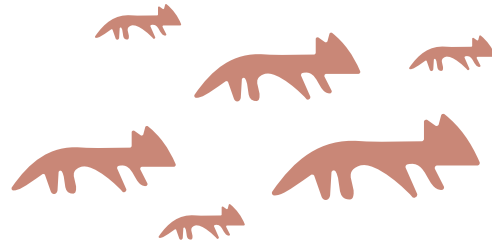




FIRST PEOPLES'
CULTURAL COUNCIL



Language Program Application

2025 - 2026 Funding Guide

Application Deadline:
December 18th, 2024

Please keep this Language Program Funding Guide in your files. If your funding request is approved, the policies and information contained in this guide will be a useful resource.

FPCC Language Programs are funded by the Indigenous Languages Component of the Indigenous Languages and Cultures Program, Department of Canadian Heritage.

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of Canada

Canada



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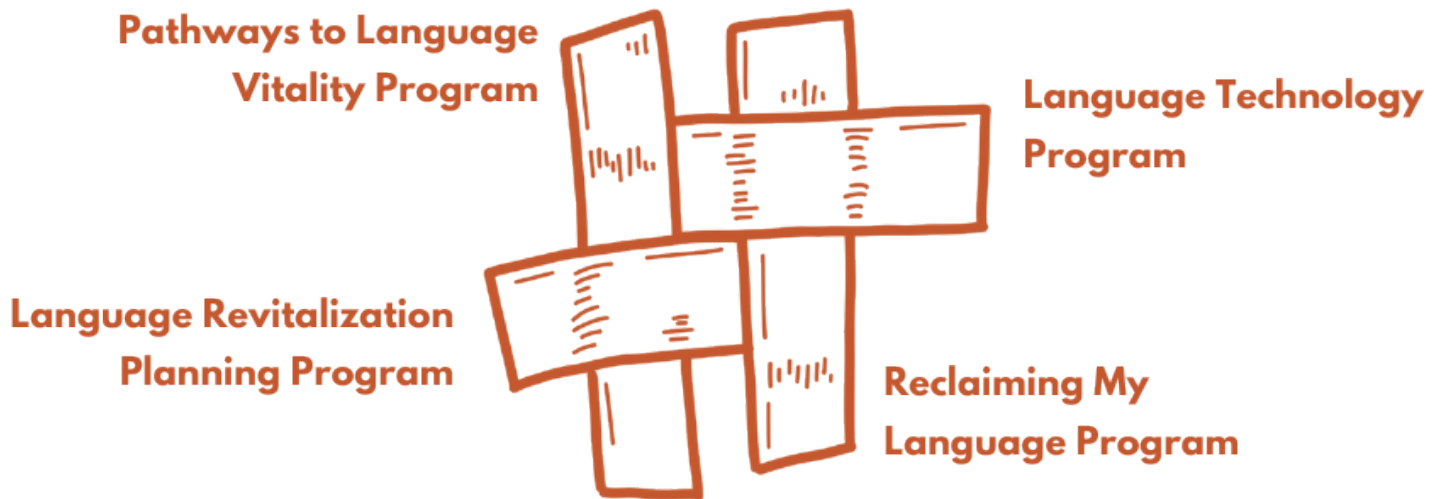


Introduction

What's New in 2025 - 2026?

This year, the various Language Programs offered by FPCC are now available through a single application form. The Pathways to Language Vitality Program, Language Revitalization Planning Program, Language Technology Program and Reclaiming My Language Program have been combined into a single application process. The purpose of this change is to reduce the administrative burden on applicants while also supporting the move towards plan-based funding.

FPCC has offered funding and support for the development of language plans since 2010 in various formats. We believe that with language plans, communities can revitalize their languages in a streamlined and strategic way; access funding by demonstrating capacity and self-determination; and mobilize the community's vision of language vitality. FPCC's long-term vision is to support community language revitalization plans through comprehensive plan-based funding. Plan-based funding supports community self-determination, ensures sufficient funding, and addresses the administrative burden of numerous projects and associated reporting requirements.



We are excited to take another meaningful step in this direction in the upcoming grant cycle by inviting applications for multi-strategy and multi-year grants. Depending on demonstrated capacity, applicants can apply for up to three years of funding and can incorporate the language programs and strategies that work best for them and their communities.



About 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 Indigenous languages, arts, and cultures in British Columbia. FPCC is a First Nations-led Crown Corporation governed by a Board of up to 13 members with 12 seats allocated for B.C. First Nations individuals and one seat for a non-voting government advisor. Additionally, the Board is supported by a 36-member Advisory Committee – one representative for each of the First Nations language groups in British Columbia. Any B.C. First Nations individual, organization, or community can nominate someone or apply to represent one of 36 First Nations languages on the FPCC Advisory Committee. FPCC aims to achieve sustainability and long-term stability for language, arts, and cultural programming in B.C.

FPCC's Language Program vision is that all First Nation languages in British Columbia have stable populations of speakers who are passing their languages on to the next generations. First Nations communities are empowered with skills, resources, and comprehensive plans to ensure the ongoing vitality of their languages. For more information visit fpcc.ca/about-us.

Direct your inquiries to: languagegrant@fpcc.ca



Funding Information

Funding Availability

We recognize that language revitalization requires long-term, sustainable funding. FPCC continues to advocate for guaranteed, ongoing funding from all levels of government, and we are looking forward to that vision becoming a reality in the future.

This year, FPCC is pleased to offer multi-year funding for up to three years, from 2025 to 2028. Applicants may apply for one, two or up to three years of funding in a single application, according to the funding category. This new multi-year funding will support project continuity and succession planning for recipients.

FPCC recognizes that the funding needed by communities and organizations that are implementing multiple language revitalization strategies exceeds the available funding through this program. Should any additional funding become available, FPCC will distribute those funds to approved applicants.

Funding for the Language Program is subject to availability and may change from year to year. Budgets for the 2025-2026 cycle will be confirmed in March 2025.

Funding Categories

FPCC's Language Program offers four different funding categories which have been adapted from our Pathways to Language Vitality program: *Rise*, *Roots*, *Grow* and *Flourish* funding. Indigenous languages are deeply tied to the land; the *Rise*, *Roots*, *Grow* and *Flourish* funding model reflects cycles of growth and the flourishing potential of language revitalization work within communities. These funding categories are responsive to the varying levels of experience and capacity that exist across language teams in the province.




Rise, Roots, Grow and Flourish funding provides applicants, who may be in varying stages of language revitalization work, with a pathway to nurture positive stewardship for language revitalization goals. The amount of funding within each category is subject to availability. We invite applicants to determine the right funding type for their community/organization based on the descriptions below and to contact our program staff with questions about these funding categories.




Rise Funding (up to \$50,000) – *subject to funding availability*

Rise projects are awakening. Rise projects are exploring possibilities for language revitalization and have experience with up to two prior years of language grants. Rise organizations are building stewardship practices for long-term revitalization growth.

<p>Rise Funding Grants up to \$50,000 for one year of funding.</p> 	<p>Description: Rise funding is offered for a single year. This funding is suitable for smaller teams that are just getting started on their language revitalization journey and have just one or two project areas, or for teams that have limited capacity to take on larger projects.</p> <p>Rise applicants:</p> <ul style="list-style-type: none"> • include one or more strategies (projects) in the application • have received one or two previous Language grants from FPCC OR have never received a Language grant from FPCC
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Roots Funding (up to \$120,000) – *subject to funding availability*


Roots projects are expanding. Roots organizations are becoming comfortable revisiting observations, experiences, practices and monitoring of language revitalization work. Having completed several language projects, Roots organizations have absorbed the teachings from previous efforts that nourish strong roots for long-term community language goals.

<p>Roots Funding Grants up to \$120,000 for Year 1, and up to \$60,000 for Year 2</p> 	<p>Description: Roots funding is offered for up to two years with the potential for continuation for a third year and can include multiple strategies. This funding is suitable for smaller teams that have experience working on language revitalization and are starting to expand into new areas.</p> <p>Roots applicants:</p> <ul style="list-style-type: none"> • include two or more strategies (projects) in the application • have received between three and eight previous Language grants from FPCC (cumulative total) over two or more years • have at least one staff member dedicated full-time to the delivery of the project • can commit to offering a minimum of 100 hours (per participant, per year) of immersion language learning for any immersion-based strategies
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Grow Funding (up to \$200,000) – *subject to funding availability*


Grow organizations are established, with extensive experience with multiple language strategies. Grow organizations have established language programs and practices that are spreading throughout the community. Grow organizations can steward complex plans with many moving parts to achieve community language revitalization goals.

<p>Grow Funding Grants up to \$200,000 for Year 1, and up to \$100,000 for Year 2</p> 	<p>Description: Grow funding is offered for up to two years with the potential for continuation for a third year and can include multiple strategies. This funding is suitable for groups that have begun or are about to begin the process of developing a strategic language plan with their community.</p> <p>Grow applicants:</p> <ul style="list-style-type: none"> • include two or more strategies (projects) in the application, <i>including</i> Language Revitalization Plan Development as a required strategy for this category • have received nine or more language grants from FPCC (cumulative total) over five years or more • have a core project team of two people or more, and at least one staff member dedicated full-time to the delivery of the project • can commit to offering a <i>minimum</i> of 200 hours (per participant, per year) of immersion language learning for any immersion-based strategies • demonstrate at least one active partnership with another department, organization or community that will contribute meaningfully to the implementation of the proposed activities
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Flourish Funding (up to \$300,000) – *subject to funding availability*

Flourish organizations have worked with their wider community to develop a strategic language plan and have begun or are about to put that plan into action. Flourish organizations deftly weave multiple strategies together to forge a comprehensive web of mutually supportive activities that will advance the community's identified language goals.

<p>Flourish Funding Grants up to \$300,000 for Year 1, and up to \$150,000 for Years 2 and 3</p> 	<p>Description: Flourish funding is offered for three years and includes a minimum of three strategies. This funding is suitable for well-established teams that have a language plan in place and are actively implementing multiple language revitalization strategies across domains in the community.</p> <p>Flourish applicants:</p> <ul style="list-style-type: none"> • include three or more strategies (projects) in the application • have received 10 or more language grants from FPCC (cumulative total) over five years or more • have a completed language plan that spans three or more years and includes an implementation budget, which can be submitted with the application • have a language department or language team with at least three positions dedicated full-time to the delivery of the plan • can commit to offering a minimum of 400 hours (per participant, per year) of immersion language learning for any immersion-based strategies • demonstrate at least one active partnership with another department, organization or community that will contribute meaningfully to the implementation of the proposed activities
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Funding Category Summary Table

The following table contains key information for each funding type and can help you determine which one is best for your team. Please contact FPCC staff if you would like clarification of any of these requirements.

Criteria	Rise Funding 	Roots Funding 	Grow Funding 	Flourish Funding 
Duration	Funding agreement is one year at a time	Funding agreement is for <i>up to</i> two years, with potential for a third year	Funding agreement is for <i>up to</i> two years, with potential for a third year	Funding agreement is for three years
Amount	Up to \$50,000 for 2025-2026	Up to \$120,000 for 2025-2026 Up to \$60,000 for 2026-2027	Up to \$200,000 for 2025-2026 Up to \$100,000 for 2026-2027	Up to \$300,000 for 2025-2026 Up to \$150,000 per year for 2026-2028
# of strategies	One or more strategies	Two or more strategies	Two or more strategies	Three or more strategies
Language Plan	No planning component required	No planning component required	Must commit to developing Language Revitalization Planning as part of proposal	Language Plan required with application; must be minimum three years in length and include a budget
Project delivery/ administrative capacity	Minimum one person dedicated to this project at least half-time	One or two people or more will be working on the project. At least one person must be full-time dedicated to this project	Two people or more will be working on the project. At least one person must be full-time dedicated to this project	Language department or language team of three or more full-time positions that are dedicated to this project (e.g. not holding other roles in the org), including administrative support
Immersion strategy, if applicable	No requirement	Minimum 100+ hours per participant per year	Minimum 200+ hours per participant per year	Minimum 400+ hours per participant per year
Partnerships & Collaboration	No partnerships required	No partnerships required	At least one demonstrated partnership required, or an explanation of what you are actively doing to build your partnerships & collaboration	At least one demonstrated partnership required, or an explanation of what you are actively doing to build your partnerships & collaboration



Funding Term

Applicants for *Roots, Grow or Flourish* funding may apply for one, two, or three years of funding with a single application. Funding for the second and third years, as applicable, will be contingent upon submission and approval of all reporting for the prior year.

FPCC strives to deliver funds as early as possible in the fiscal year, but this may be delayed by various factors, such as applicants' delays in submitting prior year reports, applicants neglecting to sign the Funding Agreement, or delays in the confirmation/delivery of funds from FPCC funders.

For more information about what reports will be required, please see the section [Reporting Requirements](#) below.

Single-Year Project Timeline

- Project activities start on or after April 1, 2025
- Interim Report due October 31, 2025 (for period of April 1 – September 30, 2025)
- Project is completed by March 31, 2026
- Final Report due by April 30, 2026 (for period of April 1, 2025 – March 31, 2026)

Should a single-year project wish to apply for additional funding in subsequent years, FPCC will provide information about how applicants can access additional funding in the fall for the following program year.

Two-Year Project Timeline

- Project activities start on or after April 1, 2025
- Year 1 Interim Report due October 31, 2025 (for the period of April 1 – September 30, 2025)
- Year 1 Year-end Report due April 30, 2026 (for the period of April 1, 2025 – March 31, 2026)
- Year 2 Interim Report due October 31, 2026 (for the period of April 1, 2026 – September 30, 2026)
- Project is completed by March 31, 2027
- Final Report due by April 30, 2027 (for the period of April 1, 2026 – March 31, 2027)

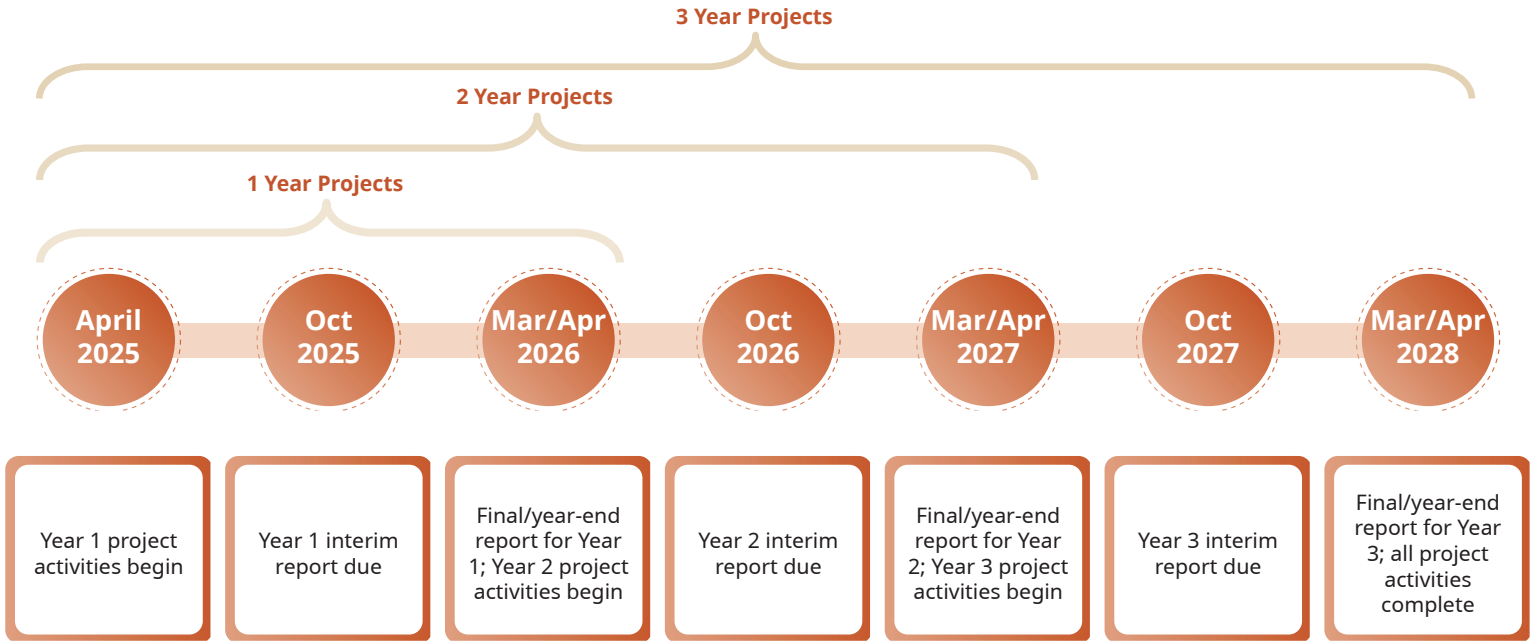
Should a two-year project wish to apply for a third year of funding, FPCC will provide information about how applicants can access additional funding in the fall for the following program year.

Three-Year Project Timeline

- Project activities start on or after April 1, 2025
- Interim Report due October 31, 2025 (for the period of April 1 – September 30, 2025)
- Year 1 Year-end Report due April 30, 2026 (for the period of April 1, 2025 – March 31, 2026)
- Year 2 Interim Report due October 31, 2026 (for the period of April 1, 2026 – September 30, 2026)
- Year 2 Year-end Report due April 30, 2027 (for the period of April 1, 2026 – March 31, 2027)
- Year 3 Interim Report due October 31, 2027 (for the period of April 1, 2027 – September 30, 2027)
- Project is completed by March 31, 2028
- Final Report due by April 30, 2028 (for the period of April 1, 2027 - March 31, 2028)



Funding term and reporting timelines for 1-, 2-, and 3-year Language Grants



Eligible Language Revitalization Strategies

In this section, you will find brief descriptions of the language revitalization strategies that are eligible for funding.

Language Revitalization Plan Development

The Language Revitalization Planning Program supports First Nations communities in B.C. to develop comprehensive, long-term plans for revitalizing and strengthening their languages. These plans are a way to capture the community’s vision for their language and map out the work for language revitalization into the future. The planning process also helps to build community awareness around language.

Developing a strategic language plan is an important step in accessing plan-based funding. Language teams wishing to apply for Flourish funding must have a completed strategic language plan. Those wishing to apply for Grow funding must either have started a strategic language plan or apply for funding to do so.

Language Immersion

This strategy includes several kinds of programs which were previously funded in the Pathways to Language Vitality Program. Language immersion programs include:

- Language Nests for preschool age children (see more information below)
- Language immersion programs for school-age children (outside of accredited K-12 programs)
- Language immersion programs for adults
- Mentor-Apprentice type programs
- Other immersion programs

Please note that activities like Language Camps and Language on the Land are often not delivered fully in immersion. Funding for these activities is available through the Community Engagement and Language through Culture strategy, below.

Language Nests

Language Nests are categorized under Language Immersion and have their own specific requirements

- Must be an immersion space (no English) for children from 0 to 5 years old
- Minimum of 15 hours of immersion/week for at least six months
- Minimum of two proficient speakers* in the nest at all times
- Maximum ratio of one speaker to every five children (one to three is preferred)

**The speakers do not have to be fluent speakers but should be able to converse in the language. This requirement can be met with staff who are intermediate speakers, as well as fluent Elders, for example.*

Non-Immersion Language Programs

These programs reflect any kind of language learning or related support that is not delivered fully in immersion. This includes FPCC's structured Reclaiming My Language Program: A Course for Silent Speakers (RML), as well as any Silent Speaker programming that is different from RML.

Reclaiming My Language: A Course for Silent Speakers

Reclaiming My Language is a course to assist silent speakers to reclaim their language.

Silent speakers are people who have a good understanding of their language but do not speak it. There are many kinds of silent speakers, including people who spoke their language before attending residential school or people who grew up hearing their language and understand it, but do not speak it.

FPCC provides training for program facilitators and ongoing support, as well as course materials, videos, workbooks and funding.

- Funding can be used to support travel. FPCC can assist with the identification and vetting of a mental health co-instructor and potentially a community co-instructor if needed
- Submissions must include 10 [pre-course surveys](#) from potential participants
- Several communities can come together to deliver this course if all participants speak the same language

Language Technology

Language technology strategies support language revitalization using technology. For FPCC's Language Program, there are two eligible project types within language technology: FirstVoices site development and digitization.

- FirstVoices projects involve using FirstVoices.com to share your language and mobilize your language resources. These projects make languages more accessible and preserve knowledge for future generations
- Digitization projects involve converting analogue materials such as audio cassettes, reel-to-reel tapes, VHS tapes and text documents to a digital format

Language Documentation and Resource Development

Language documentation and resource development work includes any work to record and document the language and to create resources for language learners and teachers. This strategy may include:

- Recording and transcription of speakers
- Language resource development (e.g. books, media, learning materials)
- Archive management

Some examples of possible projects under this strategy include curriculum development*, general resource creation (e.g., handbooks/videos/teaching materials), language website creation, database and other technology tool creation, recording of Elders/speakers on audio or video, digital language archive management and television/radio show/film.

**Curriculum development must be for community use outside of the school system – curriculum development for K-12 accredited programming is funded by the First Nations Education Steering Committee (FNESC) and Indigenous Services Canada (ISC).*

Community Engagement and Language Through Culture*

Some examples of possible projects under this strategy include:

- Language gathering and sharing projects (including hosting in-community language gatherings as well as travelling to meet with other communities/organizations for sharing and relationship building)
- Land-based and/or culture-focused language classes and camps that are not fully in immersion
- Other community language projects where immersion is not feasible.

**Please note that applications focusing on immersion strategies & documentation will receive priority for funding.*



Applicant Eligibility

Eligible Languages

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: [FPCC Languages List 2024](#)

Who is eligible to apply?

- Recognized 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 B.C. First Nations individuals (at least 75% of board identify as members of recognized B.C. First Nations)
- Urban and off-reserve B.C. First Nations organizations (at least 75% of board identify as members of recognized B.C. First Nations)
- B.C. First Nations-led museums and cultural spaces (at least 75% of board identify as members of recognized B.C. First Nations)
- B.C. First Nations schools 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)

Who is **not** eligible?

- Individual applicants
- Public institutions (e.g., schools, universities)
- Non-Indigenous organizations, or organizations that have less than 75% of board identifying as members of recognized B.C. First Nations
- For-profit organizations
- Committees, groups, and task forces without an established governing body
- Provincial/territorial and municipal governments and their agencies
- Federal departments and agencies
- Organizations with previous projects funded by the FPHLCC/FPCC/FPCF, that have incomplete or outstanding reporting
- Communities or organizations that have not provided a demonstration of support and collaboration (see the section Demonstration of Support and Collaboration for more information)

Organization Eligibility Documentation

FPCC is committed to demonstrating accountability and transparency in our processes and within the delivery of funding. We also have accountability and reciprocity to B.C. First Nation communities as expressed in our mandate and vision.

Applicant organizations other than B.C. First Nations governments will be asked to provide some additional information in their application, to ensure that all funding recipients meet FPCC's eligibility requirements in alignment with our mandate. For further information, please see the [FPCC Funding Guidelines](#).



Societies and organizations other than First Nations governments are asked to provide the following information in the application, to ensure that all funding recipients meet the eligibility criteria:

- A list of the organization's current Board of Directors, including the First Nation of each board member (at least 75% of the Board must be members of recognized B.C. First Nations).
- Demonstrated support from a B.C. First Nation in the territory where the project is proposed and which shares the same language as the applicant organization (except in the case of urban organizations, where only one of these criteria needs to be met). This may be in the form of a Band Council Resolution, OR 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.

New organizations that have not previously received funding from FPCC may also be asked to provide:

- Documentation confirming their legal name
- The society's certificate of registration; a copy of the organization's bylaws and constitution; and proof of insurance.

FPCC Program staff may contact you to request some or all of this 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. This information must be provided before a Funding Agreement can be issued.

Only one application per community will be accepted

FPCC will be offering one Language grant per Band Office, Tribal Council or Society/Organization and strongly encourages collaboration. This demonstrates that there is support and consensus for the program and that it is inclusive and designed with long-term goals in mind.

Language Status Assessment

The Language Status Assessment (LSA) is a survey on the status of First Nations languages. The LSA helps communities document and track information such as the number of fluent speakers, semi-speakers, learners and more.

Communities who are applying for language funding from the First Peoples' Cultural Council must have completed an LSA within the past 4 years.

When listing the communities that will be served by your project, please note that all communities listed will require a Language Status Assessment (LSA). If you are not able to complete an LSA on behalf of one of the communities listed, a designated representative of the community will need to complete it.

If you are not sure if an updated LSA has been submitted for your community(ies), please contact LSA@fpcc.ca.



Eligible Expenses

Activities that support all [Eligible Strategies](#) listed above in the Eligible Strategies section may be included in this project. This may include but is not limited to:

- Project planning and preparation
- Project delivery
- Assessment and re-planning, monitoring and evaluation
- Language status assessment
- Team support including succession planning and professional development for upcoming language leaders/staff

Most activities related to implementation of language revitalization strategies are eligible. Please contact us if you have questions or would like to discuss specific activities.

Please note that FPCC is unable to fund K-12 classroom activities or post-secondary accredited courses or tuition. FPCC does not receive funding from education funders (such as the Ministry of Education or Indigenous Services Canada) to support accredited education programming. This funding is distributed by the First Nations Education Steering Committee. If you would like support in seeking out funders for these types of activities, please contact us.

What expenses are eligible?

Wages and benefits	Language planner/coordinator/lead/other staff as required <i>*Please note that costs for employees/staff who are not directly involved in the coordination and delivery of the language strategies may be included in 'Administration'</i>
Professional fees (honoraria)	Professional fees for Elders, speakers, curriculum developers, etc.
Contractors/consultants (internal)	Contractors such as language consultant/linguist costs, researcher, transcriber, instructor, etc. Not to exceed 30% of the grant total
Contractors/consultants (external)	Costs for external contractors, consultants or service providers must not exceed 30% of the total budget , including travel, expenses, equipment/materials, software, etc. Costs for external contractors, consultants or service providers in excess of 30% of the total budget may be covered by alternate funding sources. Please see Appendix A for further details
Equipment Rental	Rental of recording equipment and/or computer, etc. (provide company quote)
Resource Materials	Direct printing costs of materials and signage (e.g., for publication of books) or materials specific to project (e.g., tapes, CDs, DVDs, etc.). Please note that materials developed with FPCC funding may not be sold for profit.



Travel, including food and gas expenditures	Reasonable and necessary costs only
Administration	<p>Up to 30% of the grant may be used for administration costs which includes:</p> <ul style="list-style-type: none"> • Maximum 15% for administrative costs that directly support the project, such as bookkeeping costs, supplies, facility rentals and office supplies, etc. • Maximum 15% for wages for administrative staff who directly support the project (e.g., bookkeeper, reception, administrative assistants, supervisors, grant writers, etc.) <p><i>*Please note that costs for employees/staff that are actively doing language work (i.e., working in the nest, delivering classes, etc.) are included in 'Wages and benefits'</i></p>
Capital equipment purchases	Cost of equipment purchase such as computers, cameras, etc. Suggested maximum 15% of budget (provide quote for equipment to be purchased).

Which expenses are not eligible?

- Capital construction or major renovations
- Tuition fees
- In-school accredited K-12 programs, including First Nations and non-First Nations or public programs and curriculum development for such programs
- Teacher certification
- Swag or promotional materials not related to the language project
- Activities or gatherings not related to the language project
- Activities that do not comply with current provincial COVID-19 guidelines
- For Flourish category, activities not outlined in the Language Revitalization Plan

Application and Review Process

Application Requirements

What are the overall requirements for an application?

- A completed application form
- A budget containing [Eligible Expenses](#) that fall within guidelines/criteria as outlined in the Eligible Expenses section of this guide
- Demonstration of local community support and consultation, and the participation of community and its speakers
- Governance/Society/Organization documentation (dated and signed)

Application Deadline

We encourage the submission of the Language Program application as soon as possible to expedite the approval and funding process.

December 18th, 2024, is the latest date for submission of an application in order to have a Funding Agreement in place for April 1st, 2025.

If you need to submit your application later than December 18th, 2024, please contact us as soon as possible.

Please submit applications and associated attachments/documentation for the 2025-2026 Language Programs on the new FPCC Grant Portal 2.0: <https://fpcc.ca/grantportalinfo/>

Proposal Review Process

FPCC staff will work with you on your application to ensure that all proposed activities and budget items align with the goals of the language revitalization strategy/strategies you have selected. We encourage applicants to submit their application as soon as possible to expedite the review process.

If you would like feedback on your application prior to the submission date, please contact languagegrant@fpcc.ca

Once the submission period closes, all received applications will undergo a Peer Review process, where a committee made up of community language champions from around the province will make funding recommendations based on their evaluation of the impact and feasibility of the proposed projects.

Reporting Requirements

Interim and Final Reports

A Funding Agreement will need to be signed by the applicant, the applicant's signing authority and the First Peoples' Cultural Council. The agreement will outline all the obligations of the grant, including the submission of the following reports:

- *Interim Report(s)* – This report will include a narrative update on the program and an expense summary covering the first six months from the start of the grant.
- *Year-end/Final Report* – This report will include a detailed narrative summary of the program's outcomes and an expense summary spanning the full program year (from April to March). It will be due 30 days after the grant period ends.



As the funding for this grant is provided by the Department of Canadian Heritage (PCH), we are required to report on the metrics they have identified. These metrics include:

- For all projects:
 - Number of new employment opportunities created (full-time, part-time and contract)
 - Number of maintained employment opportunities
 - Types of positions
- For product-based strategies (such as documentation, language resources, etc.):
 - Types of materials produced
 - Quantity of materials produced (how many unique materials were created)
 - Audience for the materials (e.g. children, youth, adults, etc.)
Where and how the materials were distributed (e.g. in the community, outside of the community, online)
- For participation-based strategies:
 - Types of participatory activities (such as language classes, language nests, etc.)
 - Hours of participation
 - Level of instruction (e.g. beginner, intermediate, advanced)
 - Participant information including the age, gender and Indigenous identity of participants.
(A participatory project data form will be sent with your Funding Agreement to provide more detail on participation metrics)

If you have any additional questions regarding what information is required by PCH, or how to best capture this data, please contact us.

How to Complete the Application

This section provides step-by-step instructions for filling out the application form. FPCC is transitioning to a new grant portal. All applications will be submitted on the new Grant Portal 2.0. You will find links to the portal and support resources here <https://fpcc.ca/grantportalinfo/>.

To access the application, you will need to create an account on the Grant Portal if you have not already done so. If you had an account on the previous Grant Portal, it has been migrated to the new one along with all of your records from previous applications. You can access this new account by selecting the “Reset your password” option and following the prompts.

Applicant Information

First Nation/Organization

Please ensure the name you provide is the **legal name** for banking purposes. We require the legal name of the community/organization to issue the Funding Agreements and payments. To avoid banking issues, please ensure that you supply the full, legal name of the payee and that it is spelled correctly. Please also double-check the mailing address.



Ensuring that you provide the correct legal name and mailing address for your organization will prevent avoidable delays in funding should your application be successful

Primary Contact/Program Lead

This person will be the primary point of contact for FPCC. They should be the person who will be managing the program, completing interim and final reports, and overseeing the budget. They will be expected to be available as needed when questions arise and to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

Please note that email is consistently used as a mode of communication throughout the proposal process, so please ensure to enter a valid email address and check your spam filters.

Secondary Contact Person

In the event that the primary contact is unavailable, FPCC requires a second point of contact to keep the lines of communication open. This contact will be copied on correspondence and should have the authority to make decisions about the project as needed and/or to disseminate information to the rest of the program team(s) on behalf of FPCC staff.

Language and Community Information

It is important to identify the language(s) that your program is focusing on – see FPCC’s List of Languages in BC for more information: [FPCC Languages List 2024](#)

You are asked here to identify the language(s) that the proposal addresses, as well as the community or communities that will be served. This can be the same community listed in the Applicant Information section, but it could also include additional communities.

Project Overview

In this section you will lay out your project in broad strokes. The goal is to establish the outline of what you would like to accomplish, and to specify your funding needs, the duration of the project, and the targeted strategies that you intend to implement.

Proposal Summary

You will first be asked to provide a brief description of your project and then to connect it to the language goals of your community. If you are applying for *Roots*, *Grow*, or *Flourish* levels of funding, you will also be asked to describe how the strategies you choose relate to each other and to prior language revitalization efforts in your community.



Funding Category

Given the relevance of our funding levels to strategic language plans and partnerships and collaboration, we invite you to include an existing planning document and to briefly describe active partnerships in this section. If you would like to be considered for Grow or Flourish levels, these elements **must** be included in your application.

Multi-year Funding

If you are applying for Rise funding, you can apply for a single year of funding. If you are applying for *Roots* or *Grow funding*, you can apply for up to two years of funding. *Flourish* grants must be for three years and must be tied to an existing strategic Language Plan.

Strategies

The last piece of this section is to indicate which language revitalization strategies you intend to employ throughout the term of your grant (one, two or three years). *Rise* applicants may select one or more strategies, *Roots* and *Grow* applicants must select two or more strategies, and *Flourish* applicants must select three or more strategies.

If you have applied for *Grow*-level funding and have not yet completed a strategic language plan, you must select the Language Revitalization Plan development strategy in order to be eligible.

Work Plan & Evaluation

In this section, you will be invited to describe your project plan in more detail. A pair of tables will be automatically generated for each strategy you selected in the previous section. These tables will help you to map out your activities for the year and clearly articulate the expected deliverables.

Work Plan

For each strategy, you will be asked to identify when the work will take place, what the key activities and expected outcomes are, how you will measure success, and who will be engaged in carrying out each strategy.

Participatory Activities and Documentation & Resource Development Details

Each strategy is defined either as a Participatory Activity or as Documentation & Resource Development; the correct table will be automatically generated along with the Work Plan table. The information you provide in these tables will be instrumental in allowing us to report back accurately to our funders.

Strategy-Specific Questions

Several of the strategies will require additional information to fully evaluate the application. If you select FirstVoices, Digitization, Language Nest, or Reclaiming My Language, a corresponding set of questions will be automatically generated.

Project Team

This section of the application is where you will identify your team members and provide some information around their roles and language proficiency. You will also be asked to specify whether they are committed full- or part-time. Recognizing the time and energy required to carry out this work, there are minimum staffing requirements that grow with each funding level.

Budget Worksheet

Complete the budget worksheet section of the application. Your budget should reflect the goals of the Language Plan and align with your proposed activities, project team members and work plan. Keep in mind that FPCC does not know what additional sources of funding you may have available, so please share about additional funding so we can adequately assess the budget.

All grants will be subject to installment payments based on the submitted budget and work plan. There will be a monetary holdback until all satisfactory final reporting is submitted and approved.

Administration Costs

FPCC recognizes that successful delivery of your project requires significant administrative effort, including managing project timelines, budgets, and reporting requirements. Grant funds may be used to hire necessary staff to support successful administration of the project. Administration costs may also include expenses such as bookkeeping, facilities rental and office supplies.

The total amount for project administration, including administrative wages and overhead expenses must be no more than 30% of the total budget. 15% maximum may be directed towards administrative wages, and 15% maximum may be directed towards other costs such as overhead. See the section on [Eligible Expenses](#) for further details.

Finance Personnel

Please provide the contact information of a designated accountant, bookkeeper, or person in charge of finances for this project. This allows FPCC staff to contact your finance department immediately should there be questions related to receipt of cheques and financial reporting.

Community Support & Governance Documentation

We request that applicants demonstrate community support for their proposed projects, as well as governance approval. As outlined in the section on [Applicant Eligibility](#), we require some additional information from organizations, other than First Nations governments, to ensure that we distribute funding in alignment with our mandate.

Please indicate community support through **one** of the following:

- **For First Nations bands:** please provide a letter of support from supporting departments, organizations, or other First Nations community. It should not be from the Chief Councillor, Band Manager or signing authority of the applicant organization, as they will be indicating their support through the letter of approval (below).
- **For Societies / Organizations:** please demonstrate support from a local First Nation whose language is the focus of the application. This may be in the form of a Band Council Resolution, OR 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. Additional support letters from other organizations or individuals may also be included.



Please indicate governance approval through **one** of the following:

- **For First Nation bands:** a dated and signed Band Council Resolution OR a letter of approval dated and signed by the Chief, Band Manager, and/or Chief Councillor.
- **For Societies/Organizations:** a dated and signed letter of approval from the Executive Director or General Manager.

For societies/organizations that are not First Nations governments, please upload a list of your current Board of Directors that indicates the First Nations affiliation of each member.

Declaration and Signatures

The completed proposal must be signed by an authorized signatory of your organization (someone with the authority to legally bind your organization to an agreement). This person understands the nature of the obligations of the Language Program and declares that all the information is accurate and complete.

FPCC requires the following declarations be met prior to submission:

I declare that:

1. The information in the application is accurate and complete.
2. The application is made on behalf of the organization with its full knowledge and consent.
3. If funding is provided, the organization will submit financial statements and activity reports as required by the First Peoples' Cultural Council.
4. If funding is provided, the organization will submit an evaluation of the program funded, as required by the First Peoples' Cultural Council.
5. If funding is provided, the organization will seek prior approval of the First Peoples' Cultural Council for any changes made to the program proposal.
6. If funding is provided, the organization will publicly acknowledge funding and assistance by the First Peoples' Cultural Council and the Department of Canadian Heritage and/or the Province of British Columbia, where appropriate.

Application Support:

If you wish to receive feedback on your application, please submit your application **two weeks** prior to the closing deadline (**December 18th, 2024**) and reach out requesting feedback. FPCC Language Program staff will provide feedback on your application so that you may revise and resubmit before the final deadline.

Submit requests for feedback to: languagegrant@fpcc.ca

Tcwemstwaihkalap ("you folks take care of one another" in Ucwalmícwts):

The health and safety of everyone involved in FPCC programs, especially Elders and those with health concerns, is of the utmost importance to us. As you plan your project, please take extra care during cold and flu season to minimize the spread of illness.

APPENDIX A

POLICY ON FUNDING THIRD PARTIES

When an eligible applicant proposes to hire an external business, organization or individual which would not be an eligible applicant itself, this is considered a “third party.” Third parties may include technology companies, language resource providers, production companies, researchers and consultants.

Funding Limit:

Third party costs covered by FPCC grant funding must be limited to no more than 30% of the total grant amount. This limit includes any expenses paid to the third party, such as travel or equipment expenses. If the total cost for the third party is greater than 30% of the total grant amount, the applicant may cover additional costs from other funding sources (not FPCC grants).

Exclusions: Currently, outsourcing of digitization of language materials is excluded from this 30% limit.

Agreement with Third Party:

Applicants intending to use grant funding to hire a third party must have a written agreement in place with the third party. Confirmation of this agreement will be requested when grant funding is offered. The agreement should address issues including but not limited to data ownership, intellectual property, accessibility and usage of data, knowledge transfer, and the term of the relationship with the third party.

For more information, please refer to the following resource: [Check Before You Tech](#)

Skill Building and Knowledge Transfer:

Applications including third parties must demonstrate a transfer of skills and knowledge from the third party to the community. Please outline in the narrative section of the application form how skill-building and knowledge transfer will happen. For example, a third-party tech company could teach youth how to maintain an online database or a third-party linguist could teach youth how to document Elders.

Endorsement:

The First Peoples’ Cultural Council cannot endorse any third parties or their work and services. Third parties funded through a grant by a grantee cannot claim to be affiliated with FPCC and must not refer to FPCC on their website or on any advertising or other promotional materials to this effect. FPCC funding is provided to grantees who have the right to hire professional services, but not for these professional service providers to extend their claim of affiliation beyond their direct contract relationship with the grantee.

For further information, please request to see our full Policy on Funding Third Parties.