



FIRST PEOPLES'
CULTURAL COUNCIL

Braided Infrastructure Program Pilot Project Funding Guide

APPLICATION DEADLINE:

July 20th, 2023, at 04:00 PM

Late proposals will not be considered

Please retain this Funding Guide in your files. If your application is approved, the policies and information contained in this guide will be a useful resource.

The Braided Infrastructure Program Pilot Project is funded by the Ministry of Indigenous Relations and Reconciliation, Province of British Columbia and the First Peoples' Cultural Foundation.



Ministry of
Indigenous Relations
and Reconciliation



FIRST PEOPLES'
CULTURAL FOUNDATION



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Introduction

The First Peoples' Cultural Council

The First Peoples' Cultural Council (FPCC) was established in 1990 through the First Peoples' Heritage, Language and Culture Act and, as a unique First Nations-governed Crown corporation with a mandate to support the revitalization of First Nations' languages, arts and cultures in British Columbia. FPCC administers three programs: the Heritage Program, the Language Program and the Arts Program. For more information visit fpcc.ca/about-us.

Braided Infrastructure Program

The Braided Infrastructure Program (BIP) Pilot Project is a one-time funding opportunity that is being led by the FPCC Heritage and Arts Programs. BIP supports B.C. First Nations' efforts to develop an infrastructure project that braids together arts, culture, heritage and languages for B.C. First Nations. BIP will fund projects that implement a broad range of infrastructure projects that conserve, repair or develop B.C. First Nations' cultural heritage, arts and language infrastructure. This includes:

- Historical, art, language and cultural places, archives, and collections that are of collective value to a B.C. First Nation community.
- Physical infrastructure such as buildings, trails, and structures that support public and community access to:
 - Stories of historic places and the places themselves.
 - The transmission of community memory and traditional practices, crafts and trades.
 - Cultural materials that support telling the stories of historic sites and the transmission of community memory and traditional practices, arts and trades.
 - Art and language materials and forms.

Please send all inquiries about the BIP to hip@fpcc.ca.

The application form can be accessed here: [BIP EOI application form](#)



Program Criteria

COVID-19 Program Information

COVID-19 Guidelines for Programs

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 and ensure that they follow any current Provincial health orders (PHO) guidelines.

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. For more information: [FPCC COVID-19 Guidelines for Programs.pdf](#)

Tcwmstwallhká' 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:

- All programs must be aware of and follow any current PHO.
- Applicants must consider how the program will proceed under possible COVID-19 restrictions.
- Please ensure that your project proposal meets the requirements listed in this document.
- It is critical 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.
- 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 program staff](#).



Eligible Applicants

Who is eligible to apply?

B.C.-based First Nation organizations that have a mandate or focus that includes First Nations heritage and art. Eligible applicants include:

- B.C. First Nations bands or Tribal Councils.
- Not-for-profit societies registered in B.C. in good standing and governed by B.C. First Nations individuals (at least 75% of directors identify as a recognized B.C. First Nations).
- B.C. First Nations-led museums and cultural spaces (at least 75% of directors identify as a recognized B.C. First Nations).
- Urban and off-reserve B.C. First Nations organizations (at least 75% of directors identify as a recognized B.C. First Nations).
- B.C. First Nations schools or adult education centres operating in B.C. on First Nations lands* (Please note that applications from First Nations schools that serve one community must be submitted through their respective Nation/Band Office).

*FPCC is unable to fund K–12 classroom activities or post-secondary accredited courses or tuition.

Please note that all new non-profit societies/organizations must provide FPCC with their certificate of registration, proof of insurance, proof of at least 75% of directors identify as a member of a recognized B.C. First Nations, and banking information in order to receive funding.

All organizations may be asked to provide incorporation documents confirming legal name, verification of profit or non-profit status, a copy of the organization's by-laws and constitution and a list of the organization's current Board of Directors and/or governance structure.

If your application is successful, you will be contacted to provide this information before a funding agreement can be issued.

From time to time, FPCC will consider applications from B.C. First Nation organizations who are in the process of establishing a society or a not-for-profit organization. To seek approval to apply for BIP as an organization in development as a society, please contact the Heritage Manager to discuss this further at HIP@fpcc.ca.



Ineligible Applicants

- Organizations or individuals who are not from a recognized B.C. First Nation.
- Collectives (the program only accepts registered societies, see above).
- For-profit organizations and businesses, entities, individuals and commercial ventures.
- Previous grant recipients who have not yet completed final reports from past FPCC funding. These applicants are ineligible until all required documentation is complete.
- Government organizations, including municipalities.
- Universities, colleges and non-First Nations schools.
- Private clubs, groups and organizations with exclusive memberships.
- Religious organizations.
- Corporations.

Collaboration is Encouraged

FPCC strongly encourages collaboration. Only one program application per Band Office, Tribal Council or Society/Organization will be eligible for funding. If more than one application from the same Band Office, Tribal Council or Society/Organization is submitted, the Peer Review Committee will decide which proposal will receive funding. It is strongly advised that applicants collaborate and submit one unified proposal. This shows that there is support and consensus for the proposed project, as well as being inclusive and designed with long-term goals in mind.

If an infrastructure project is located on shared or co-managed territory with a B.C. First Nation, or other organizations/agencies, such as federal and provincial protected areas, projects must provide letters of support from the associated First Nation or organizations/agencies.

Eligible Projects

Examples of eligible projects include, but are not limited to:

- Repairs and upgrades to museum, archive, and community collections storage and environmental quality management.
- Upgrades to collections shelving and storage.
- Upgrades to building infrastructure including doors, windows, and lighting.
- Construction of repository and archival spaces.
- Installation of accessibility aids, such as ramps and docks.
- Development and maintenance of culturally significant trails.
- Construction and upgrades to longhouses, bighouses, carving sheds, community meat freezers, and meat processing stations.



Ineligible Projects

- Digital infrastructure.
- Projects that are dependent on unconfirmed funding from other sources.

General Requirements

Applications will not be reviewed unless all necessary information is provided. Applicants must submit completed applications that include the following:

- A balanced project budget with detailed descriptions and cost breakdowns for each category (please see the Appendix for a budget example).
- A thorough workplan with dates for key activities.
- A project timeline that fits within the BIP funding term.
- Two letters of support: one demonstrating governance approval from within the organization and the second indicating support from the community. Letters of support examples:
 - **Demonstrating Governance Approval**
 - **For Bands:** a dated and signed Band Council Resolution OR a letter of approval dated and signed by a B.C. First Nation Chief, Band Manager, and/or a member of Council.
 - **For Societies/Organizations:** a dated and signed letter of approval from the Executive Director or General Manager.
 - **Demonstrating Community Support:**
 - **For Bands:** The letter of support can be from a project participant (who will not receive financial benefit from the project), a collaborating community/organization or a person of high standing in the community. It should not be from the Chief, a member of Council, the Band Manager, or a signing authority of the applicant organization, as they will be indicating their support through the letter of governance approval. Please note, the Governance Approval letter and the Community Support letter cannot be from the same person.
 - **For societies and non-profits:** Two letters of support: 1- from a project participant (who will not receive financial benefit from the project), a collaborating community/organization or a person of high standing in the community. 2- from the Chief, a member of Council, the Band Manager from the community that will be served by the project.
 - **All letters of support must be dated and signed.**



- Proof of additional confirmed funding, if applicable. Examples include funding agreements and letters from donors/sponsors.

Grant Liability, Insurance and Certification

For projects with a hazard of potential personal injury or bodily harm due to high-risk project related activities, please provide FPCC with copies of the following:

- Comprehensive insurance for at least \$2 million.
- Adequate certification and licencing if operating a motorcycle, Off Road Vehicle, large truck or bus, trailer, snowmobile, boat, or other equipment.
- Valid driver's licence(s) of operators of a motorcycle, Off Road Vehicle, large truck or bus, trailer, or boat.
- Necessary WorkSafe BC compliance documents and, before starting work on certain types of construction projects, e.g., a project over \$100,000, submit a Notice of Project to WSBC.
- Any other information reasonably requested by FPCC related to safety and/or liability issues.

If your project is approved, FPCC will follow up to request these documents on conditional acceptance of the project. We will need these documents for the final approval of the project and before the funding agreement is sent.

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 \$1,000,000.00. This documentation should be available to FPCC, if requested.

It is recommended that anyone operating an ATV receive ATV Rider Training by Canadian Safety Council (CSC) certified instructors.

Probable high-risk project activities may include, but are not limited to, using ATVs, horses, trailers, boats, helicopters, heavy equipment, or activities that involve camping in remote areas, risks of large mammal encounters, excavation, scaffolding and ladders, or construction. If you are unsure if your project is high risk and would require additional insurances, certification and licensing, please contact the assigned funding program staff person to discuss further.



Application Deadline

When is the application deadline?

Thursday, July 20th @ 4:00 p.m.

BIP (Braided Infrastructure Program) EOI (Expression of Interest) contact:

Lucas Roque
Heritage Planner

Email: HIP@fpcc.ca

All communications and questions regarding this Braided Infrastructure Program (BIP) Pilot Project Expression of Interest (EOI) should be directed to the EOI contact Lucas via email. Email is the preferred method of communication. Please include **"BIP EOI"** in the subject line for all EOI-related correspondence.

Applications can be downloaded using the following link:

[BIP EOI application form](#)

And must be emailed to HIP@fpcc.ca by the deadline.

Funding

Funding Amounts

Applicants can apply for between \$100,000 and \$250,000 for their proposed project.

Applicants may seek funding from the FPCC heritage, language and/or art grant programs in addition to the BIP EOI, but the costs must not be duplicated.

Any project costs that exceed the maximum grant amount will be the responsibility of the applicant, and all additional funding required to complete the project must be confirmed by the application deadline.

Funding Term

The funding term for the BIP is as follows:

- BIP EOI applications due – **July 20, 2023.**
- Funding awarded – **Aug 31, 2023.**
- Project start/funding awarded – **September 8, 2023.**
- Interim report due – **March 1, 2024.**
- Projects must be completed – **July 12, 2024.**
- Final report due – **Aug 15, 2024.**



Grants are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a group are issued T4As for the year in which the grant payment is processed.

Funding Installments

- Sixty-five percent (65%) of the requested amount will be provided upfront upon application approval.
- Twenty percent (20%) will be provided upon approval (acceptance) of the interim report and budget.
- The remaining fifteen percent (15%) of the grant budget will be provided upon completion of the project and approval (acceptance) of the final report and budget.

Funding Acknowledgements

Successful applicants must acknowledge the support of the FPCC, First Peoples' Cultural Foundation, and the Province of B.C. in all materials produced in relation to the funded project. Approved logos are available at <https://fpcc.ca/logos-guidelines/>.

Expenses

Eligible Expenses

Project costs must be direct and essential to the project. Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

- Construction costs, including the cost of materials.
- Environmental reviews.
- Archaeological assessments.
- Concept planning, feasibility studies, and business plans that will be used for the proposed infrastructure project.
- Leasing of equipment related to the construction of the project.
- Fees paid to professionals, project managers, technical personnel, consultants, and contractors.
- Salaries and other employment benefits to employees, up to a maximum of 25% of the total funding requested through the BIP.
- An infrastructure Administrative Coordinator to oversee projects to support capacity building.
- Insurance related to construction.
- Administration Costs (maximum 15% of funding requested).
- Furniture and/or equipment essential for operation of the project.



- Utility, electrical, and other set-up connection services to the site.
- Honoraria, up to \$250/half day and up to \$500/full day, depending on the activities and protocols. Rates above these amounts must be covered by the applicant organization.
- Food and hospitality up to 10% of the total funding requested through the BIP. This eligible expense is intended for events, including engagement sessions and project completion ceremonies.

During the BIP peer review committee (PRC) process, FPCC may ask applicants to present a contractor quote for the proposed project implementation. If requested, applicants will have 10 workdays to present it.

Ineligible Expenses

- Any expenses for goods or services which are or will be received through donations or in-kind contributions, for example, donated building materials or volunteer labour.
- Expenses that occur before the BIP funding term begins.
- Stand-alone concept plans, feasibility studies, and business plans.
- Overhead costs, salaries, and other employment benefits that amount to more than 25% of the total funding requested.
- Land acquisition and real estate fees, leasing land, leasing buildings, and other facilities.
- Liability insurance for directors.
- Furnishing and non-fixed assets which are not essential for the project.
- General, routine, and cyclical repairs and maintenance.
- Legal fees.

Adjudication Process

- Submitting a proposal does not guarantee funding.
- FPCC staff are available to support you with your application and answer any questions you may have. Please reach out to hip@fpcc.ca.
- Applications will be reviewed for completeness and clarity.
- Funds available to this program are limited; therefore, projects that demonstrate urgency to safeguard heritage will receive priority.
- A PRC will review and assess eligible proposals according to the program objectives, the feasibility of the timeline and the budget presented.



- In-kind contributions are not required for this grant. However, any project costs that exceed the maximum grant amount will be the responsibility of the applicant, and all additional funding required to complete the project must be confirmed by the application deadline.
- After the submission deadline, please do not contact staff regarding the status of your application. All applicants will be advised of PRC decisions approximately six weeks after the application deadline.

Reporting Requirements

If the project is approved, the applicant will receive a funding agreement that sets out the terms of the funding and the reporting requirements. This agreement must be signed by the signing authority outlined in your application.

Funding recipients will be required to meet with FPCC staff once per month to discuss the progress of the project. Recipients will be required to submit photos of the project to demonstrate progression, and depending on necessary COVID-19 precautions, site visits may be arranged.

Funding recipients are required to complete an interim report with a summary of expenditures and upon completion of the project, recipients will be required to submit a final report detailing the project's performance and achieved outcomes, including:

- Number of new permanent jobs created.
- Total number of individuals employed for the project duration, including number of Indigenous peoples, new Canadians, women, and young adults.
- Number of training and mentorship opportunities.
- Average pay scale of individuals employed for the project.

Additionally, grant recipients will be expected to report on:

- What activities they did (including images or videos of activities).
- When and where the activities took place.
- Who was involved.
- Positive outcomes and next steps.
- How the grant funding was spent.
- If there were any training opportunities (workshops, webinars, conferences, mentorships, etc.) created as a result of the grant, and how many people were trained, if applicable.
- Number of project participants.
- Gender of participants.
- Number of people who received wages or any kind of income from the grant.



- The types and number of resources (for example, books, maps, educational resources, oral history recordings, signage) created by the grant funded project.
- Whether the grant supported the community's efforts to be stewards of their ICH.
- The types and amount of ICH practices documented throughout the project.
- Whether any ICH safeguarding measures were put in place in your community as a result of the grant.
- The grant recipient's satisfaction with the grant program, Grant Portal user friendliness, staff helpfulness and knowledge and general satisfaction with FPCC.
- Other types of FPCC grant programs the grant recipient would like to see offered.
- And any other feedback grant recipients would like to provide for FPCC.



Appendix: Sample Budget

Braided Infrastructure Program

Expenses		
Expense Description (Provide detailed breakdowns for each category)	Funds Requested from FPCC	Funds from Other Sources
Construction costs (including costs of materials)		
Two smokehouse x \$1,000 each: \$2,000 Two Hot Smokers x \$500 each: \$1,000 One 12 ft x 16 ft Gazebo: \$3,000 Four Picnic Tables: \$500 each = \$2,000 Historical Trail Restoration: 4 km at \$15,000 per km = \$60,000 Interpretive signage boards = \$3,000 Materials and equipment include wood preservation treatment, tin roof, nails/stakes, propane stove, oven, fridges, stand-up freezer, sink	\$ 71,000	\$0
Environmental Review		
Internal environment review will be conducted by the nation's Land Department.	\$0	\$5,000
Archeological Review/ Assessment		
Preliminary assessment and cultural care work in the event of findings	\$6,000	\$0
Costs for Concept Planning, Feasibility Studies, Business Plans		
Team meetings, concept visioning and project design in-house	\$0	\$4,000
Equipment Leasing		
Excavator lease required for small portion of project	\$7,500	\$0



Professional Fees (Project Managers, Technical Personnel, Consultants, Contractors)		
Project coordinator: 4 months @ \$6,500 = \$26,000 Carpentry contractor: 3 months @ \$7,000 = \$21,000 Danger tree removal contractor: \$7,000 Signage designer: \$7,000	\$61,000	\$0
Salaries and Employment Costs - Up to 25% of FPCC funding request		
3 full-time temporary labourers for 3 months (140 hours per month at \$31/hour)	\$26,409	\$12,651
Insurance Costs (Related to Construction)		
Existing liability insurance and existing WCB coverage	\$0	\$0
Furniture and/or equipment essential for operation of the project		
n/a	\$0	\$0
Community Engagement Fees		
Two community surveys, one before project start and one halfway through the project to gauge engagement, success, milestones, areas to improve.	\$3,500	\$0
Communication Costs		
Media releases to share project success stories with general public.	\$500	\$0
Honoraria		
Elder honoraria (\$250/half day, 6 half days, 5 Elders)	\$7,500	\$0
Food and hospitality, up to 10% of funding requested (Describe)		
Grand Opening Event, including venue and refreshments	\$0	\$2,500
Subtotals	\$183,409	\$ 24,151
Total Costs	\$ 207,560	



Revenues (Please provide a summary of all sources of funds for the proposed project. All additional funding must be confirmed by application date)			
Summary of Funds	Confirmed	Amount	
In-Kind Contributions (Funding You Contributed to the Project)			
Nation's Land Department will cover part of the wages	Yes	\$12,651	
In-Kind Contributions (Time, resources, materials, meeting spaces, etc. that are provided for free)			
Nation's Land Department will cover the team meetings, concept visioning and project design in-house; and the Grand Opening Event, including venue and refreshments; Internal environment review will be conducted by the nation's Land Department.	Yes	\$11,500	
Provincial Funding			
N/A	N/A	\$0	
Federal Funding			
N/A	N/A	\$0	
Corporate Contributions (Sponsorship or Donation)			
N/A	N/A	\$0	
Other Grants/Funding (Non-FPCC Sources)			
N/A	N/A	\$0	
Total Revenues		\$24,151	
Budget Summary			
	Total Costs	Total Revenues	FPCC Grant Request
Totals	\$ 207,560	\$ 24,151	\$183,409