FIRST PEOPLES'
CULTURAL COUNCIL

Funding
Guidelines

Updated December 18, 2023

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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 is mandated to support the revitalization of First Nations languages, arts, cultures and heritage in British Columbia. FPCC administers funds to support First Nations people in B.C. to maintain their languages, arts and heritage for future generations. This guide is a tool to assist applicants in developing proposals for their community language, arts and heritage projects.

Funding

FPCC receives one-time and term-limited funding for the delivery of program grants. This funding comes from both the provincial and federal governments, including the Ministry of Indigenous Relations and Reconciliation (MIRR, Province of British Columbia), the Department of Canadian Heritage (PCH, Government of Canada) and the British Columbia Arts Council (BCAC, Province of British Columbia). At times, FPCC also receives funding from other sources, both public and private.

For more information

For information about funding opportunities, please visit the FPCC website: fpcc.ca/grants

Contact

Telephone: FPCC office (250) 652-5952 or toll-free through Enquiry BC 1-800-663-7867
Email: info@fpcc.ca
Website: www.fpcc.ca

Mailing/Courier Address:

The First Peoples' Cultural Council
1A Boat Ramp Road
Brentwood Bay, B.C.
V8M 1N9

Funding Criteria

Who Is Eligible to Apply for Funding?

FPCC's mandate is to support the revitalization of B.C. First Nations languages, arts, cultures and heritage. FPCC is committed to demonstrating accountability and transparency in our processes, including within the delivery of funding. FPCC receives funding that is dedicated to the revitalization of B.C. First Nations languages, arts and cultures that are spoken and practiced nowhere else in the world. The following eligibility guidelines ensure that FPCC can show accountability to B.C. First Nations and provide this funding directly towards the individuals and organizations it is intended for.

PLEASE NOTE: Each FPCC grant program may have additional, unique eligibility guidelines. Please read the funding guide for the specific grant program you are applying to before submitting an application.

Eligible Applicants
- Recognized[1] First Nations governments, bands or tribal councils located in B.C.
- Not-for-profit societies registered in B.C., in good standing and governed by recognized B.C. First Nations individuals (at least 75% of directors identify as members of recognized B.C. First Nations)
- Urban and off-reserve B.C. First Nations organizations (at least 75% of directors identify as members of recognized B.C. First Nations)[2]
- B.C. First Nations–led museums and cultural spaces (at least 75% of directors identify as members of recognized B.C. First Nations)
- B.C. First Nations schools[3] and 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)
- Individual applicants from B.C. First Nations – see program-specific guidelines:
    - Arts: Individual Arts Program, Arts Strengthening (One-on-One Mentorships), Music Program, Arts Infrastructure (Administrative Internship)
    - Language: Mentor-Apprentice Program (MAP), Youth Empowered Speakers Program (YES)
- Previous applicants may apply as long as all reporting on previous funding from FPCC (all programs) or the First Peoples' Cultural Foundation (FPCF) is up to date.

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1 Please refer to list on the B.C. government website: https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing

2 For a list of recognized B.C. First Nations, please see: https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing.

3 FPCC is unable to fund K–12 classroom activities and related accredited programming.

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Eligibility Documentation

FPCC is committed to accountability and transparency in the delivery of funding to B.C. First Nation communities, as expressed in our mandate and vision. We welcome funding applications from organizations that are not recognized B.C. First Nations governments, provided they meet the eligibility guidelines outlined above.

FPCC program staff may contact you to request some or all of the following information to accompany your application. This information will help us better understand your organization, its mandate and how it operates so that we can support you through the funding process. If requested, this information must be provided before a funding agreement can be issued.

- Societies and organizations other than First Nations governments may be asked to provide documentation confirming legal name and a list of the organization's current Board of Directors and/or governance structure. Please note that FPCC requires that Boards of Directors be composed of at least 75% members of recognized B.C. First Nations.
- Additionally, registered societies may be asked to provide their certificate of good standing; certificate of registration; a copy of the organization's bylaws and constitution; and proof of insurance.

Applicants may be asked to provide proof of support from a B.C. First Nation in the territory where the project is proposed and that shares the same language as the proposed project. This may be in the form of a Band Council Resolution, OR a letter of support from a Chief or Council member OR a letter of support from an established First Nations organization that is currently an FPCC grant recipient.

Please note that first-time applicants will be required to provide the information listed above. Returning applicants may be required to update their eligibility documentation.

FPCC values the collective gathering and sharing of resources. For projects in which oral history, intellectual properties and cultural properties are gathered and/or shared, applicants may be asked to provide information that will demonstrate how the information or item will be gathered or obtained and how ownership, copyright and intellectual and cultural property rights will be recognized and upheld now and into the future.

On a case-by-case basis, FPCC will consider applications from organizations that are in the process of achieving a not-for-profit or society status. Please get in touch with the Program Manager to discuss this further.

Ineligible Applicants

- Organizations or individuals who are not from a B.C. First Nation
- Public institutions (e.g., schools, universities)
- For-profit organizations and businesses
- Committees, groups and task forces without an established governing body
- Provincial/territorial and municipal governments
- Federal or provincial government departments
- Organizations or previous grant recipients with incomplete or outstanding reporting with FPCC or FPCF. These applicants are ineligible until all required documentation is complete.
- Religious organizations
- Corporations
- Private clubs, groups and organizations with exclusive memberships

Misrepresentation

Applicants receiving approval for funding will be required to sign a funding agreement, which includes a section regarding misrepresentations and related matters.

If an applicant provides false information or omits or misrepresents material information in connection with an application, including with respect to Indigenous identity, in keeping with our Misrepresentation Policy, FPCC may:
- Terminate any funding agreements
- Deny eligibility for existing and future funding
- Require repayment of grant funds
- Pursue civil and potential criminal prosecution in the case of fraud

This policy applies to the applicant and any related companies and individuals that are parties to the application.

What Are Ineligible Expenses?

Ineligible expenses include, but are not limited to, the following:
- Expenses that take place before the project begins
- Accumulated deficits, annual operating losses or debt
- In-school accredited K–12 programs, including First Nations and non–First Nations or public programs
- Capital and business development costs
- Standard operational salaries or general organization operation costs, unless these salaries and operational costs directly support the revitalization of B.C. First Nations' languages, arts, cultures and heritage
- Activities or gatherings not related to the project
- Activities that do not comply with current provincial COVID-19 as stated by the B.C. Centre for Disease Control and the provincial Public Health Officer
- With the exception of the infrastructure funding programs for Arts and Heritage, capital renovation costs

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 (WSBC) compliance documents and, before starting work on certain types of construction projects, e.g., a project over $1,000, 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. These documents will be required for the project's final approval 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 million. This documentation should be available to FPCC if requested.

It is recommended that anyone operating an ATV receive ATV rider training by a Canadian Safety Council certified instructor.

Probable high-risk project activities may include, but are not limited to, using ATVs, horses, trailers, boats, helicopters and 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 insurance, certification and licensing, please get in touch with the assigned funding program staff person to discuss further.

Criminal Record Checks

The Criminal Records Review Act makes a criminal record check mandatory for anyone who works with children. The act defines a "child" as an individual under 19 years of age. In the act, "works with children" means "working with children directly or having or potentially having unsupervised access to children in the ordinary course of employment or the practice of an occupation."

In consideration of the above, grant applicants and recipients for projects that involve children under the age of 19 will:
- Comply with all requirements of the act
- Ensure all current and new employees, directors, volunteers, contractors and others under its control comply with the act, including those who have previously completed a criminal records review check
- Maintain and make available documentation to the Province of British Columbia, upon request, to demonstrate that the criminal record check requirement has been met

FPCC Grant Applications

Grant Portal

FPCC has an online grant portal to simplify the grant application and reporting process for applicants. To access the grant portal and create a personal profile, **click here**.

General Application Guidelines

PLEASE NOTE: Each grant program has unique application requirements. **Please make sure to review the application requirements for a specific grant program prior to applying.** Applications will not be reviewed unless all necessary information is provided.

Applicants are welcome to discuss their project with FPCC staff before submitting their proposals. The FPCC Grant Portal allows applicants to work on and save draft applications. We recommend starting applications early to allow plenty of time to complete an application prior to the deadline.

The following are general guidelines for grant program applications:
- Applications must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login. If you do not have access to the internet or where accessibility is a concern, please get in touch with FPCC.
- Applications will only be discussed with the person named as the "applicant" or "primary contact person." Arrangements to speak with another person must be requested in writing.
- Applications must be submitted by the deadline.

FPCC will require the following components for **most** grant program applications:
- 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 First Nations/Bands: a Council Resolution (signed and dated) or a letter of approval signed by the Band Manager or Chief Councillor
- For societies/organizations: a letter of approval (signed and dated) by the Executive Director or General Manager

We recommend that interested applicants attend webinars and work with FPCC staff in advance of submitting an application.

Reporting Requirements

FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors, such as the confirmation of funding commitments from our funders. Please note that overdue prior year reports and delays in signing funding agreements will affect the timeline for receiving funds.

- To speed up funding delivery, we suggest that current recipients begin working on reporting prior to the project completion and submit as soon as the project is complete – **do not wait for the deadline.**
- Final reports are reviewed and approved on a first-come, first-served basis.
- Final reports must report on all project activities, including a financial summary of the full project budget, and must be received by FPCC no later than the date specified in the funding agreement. This enables FPCC to meet our fiscal responsibilities to funders and seek additional funds to support revitalization efforts. It also ensures that applicants' new projects are reviewed and approved in a timely manner.
- FPCC will issue an invoice for payment of unspent funds.
- New applications for grants will not be reviewed until all required reports have been submitted and any unspent funds have been returned.
- Grant recipients will submit their final report through the Grant Portal no later than one month after project completion. Funding recipients are not be eligible to apply to any other FPCC programs until their final report has been submitted.

Proposal Review Process, Notification of Awards and Payment of Awards

Peer Review Committee (PRC)

All applications will be reviewed by an impartial committee of experts with experience in the specific grant program area. The review process includes pre-screening for eligibility as well as an in-depth review for program fit and suitability.

FPCC tries to ensure grants are accessible, however, due to lack of long-term funding, there is no guaranteed funding. Here's what to expect:
- Applications are first reviewed for eligibility, completeness and clarity of purpose.
- Notification of receipt will be sent via email to the primary contact provided in the application.
- An impartial, expert adjudication committee of experts will convene to review proposals and, based on program criteria, will make funding recommendations. These recommendations will inform the funding decisions by FPCC.

Funding Decisions and Notification

- Applicants will be notified of the PRC decision approximately 12 weeks after the application deadline. Staff capacity is very limited during grant intake so email response times will be delayed. Please check the Grant Portal for the most up-to-date status of your application.
- Notification will be sent via the online system to the email address of the primary contact provided in the application. Results will not be released by telephone.
- In the event an application is unsuccessful, FPCC staff are available to provide feedback and advice on future applications, upon request.
- During feedback meetings, FPCC staff will outline the reasons why the application was not successful. The PRC feedback may also be provided, which will help to redevelop or strengthen the application. We encourage applicants to attend webinars and work with staff in advance of submitting an application, in order to have the best chance for success.

Payment of Awards

- Successful applicants will be required to sign and complete a funding agreement in the Grant Portal before receiving a grant. Funds will be released after once the funding agreement is fully executed.
- Successful applicants may provide program staff with a void cheque to receive direct deposits.
- Funding agreements are time sensitive. If they are not signed within 8 weeks of delivery, the grant may be forfeited to ensure the funds are reallocated and spent within the fiscal year.
- Grants are taxable income and must be reported as such. Individuals receiving grants on their own or on behalf of a group are issued T4As for the year the grant payment is issued.
- Payments will be processed within 6 to 8 weeks of award notification. Please check the portal for the status of your application during this time.
- The grant is to be used for expenses as outlined in the approved application. However, we understand that occasionally circumstances require changes to the original plan. FPCC will require an amendment to be completed for changes in budget expenses or project activities. Our staff can coach you through the amendment process and ensure your project is successfully completed or extended (in rare cases). If an amendment is required, please get in touch with program staff as soon as possible.
- Successful applicants must acknowledge the support of FPCC's grant program and that funding was received from FPCC. Logos are available on request. Please contact the appropriate program staff for further information.

FPCC staff are here to support grant recipients and those interested in applying for funding from FPCC. Please don't hesitate to reach out to the program contacts listed at the bottom of each program page on our website.

For support with your grant application, please contact us more than two weeks before the grant deadline.

If you are unsure which program to apply for, please contact us at info@fpcc.ca.