



B.C. Language Initiative (BCLI) 2016–2017 Funding Application Form

When completing this BCLI application form, please refer to the funding guide entitled **B.C. Language Initiative Program Funding Guide 2016–2017**. The guide provides detailed information on all the items that you are required to address in this application form. If you require assistance with your application, please contact the First Peoples' Cultural Council at 250-652-5952.

Application Checklist

Only complete applications will be accepted. Supporting documents will vary depending on your status as an applicant. Please use this list to indicate that your application is complete.

Application Form

- Cover letter (dated and signed)
- Application Form is complete (all sections are filled out) and signed by an authorized representative
- Project Budget Form is complete and attached (ensure all budget categories are fully described and that line items correctly add up to the total amount requested)

Community Support and Governance Documentation

- A minimum of three (3) dated and signed letters of support are attached (from community, partners, etc.)
- Band Council Resolution (dated and signed) OR a letter of support signed by the Chief or Councillor is attached
- For Societies, a letter (dated and signed) by the Executive Director or General Manager

Language Needs Assessment

- An Online Language Needs Assessment has been completed for this funding year, and the summary is attached

(Please see the instructions for filling out the LNA here:

<http://www.fpcc.ca/Grants/Language/#LNA>)

I confirm that all applications materials as checked above are complete and submitted in hard copy on or before April 8, 2016 at 4:00 p.m.

Signature

Date

Print Name & Title



B.C. Language Initiative (BCLI) 2016–2017 Application Form

**Application Deadline: April 8, 2016
at 4 p.m.**

Please mail completed applications to:
B.C. Language Initiative Program
First Peoples' Cultural Council
1A Boat Ramp Road, Brentwood Bay, B.C. V8M 1N9

Section 1: Applicant Information (see Funding Guide – Page 7)		File No:
Organization Name		
Primary Contact Person		Secondary Contact Person
Mailing Address (Address, City/Town, Postal Code)		
Courier Address (Address, City/Town, Postal Code)		
Telephone Primary Contact: Secondary Contact:		Fax Primary Contact: Secondary Contact:
Email: Primary Contact: Secondary Contact:		First Nation Affiliation(s)
Language Family (Funding Guide P.15)	Language Group Name	Other Language Names

Section 2: Organization Information – Organization Structure (see Funding Guide – Page 8)
Describe the current organizational structure in relation to your language proposal. Include the reporting structures of all the people involved with your language project – for example, who each person reports to. (A flow chart with notes is acceptable).



Section 3: Project Title and Summary

(see Funding Guide – Page 8)

Project Title

Project Summary (In one paragraph, briefly summarize your proposed project.)

Section 4: Population Target Group

(see Funding Guide – Page 8)

What is your target group for this language project? Please check all boxes that apply.

- Young children (5 and under)
 School-aged children (6–12)
 Youth (13–18)
 Adults (19+)
 Other please identify _____

Section 5: Number of Project Participants Involved in Your Language Project

No. of Elders	No. of Youth	No. of Children	Adults	Administration Staff
No. of Speakers	No. of Contractors	No. of Cultural Experts	Community Leaders	Other Resource Persons

Project Inclusion

Anticipated number of participants:

Number of communities that will benefit from this project:

Section 6: Previous Funding: Check One of the Following: Yes No

If yes, please complete the following: (Include FPHLCC/FPCC Language or Arts programs)

(see Funding Guide - Page 8)

Fiscal Year	Project Name	Amount Received	Project Closed (Yes/No)



Section 9: What BCLI Language Strategy Best Describes Your Language Proposal?

No more than one language strategy is eligible. (see Funding Guide – Page 9)

Please choose one of the strategies below:

- Immersion Programming
- Traditional and Cultural Language Programming
- Documentation
- Materials Development
- FirstVoices Development: Language Archiving using FirstVoices Technology/FirstVoices Language Tutor

Section 10: Project Action Plan

(see Funding Guide – Page 10)

Your objectives should be directly linked to the strategy chosen in Section 9. List all the activities or steps to be taken in order to achieve or obtain your language strategies. Objectives should be specific, measurable, achievable, realistic and targeted.

State Objective Description: List the objective and all the activities.

Activity 1:

Result 1:

Dates: _____ Hours: _____

Activity 2:

Result 2:

Dates: _____ Hours: _____

Activity 3:

Result 3:

Dates: _____ Hours: _____

Activity 4:

Result 4:

Dates: _____ Hours: _____



Section 11: Evaluation Plan

(see Funding Guide - Page 10)

Describe your evaluation framework for the project. You must think about questions like: who will be responsible for monitoring, for evaluation, how will you identify success and risk factors, etc.? For Language and Culture Camps, please provide a pre- and post-evaluation form.

Section 12: Methods and Outcomes for this Project

(see Funding Guide – Page 10) ****Language Teaching Projects only****

Describe the methods of language training/instruction you will use and the outcomes expected:



Section 13: Total Project Budget: Expenses and Funding Sources

(see Funding Guide – Page 11)

Use the space provided to break down your expenses, line by line, for your planned language project.

Ensure your budget expenses do not exceed \$14,715

Examples of eligible expenses:

- Maximum 50% of all language coordinator salary wages – the other 50% must be provided by other sources and supported by documentation of financial commitment. Benefits are now considered as a portion of the 50% coordinator costs.
- Professional Fees (Honoraria – Elders, speakers)
- Maximum \$200 per day for contractors i.e., language consultant/linguist costs, researcher, transcriber, instructor, etc.
- Rental of recording equipment and/or computer (provide rental quote)
- Printing costs of materials and signage (i.e. for publication of books)
- Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)
- Resource materials specific to language project (i.e. tapes, CDs, videos)
- Food or gas expenditures (reasonable and necessary costs only)

Expenses See page 12 of Funding Guide	Column 'A' FPCC (\$) Request only this column		Column 'B' Other funding sources or In-kind		Column 'C' Budget notes
	FPCC Amount	% of FPCC budget	Other Funding Sources Amount	% of other budget	
Describe expenses					<i>Explain how amounts are calculated – e.g. \$5,760 – Honorarium – (1 Elder x 192 hrs x \$30/hour).</i>
Wages – Coordinator only including benefits					
Professional Fees (Honorarium)					
Contractors/Consultants					
Equipment Rental					
Resource Materials					
Food/Gas					
Administration (see Funding Guide)					
Total FPCC Funding Request		%			
Total Other Funding Sources			\$	%	
Total FPCC and Other Funding:	\$	%			

Total requested from FPCC: \$ _____



Section 14: Sharing Products or Outcomes of Language Project

(see Funding Guide – Page 13)

If new materials are being produced or revised, how will they be shared with your community, schools and other communities? (e.g. materials printed and available for distribution, templates added to website, etc.)

All materials created with FPCC funding should be distributed at no cost (perhaps with the exception of printing and mailing costs). If your organization is planning to charge for distribution of these materials, please explain. Accessibility to resources is a mandatory part of this project. How will you ensure materials and resources developed are fully accessible to membership of the nation language?

Consent to Follow-up: Sharing of Project Materials

I consent to being contacted by FPCC BCLI Language Program staff to discuss the sharing of my program materials on the FPCC website.

Yes No Initial

Signing Authority:

I, _____, declare that the information in this application is accurate and complete. The application is submitted on behalf of the organization with its full knowledge and consent. If financial funding is approved it will be used only for the purposes specified in this application.

I am not part of this project and may not receive payment(s). I have considered any other Conflict of Interest notions before signing.

After signing, the organization that I represent agrees to honour the terms and conditions for any funding contract issued by the FPCC respecting this proposal. Any debts incurred by this project will be the responsibility of the applicant organization.

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Application Deadline: Applications must be received by April 8, 2016 – 4:00 p.m.

- Hand-delivered applications must be received on or before the deadline date.
- Post-dated mail will be accepted from isolated communities.