# FPCC Grant Portal

## How do I...

### Create an Individual Grant Portal Profile

#### 1. Creating a New Individual Profile

To create a new individual profile in order to apply for funding grants through the online Grant Portal, click on the red *Create a New Profile button* on the bottom right side of the Grant Portal login page (<https://fpcc.smartsimple.ca>).



Example 1: Create New Profile Button on Login Page.

#### 2. Eligibility

After clicking the *Create a New Profile* button, you will be automatically directed to a new page to confirm your eligibility to apply for funding grants. Read the information on this page and check the boxes to confirm your eligibility, 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.

## 3. 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 curser in the box). Information that is required to create your profile is marked with a red asterisk (\*) and placing your curser 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.**

If items have been improperly filled out or if required items have not been filled out, a red error message will 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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Please correct the following errors and try again.

- Invalid email address
- First Name cannot be empty.
- Last Name cannot be empty.
- Preferred Contact Name cannot be empty.
- Mailing Address cannot be empty.
- City cannot be empty.
- Postal Code cannot be empty.

**Example 3: Profile Information Error Message.**

## 4. Profile Activation

When you have received the confirmation email, click the provided link (or copy and paste it into your internet browser) to begin activating your profile. If you do not receive the message in your email inbox, check your spam or junk folders. If the message went to one these folders, add the sender's address (*FPCC@smartsimple.ca*) to your email's list of trusted/ safe senders list so that future messages will appear in your inbox instead of your junk or spam folder.

Thank you for registering with the FPCC Grant Portal. Click on the link below to activate your account.

[https://fpcc.smartsimple.ca/ex/ex\\_activate.jsp?lang=1&token=%24QJRRgcLufe0SX%2FAQfe8jFk22882k3A575gGq%2FlswU12vhH8azTUfx2L1TE8X2TfQgIlVoL9ky8m%0Ad1XsBHrZOg%3D%3D](https://fpcc.smartsimple.ca/ex/ex_activate.jsp?lang=1&token=%24QJRRgcLufe0SX%2FAQfe8jFk22882k3A575gGq%2FlswU12vhH8azTUfx2L1TE8X2TfQgIlVoL9ky8m%0Ad1XsBHrZOg%3D%3D)

Once you log in, you will be prompted to change your password.

HÍSWKE,  
First Peoples' Cultural Council  
[www.fpcc.ca](http://www.fpcc.ca)

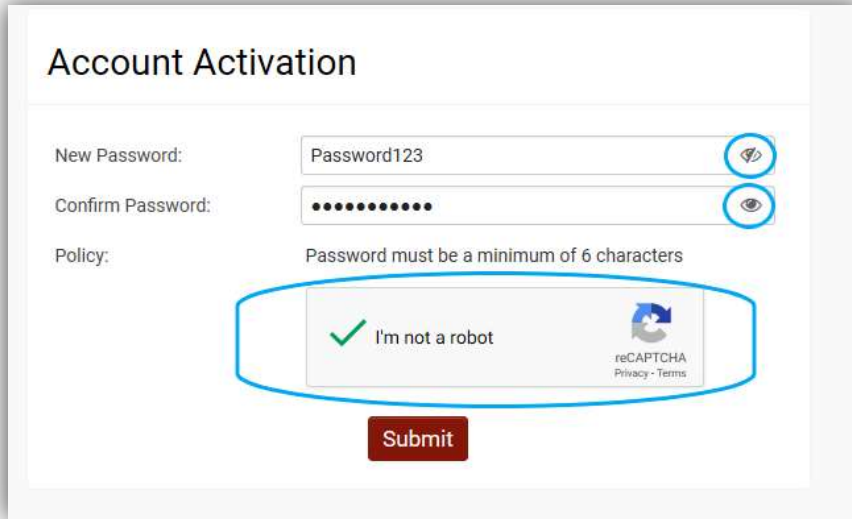
**Example 4: Email Message with Activation Link Circled.**

Once the link is clicked, you will be automatically directed to a page where you will be prompted 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 to **never share your password with anyone** (Tip: use a mix of upper/ lower case letters and numbers).



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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 automatically directed to your new profile's homepage.



**Account Activation**

New Password: Password123

Confirm Password: .....

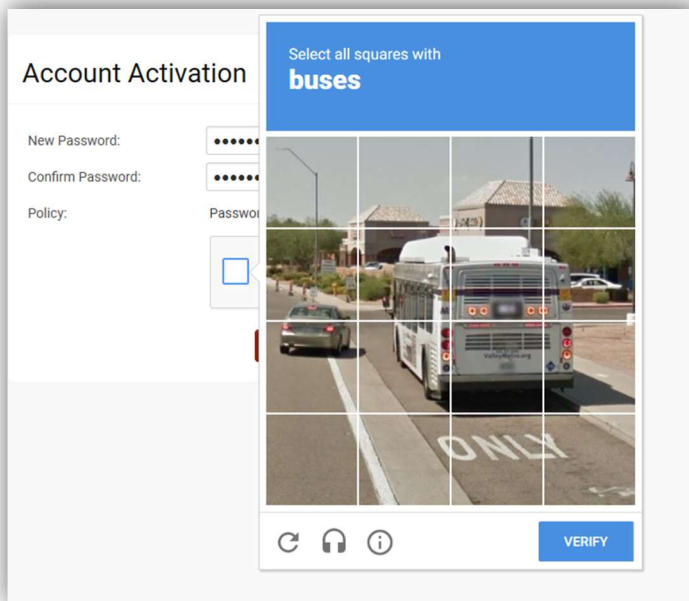
Policy: Password must be a minimum of 6 characters

☒ I'm not a robot

reCAPTCHA Privacy - Terms

**Submit**

**Example 5: Password Entry and reCaptcha Verification.**



**Account Activation**

New Password: .....

Confirm Password: .....

Policy: Password must be a minimum of 6 characters

☐

Select all squares with **buses**

ONLY

VERIFY

**Example 6: reCaptcha Visual Puzzle.**



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## 5. 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, update your profile information and register an organization or associate your profile with an existing organization.



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