



FIRST PEOPLES'
CULTURAL COUNCIL

**B.C. Language Initiative
Program
Funding Guide**

2016–2017

Application Deadline:

**April 8, 2016
4 p.m.**

Please retain 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.

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I. FIRST PEOPLES' CULTURAL COUNCIL PROGRAM OVERVIEW

The First Peoples' Cultural Council (FPCC) was established in 1990 through the *First Peoples' Heritage, Language and Culture Act*, which was designed to prevent the loss of the unique Indigenous languages, arts and cultures in British Columbia. FPCC administers funds to support the First Nations people of B.C. to preserve their linguistic and cultural heritage for future generations.

This guide is a tool that applicants can use in developing quality proposals for their community language projects.

B.C. Language Initiative (BCLI)

The FPCC Language Program receives funding from the First Citizens' Fund and the New Relationship Trust. The types of language projects resulting from this provincial funding are immersion programming, documentation, materials development, traditional and cultural language camps and FirstVoices projects. The language program recognizes the full diversity of First Nations languages and acknowledges that every First Nations community will design and implement individual projects according to the needs and capacity of the community.

To view other programs currently delivered by FPCC, visit:

<http://www.fpcc.ca/Grants/default.aspx>

II. ONLINE LANGUAGE NEEDS ASSESSMENT

All BCLI applicants are required to complete an online language needs assessment in their application. This is a detailed needs assessment that assists FPCC with assessing the status of B.C. First Nations languages. The instructions for submitting the language needs assessment can be found at the following link: <http://www.fpcc.ca/Grants/Language/#LNA>

III. LANGUAGE PROGRAM CRITERIA

1) Who is eligible to apply?

- B.C. First Nations Communities/Governments/Bands/Tribal Councils
- Aboriginal Cultural, Language and Education Centres
- Aboriginal Organizations
- No two projects from the same community and language will be funded by FPCC.
 - Communities must collaborate and/or decide on language project priorities. This must be done in writing to the FPCC Language Program, and must be accompanied by a new Band Council Resolution and a letter to FPCC.
- Previous applicants may apply as long as all reporting on previous funding from FPHLCC/FPCC (all programs) or the First Peoples' Cultural Foundation (FPCF) is up to date.

2) Who is not eligible to apply?

- Individual applicants
- Public institutions (e.g. schools, universities)
- Committees, groups, task forces without an established governing body
- Government agencies
- Previous projects funded by FPHLCC/FPCC/FPCF where applicants have not completed all the required reporting

3) When is the application deadline?

April 8, 2016 at 4:00 p.m.

- Hand-delivered applications are accepted on or before the deadline date.
- Post-dated mail will be accepted from isolated communities with a postage date stamp of April 8, 2016.

4) What are the requirements for a language proposal?

- A fully completed online Language Needs Assessment
- Demonstration that language is the primary focus of the application
- A realistic and balanced budget that identifies other sources of revenue and resources required to complete the project
- Demonstration of local community support and consultation, i.e., three (3) letters of community support and Band Council Resolution (or official letter of support signed by Band Chief or Councillor). For societies, also include an official letter signed by the General Manager.
- Demonstration that the BCLI strategy promotes the transmission of language and participation of community and its speakers
- Clearly stated objectives that are measurable, achievable, and realistic; clearly defined activities, results and outputs
- Achievable project timeline or schedule
- All BCLI language program criteria are met

5) What is the duration for a language project?

- Project activities commence on or after June 1, 2016.
- Project concludes by March 31, 2017.

6) What are the levels of funding?

- Applicants are eligible for funding up to \$14,715, for the 2016–2017 fiscal year.

7) What expenses are eligible?

• Coordinator Wages

Maximum 50% of 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, curriculum developers, etc.

• Contractors/Consultants

Maximum \$200 per day for contractors, e.g., language consultant/linguist costs, researcher, transcriber, instructor, etc.

• 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, videos, etc.)

• Food or Gas Expenditures

Reasonable and necessary costs only

• Administration

Maximum 10% of administration costs (e.g., for bookkeeping costs, supplies, travel, facility rentals and office supplies, etc.)

8) What expenses are not eligible?

- 100% costs of coordinator wages (see eligible expenses above)
- Travel costs for the project (considered part of administration costs)
- Capital equipment purchases (e.g., computers, cameras, etc.)
- Rental of facilities (considered part of the administration costs)
- Office supplies (considered part of the administration costs)

9) What activities are not eligible?

- Conferences or conference fees for project participants
- In-school language instructional programs (e.g., non-First Nations or public programs)
- Awards or bursaries
- Teacher certification

10) What are some samples of in-kind contributions and other sources of revenue?

- Donation of facilities
- Contribution of salaries and benefits
- Administration, bookkeeping fees and services
- Computer software loans and/or purchases
- Training costs and associated travel
- Meals and accommodations
- Printing costs of materials and signage
- Fundraising
- Other grant revenues/any other sources of funding and/or contribution

IV. COMPLETING THE FPCC LANGUAGE PROGRAM APPLICATION FORM

1) *Application Form*

- Complete an online BCLI Language Program application form that may be found at:

<http://www.fpcc.ca/Grants/default.aspx>

- Submit the online BCLI Language Program application form and other required documents listed on the “**Checklist**”.

Language Needs Assessment

- Submit an online Language Needs Assessment Form:

The instructions for submitting the language needs assessment can be found at the following link:

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

- Electronic copies of the BCLI Language Program Application Form and Language Needs Assessment form are available upon request, or you may visit our website to download a copy.
- When writing your proposal use simple and direct language; be clear and concise.

Section 1: Applicant Information

The applicant information section is where general contact information is entered. Important things to consider when filling out this section include:

- **Primary Contact Person**

Name of the main contact person: this is the main contact that FPCC staff will communicate with throughout the duration of the language project. If the primary contact person changes during the project, please submit, on letterhead, the name of the new contact person and contact information.

- **Secondary Contact Person**

Name of the secondary person: this is the person that FPCC staff will contact if the primary contact person is unavailable (e.g., sick leave, medical leave, maternity leave, etc.). If the secondary contact person changes during the project please submit, on letterhead, the name of the new contact person and contact information.

- **Address**

The mailing address must be the business mailing address for the primary contact person who will respond to all correspondence.

- **Courier Address**

An address where correspondence can be couriered. Must be a “physical” address where courier packages can be delivered.

Section 2: Organization Information: Organization Structure

Provide the current structure or governance of your organization in relation to your proposed language project. Include the roles and responsibilities and reporting structures of the people and departments involved in your language project. For those to be contracted at a later date, include their position with “to be contracted at a later date.” (e.g., Joe Smith/Elder oversees the language project, teaches language classes and answers all language and culture-related questions. Joe reports to the Language Coordinator.

Section 3: Project Title and Summary

- **Project Title**

Use a brief and descriptive title for your language project.

- **Summary**

Briefly summarize your proposed project in 150 words or less. Please note that your project summary provides us with a brief description of what your language project is going to accomplish in language revitalization. **Note:** this is an important section of your proposal. Perceptions of your language revitalization project start here.

Section 4: Population Target Group

In the boxes provided, make a check mark in the box or boxes that identify the “Population Target Group” (children, youth, Elders, etc.) from your community that will participate in your language revitalization project.

Section 5: Number of Project Participants Involved in Your Project and Project Inclusion

Insert in each category the “estimated number of participants” that will participate in your language project and also insert the “overall anticipated number of participants” and “number of communities that will benefit from this project.”

Section 6: Previous Funding

Please contact FPCC prior to filling out an application form if you are unsure whether your community has received funding in a previous year. Previous reporting for past projects must be satisfactorily completed. In order to be considered eligible, communities applying must be in good standing at the time of the proposal call.

Check [yes] or [no] if your organization has previously received funding from:

- FPHLCC/FPCC Language Program
- FPHLCC/FPCC Arts Program
- First Peoples’ Cultural Foundation
- FirstVoices Program

For each previously funded project, please indicate the information below:

- **Fiscal Year:** the fiscal year the organization received funding
- **Project Name:** the name of the project that received funding
- **Amount Received:** the total funding received that year from FPHLCC/FPCC.
- **Final Report Submitted:** Insert [yes] or [no] to indicate a final report was submitted

Section 7: Community Information: Language Collaboration

The purpose of this section is to identify collaborative efforts within communities and language groups. If the “yes” box is checked in this section, provide the names of the communities collaborating on the proposed project.

Section 8: Project Team

Please provide the name/contact information and the roles and responsibilities of the Project Team.

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

Please pick one strategy from the following choices:

- **Immersion Programming**

Includes projects where language transmission is 100% immersion. Examples of eligible projects include:

- Mentor-Apprentice programming where there is a one-on-one relationship between a mentor and an apprentice language learner. The mentor-apprentice project should include 300 hours between the mentor and apprentice language learner.
- Pre-school Language Nest programs for children 0–5 years old include age- appropriate language immersion for children. Includes immersion schools for grades K–12 where only a First Nations language is used in educational activities.

- **Traditional & Cultural Programming**

Language learners are immersed in everyday traditional and cultural activities in a setting where language transmission is 100% immersion. Examples of these projects are: language culture camps and traditional and cultural activities that involve cultural dances, singing, gathering/harvesting activities, etc.

- **Documentation**

The main purpose is to document a First Nations language through recording, archiving and transcribing language speakers (e.g., using audio, video, digital, written language documentation, interviewing Elders, etc.).

- **Materials Development**

Involves the development, expansion or enhancement of language materials (tools used to simplify or facilitate instruction, language learning) that support learning the language (e.g., language exercises, games, drills, flash cards, CD ROMs, video tapes, teaching manuals, language books, etc.).

- **FirstVoices Development: Language Archiving Using FirstVoices Technology**

This strategy is to further enhance pre-existing FirstVoices archives. If interested in establishing a new archive, please contact the FirstVoices Coordinator, Alex Wadsworth, at alex@fpcc.ca

- **FirstVoices Development: FirstVoices Language Tutor**

This strategy allows communities to build intuitive language lessons that mimic the way a child learns a language. Users are able to listen to a word or phrase, record themselves speaking and then compare the result with a recording of a fluent speaker. They can also match images, video and audio clips from the FirstVoices library with words and phrases. The online program includes a student tracking system so parents and teachers can monitor student progress through the lessons. Communities wishing to establish their own FirstVoices Language Tutor are provided

with training and access to a complete set of online language lesson authoring tools. This strategy is intended to further enhance pre-existing FirstVoices archives initiatives. If interested in working with the FirstVoices Language Tutor, please contact the FirstVoices Coordinator, Alex Wadsworth, at alex@fpcc.ca

The idea of documenting and archiving is to preserve a language while keeping in mind that there should be a plan to revive the language, making it available for community use and growth (not just “preserving or pickling” the language).

Section 10: Project Action Plan

The Project Action Plan presents consecutive steps that clearly illustrate the specific details of the proposed language project. It will give a clear indication of:

- a) the strategy used (Objectives Description)
- b) the work to be done (Activities), the outcomes (Results)
- c) the time each activity will take (Dates and Hours), and
- d) who will complete the work (Resource Personnel).

Section 11: Evaluation Plan

Think of questions like: who will be responsible for monitoring, for evaluation, how will you identify success or risk factors, etc?

We encourage immersion where possible. However, you do not need to fill this section out if it does not apply (i.e., if your project focuses on documentation, development of materials or FirstVoices).

If the project you propose is a language immersion project, this section should describe your fluency evaluation plan. For example, evaluation to determine how you will improve speaking ability for the Pre-school Language Nest or Mentor-Apprentice participants. For the Language Camp, the plan should describe the pre-and post-camp process for evaluating language fluency. Please include a copy of the evaluation forms with your application.

Section 12: Methods and Outcomes for this Project (language training projects only)

Please describe how cultural knowledge and language will be transmitted. Your objective should be to create new speakers and/or increase the fluency of semi-fluent speakers.

Summarize the characteristics (concept) and the immersion methods that will be used to teach (transmit) the language. Is the method modeled after another program or based on traditional family-based learning?

Before drafting the template for your project action plan, be sure to read and understand the definitions provided:

- **Objectives Description**

State strategy selected; describe an objective for your strategy. Objectives must be results-based, measurable and achievable. Consider these questions in identifying your objectives:

- What will be accomplished by the end of the project?
 - What gaps/needs/issues will your project address?
 - What change(s) will you make through your project? Who will be affected by these changes?
 - Are these objectives achievable?
 - Will you be able to clearly measure the success of the project?
- **Activity**
List all the activities that you will undertake to achieve your objective.
 - **Expected Results**
For each project objective that you have listed, identify the language results expected as a consequence of your project activities. Results are the changes a project will achieve and the reason for carrying out your project. Results can include involvement, language learned by participants, amount of materials created or achieved, etc. Be specific; give numbers and details.
 - **Dates and Hours Completed and Resource Personnel**
List estimated number of hours and dates used to complete each activity (e.g., September–October: 24 hours). Provide the names and titles of resource personnel responsible for each activity (e.g., John Smith, Director of Education).

Section 13: Total Project Budget – Expenses and Funding Sources

When completing the budget table, outline the project expenses and funding sources required for the entire project.

The purpose of the budget table is to outline details on how much your project will cost, where the monies will come from and how the money will be used.

- **Column A – FPCC Request**
FPCC requires a breakdown of project expenses
- **Column B – Other Funding Sources or In-kind**
List other sources of revenue for the project
- **Column C – Budget Notes**
Provide calculations and/ explanations of each budget item (see sample under Budget Notes, Page 12).

Note: There is a separate line available for FPCC funding called “Total Requested.” See page 7 of the BCLI Application Form.

Financial Definitions for the Budget Table:

The following terms are used in the sample budget table and budget narrative.

- **Other Funding Sources**

Revenue generated by the project such as, Band funds, other grants, and fundraising and/or service fees.

- **In-kind**

Goods and services (such as salaries, fringe benefits and rent) are considered in-kind contributions and not funds to pay for the goods and services.

- **% of the Total Budget**

The percentages of Column A should be calculated using the total project costs.

The percentages of Column B should be calculated using the total project costs.

An administration fee of 10% can be calculated as a percentage of Column A but *not* as a percentage of the overall budget.

- **Budget Notes**

A breakdown of the costs is a required part of the BCLI application. In this column, provide the explanation for each budget item. For example:

Expenses	Column A		Column B		Column C
Professional Fees (Honorarium)	FPCC Amount	% of FPCC Amount	Other funding Sources Amount	% of Other Budget	Provide Calculations (how the amount in Column A is calculated)
<ul style="list-style-type: none"> • 1 Elder 	\$5,760	30%	\$2,000	10%	Explain how amounts are calculated – e.g. \$5,760 – Honorarium – (1 Elder x 192 hrs x \$30/hour)

- **Coordinator’s Wages**

The only eligible wages are for the coordinator. FPCC will support 50% of the expense, including benefits, based on the conditional contribution of 50% for the expense from the project applicant.

- **Professional Fees (Honorarium)**

Professional fees are given to language or cultural specialists that may not be part of a company or organization such as Elders, drummers, carvers, singers, weavers, etc.

- **Contractors/Consultants**

Expenses include out-sourced services or workers such as consultants and professionals that are contracted for the project.

- **Equipment Rental**

Expenses include rental of office and computer equipment. Submit a quote for each rental with the BCLI application (e.g., computers, laptops, camcorder, digital camera, recording studio fees, etc.).

Note: Purchase of equipment is not an eligible expense.

- **Resource Materials**

Includes supplies used to develop language resources (e.g., books, CDs, DVDs, language learning materials).

- **Food and Gas**

Reasonable and necessary costs only.

- **Administration Costs**

Administration costs include expenses for bookkeeping, photocopying, postage, rent, utilities, facility maintenance, travel and insurance. These expenses are a maximum of 10% of the total FPCC expense request (e.g., 10% of \$14,715 requested is \$1,471).

Section 14: Sharing Products or Outcomes of Language Project

Illustrate how new materials will be shared with your community, schools and other communities. Please note all materials created with FPCC funding should be distributed at no cost.

Indicate your consent for an FPCC staff member to contact you to discuss sharing project documents on the FPCC website (initial where appropriate in this section).

V. REPORTING REQUIREMENTS

1) Interim and Final Reports

A Memorandum of Understanding (MOU) will be signed by the First Peoples' Cultural Council and community project outlining all the obligations of the grant that require applicants to submit the following:

- Interim Report – The FPCC Program Coordinator will request a short update on the project and the financial status to date on November 18, 2016. This report will be provided via email or by phone.
- A Final Report Form will be emailed to applicants. Due date: April 30, 2017.

2) Supporting Financial Documents

As per the MOU, it is a requirement for the final report that complete, official financial records are maintained. The following must be submitted with the final report:

- General ledger (list of all expenditures identified as per the MOU) AND financial statement (statement of revenue and expenditures)

For financial reporting, we recommend grant funding be kept separate from other funding sources in its own budget. Ensure that the financial reports are signed by a signing authority.

VI. PROPOSAL REVIEW PROCESS

Please note that a submission of a language proposal does not guarantee funding. Here's what you can expect:

- Your application is first reviewed for eligibility, completeness and clarity.
- A letter will be sent to the recipient acknowledging receipt of application form.
- An impartial, expert adjudication committee (Peer Review Committee) will convene to review all proposals and, based on program criteria, will make funding recommendations. This panel of experts may include language specialists, curriculum developers, administrators and cultural instructors selected from B.C. First Nations communities.

VII. HOW ARE LANGUAGE PROPOSALS EVALUATED?

A Peer Review Committee (PRC) will review and assess eligible proposals. Listed below is what the committee is looking for as it rates each proposal out of 50 points. Note: completion of an up-to-date Language Needs Assessment gains 10 points.

- Demonstrated expertise and capacity for language transmission
- Clear objectives and deliverables, and evaluation plan
- Demonstration that language revitalization is the primary focus
- Realistic and balanced budget, which identifies other sources of revenue and other resources required to complete the project
- Demonstrated community participation and community access to materials created
- Community collaboration and/or partnership support
- Demonstrated community support
- Overall merit of project
- Demonstrated community language needs

Once the review process is completed:

- Language projects that have been approved will be sent a letter that outlines the funding recommendations.
- The projects will then be sent two copies of the MOU agreement for signing by an authorized representative. Once the two signed MOU agreements are received, FPCC will sign them. Then staff will send a package to successful applicants containing the following:
 - Original, signed copy of the MOU agreement
 - Funding cheque
 - Important *Points of Reference* document

1) Common Reasons Proposals/Expenses Are Considered Ineligible

- Application deadline not met
- Proof of community funding support for the coordinator's wages (50%) not provided
- Insufficient detail in budget or ineligible expenses in budget
- Insufficient detail in the project objectives and activities
- Application form not signed by an authorized representative (Tribal Chief, Chief, Councillor, General Manager)
- No demonstration of community support by a Band Council Resolution (or official letter of support signed by Band Chief or Councillor).
- For societies, lack of official community support letter signed by Executive Director or General Manager;
- Community letters of support (3) are not included
- Online Language Needs Assessment not completed
- Current fiscal year BCLI application form not used
- Previous reporting of past FPHLCC/FPCC projects has not been completed by the deadline date
- Submission of application by fax or email.

2) Where do I mail my BCLI Proposal package?

FPCC B.C. Language Initiative Program

1A Boat Ramp Road
Brentwood Bay, B.C. V8M 1N9

- Hand-delivered applications are accepted on or before the deadline date.
- Post-dated mail will be accepted from isolated communities with a postage date stamp of April 8, 2016.
- Attach application checklist with package.
- **Faxes or emailed copies will not be accepted.**

A webinar will be available as a support for the B.C. Language Initiative Program – contact FPCC for more information. Telephone (250) 652-5952

VIII. LANGUAGES OF B.C.

- **Language Family**
A term used by linguists to classify specific language groups. Identify the Language Family that your proposal plans on addressing on Application form – Page 1.
- **Language Group Name**
Identify the Language Group Name that your proposal plans on addressing Application Form – Page 1.
- **Other Language Names**
Identify Other Language Names if your proposal plans on addressing on the Application Form – Page 1.

Please refer to our list online at:

http://www.fpcc.ca/files/PDF/FPCC_Language_Dialect_List_2013.pdf