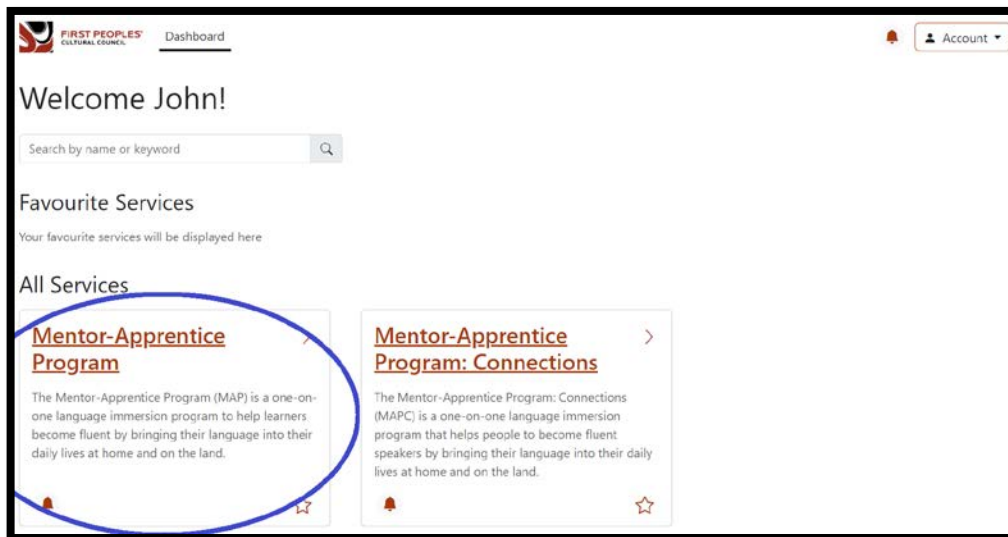


First Peoples' Cultural Council Grant Portal 2.0 How-To Guides

How to Apply for a Grant

1. Search **fpcc.citizenone.ca** in your internet browser. On the login page, enter your account email and password and then click the red *Login* button.
2. After you log onto the website, you will see the available grants to apply for. To start applying for a grant click one of the available grants. See the image below for a sample of the homepage with an available grant circled in blue.



3. Next, you will be taken to a new page where you can find a full description of the program, links to the program guidelines, and the FPCC website with more information. From this page you can begin applying for the grant, but first you must complete the onboarding process.
4. To begin the *Onboarding* process, click the red button which says: "Onboard." Please see the image below for a sample of the page with the



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5. *Onboard* button circled in blue. Until the onboarding process is complete, the apply button will be locked and a lock icon will be displayed.

The screenshot shows the Mentor-Apprentice Program interface. At the top, the title "Mentor-Apprentice Program" is displayed next to an "Unverified" status indicator and a notification bell icon. Below the title, there is introductory text about the program. A central box contains the heading "To use this service we need to verify your identity" and a blue-circled "Onboard" button. Below this box, a text block explains the verification process. At the bottom, a grey bar contains the text "Apply for the Mentor-Apprentice Program" and a "Locked" button with a lock icon, both circled in blue. A footer bar at the very bottom contains the text "Mentor-Apprentice Program".

6. Next you will see a page which outlines the onboarding process. Click the *Continue* button to proceed to the next step.

The screenshot shows the onboarding process page for the Mentor-Apprentice Program. At the top, the logo for the First Peoples' Cultural Council is displayed. Below the logo is a progress bar with four steps: "Terms and Conditions", "Verification", "Notification Settings", and "Ready to Use". The main heading is "Welcome to Mentor-Apprentice Program". Below the heading, there is a paragraph of introductory text. The page is divided into three numbered sections: "1. Terms and Conditions", "2. Verification", and "3. Notification Settings", each with a brief description. At the bottom right, there are two buttons: "Cancel" and "Continue", with the "Continue" button circled in blue.



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7. In the next page, you will see the terms and conditions, and a summary of personal information that will be used to start your application. To continue, click the box which says: "I have read and accept terms and conditions" and then click the red button which says: "I consent." If you do not consent, click the button which says: "I do not consent" and you will leave the application.

Terms and Conditions Verification Notification Settings Ready to Use

Terms and Conditions

Mentor-Apprentice Program

Last modified: 08/21/2024
Version 3

I confirm that:

- The apprentice accepts responsibility for the grant application & administration;
- The apprentice is a B.C. First Nations individual;
- The apprentice has read and understands the [Funding Guide](#).

By accepting this policy you're allowing to:

- ✉ View your email
- 👤 View your first name
- 👤 View your last name

I have read and accept terms and condition

Cancel Back **I Consent** I Do Not Consent

8. The next screen will notify you that your account has been verified. Click the *Continue* button to proceed and you will see a screen which notifies you that the onboarding process is complete. Click the red button at the bottom right to exit out of this screen. See the images below for a sample from the onboarding process.



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Terms and Conditions Verification Notification Settings Ready to Use

Verify your identity

To activate Mentor-Apprentice Program, you need to confirm your identity with the following rules:

Verify your contact details Verified

Please verify your details in order to access grants. This information is only collected once.

Cancel Back **Continue**

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Terms and Conditions Verification Notification Settings Ready to Use

Success!

Service has been successfully onboarded, and it's ready to be used.

Go to Service Mentor-Apprentice Program

Now you will be able to apply to the program. You will see that the apply button is no longer greyed out and the lock icon is gone. Click this button to start your application.

Mentor-Apprentice Program

✓ Verified

The Mentor-Apprentice Program Stream offers 300 hours of immersion per year for up to 3 years.

MAP is for B.C. First Nations individuals learning one of the 36 First Nations languages in B.C. You do not need to be living in your community (on reserve) to be eligible to participate, but you must be living in B.C.

The Mentor-Apprentice Program (MAP) is a one-on-one language immersion program that helps people to become fluent speakers by bringing their language into their daily lives at home and on the land.

Apply for the Mentor-Apprentice Program >

Begin the grant application for the Mentor-Apprentice Program.

Mentor-Apprentice Program >

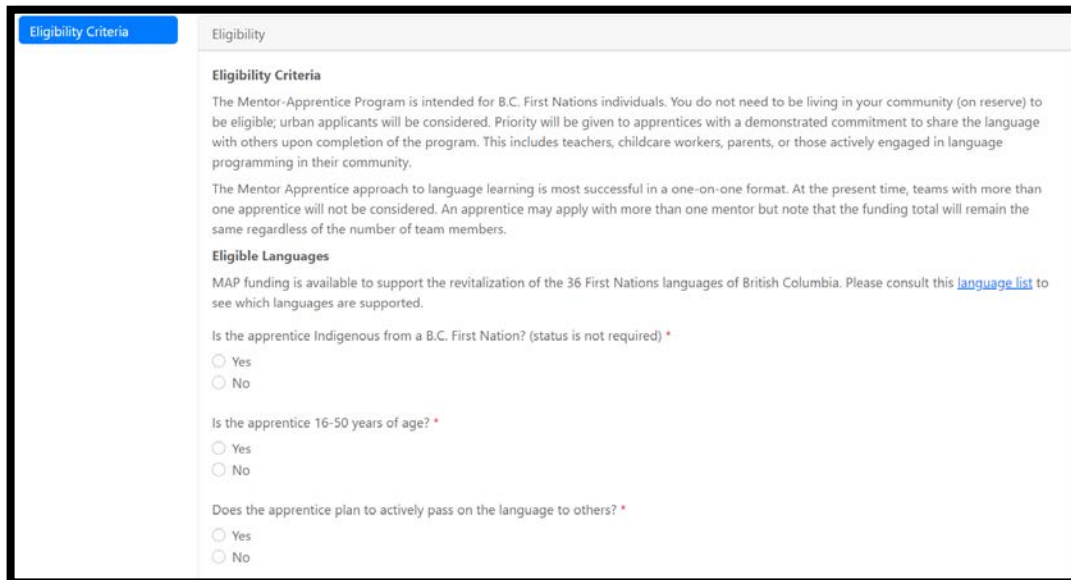
Review the program details, funding guide, access tools and resources and more.

Mentor-Apprentice Program Guidelines >



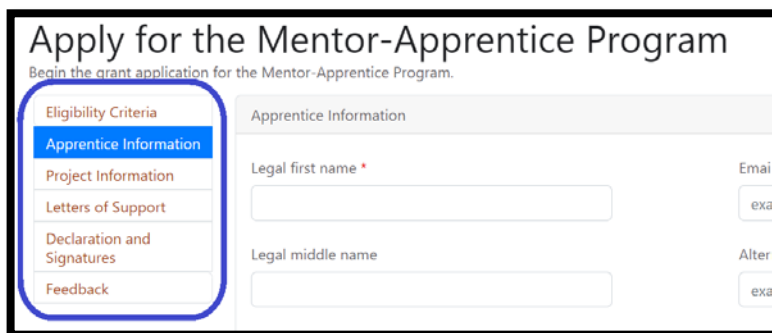
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9. The first step of the application is the eligibility section. You must be eligible and answer the questions to complete the rest of the application. If you are eligible and answer the questions, a *Next* button will appear at the bottom of the screen. Click this button to proceed.



The screenshot shows the 'Eligibility Criteria' section of the application form. It includes a blue tab labeled 'Eligibility Criteria' at the top left. The main content area is titled 'Eligibility' and contains the following text: 'Eligibility Criteria', 'The Mentor-Apprentice Program is intended for B.C. First Nations individuals. You do not need to be living in your community (on reserve) to be eligible; urban applicants will be considered. Priority will be given to apprentices with a demonstrated commitment to share the language with others upon completion of the program. This includes teachers, childcare workers, parents, or those actively engaged in language programming in their community.', 'The Mentor Apprentice approach to language learning is most successful in a one-on-one format. At the present time, teams with more than one apprentice will not be considered. An apprentice may apply with more than one mentor but note that the funding total will remain the same regardless of the number of team members.', and 'Eligible Languages', 'MAP funding is available to support the revitalization of the 36 First Nations languages of British Columbia. Please consult this [language list](#) to see which languages are supported.' Below the text are three questions with radio button options: 'Is the apprentice Indigenous from a B.C. First Nation? (status is not required) *' with 'Yes' and 'No' options; 'Is the apprentice 16-50 years of age? *' with 'Yes' and 'No' options; and 'Does the apprentice plan to actively pass on the language to others? *' with 'Yes' and 'No' options.

You will now be able to view and complete the rest of the application. Questions which are required to be answered will be marked with a red *, and the other questions are optional. You can view other sections of the application by clicking the tabs near the top left of the page. See the image below with the tabs circled in blue.

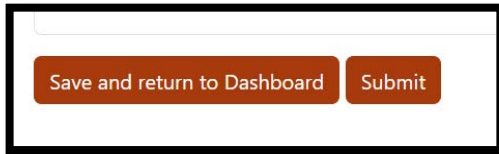


The screenshot shows the 'Apply for the Mentor-Apprentice Program' page. The title is 'Apply for the Mentor-Apprentice Program' and the subtitle is 'Begin the grant application for the Mentor-Apprentice Program.' On the left side, there is a vertical list of navigation tabs: 'Eligibility Criteria', 'Apprentice Information', 'Project Information', 'Letters of Support', 'Declaration and Signatures', and 'Feedback'. The 'Apprentice Information' tab is highlighted with a blue background and a blue border. The main content area is titled 'Apprentice Information' and contains two text input fields: 'Legal first name *' and 'Legal middle name'. To the right of these fields are buttons labeled 'Email' and 'Alter'.



FIRST PEOPLES'
CULTURAL COUNCIL

When you have completed your application, you can click the *Submit* button at the bottom of the final section of the application. If you would like to save your application and complete it later, click the *Save and return to Dashboard* button.



To resume your saved application, return to the homepage, select the program for which you are applying, and scroll down the page. You will see a section titled "Draft Submissions" with your draft application listed. Click the *Continue Application* button to resume your application (see the image below with the button circled in blue). Once you have finished your application, click the submit button.

