



FIRST PEOPLES'
CULTURAL COUNCIL

FirstVoices

**2020-2021
Funding Guide**

Application Deadline:

April 10th, 2020

Please submit completed applications to:
kyra@fpcc.ca or Fax: 250-652-5953x222

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Funding Guide**

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1. Introduction

The goal of the First Peoples' Cultural Council & First Peoples' Cultural Foundation FirstVoices Grant is to administer funds to support the First Nations people of B.C. to document their language using FirstVoices.com. This creates a tool that communities can use to learn and interact with their language and increases accessibility of language materials for community members living out of community.

What is FirstVoices?

The FirstVoices platform includes the Online Language Archive, Kids Portal, mobile keyboards for iOS and Android, and dictionary apps. FirstVoices.com was initially launched in 2003 to aid in the preservation of the remaining 34 Indigenous languages in B.C. It provides a space for Indigenous community language teams to archive their languages by recording and uploading words, phrases, songs and stories to a secure, centralized database. FirstVoices.com hosts 53 public archives (and many additional private archives) for languages spoken in BC and around the world. Content is entirely controlled and managed by community language administrators.

What is an Online Language Archive?

The online language archive, FirstVoices.com, is a ground-breaking online Indigenous language archiving and learning resource. The FirstVoices language archive contains thousands of text entries in many diverse Indigenous language writing systems, enhanced with sounds, pictures and videos. Compared to traditional paper dictionaries, FirstVoices.com is a lasting tool that is immediately accessible via any internet connection. FirstVoices.com allows communities to control what kinds of information they capture about their language and how it is represented in the archive.

What is a Language Administrator?

A Language Administer is a registered member of a FirstVoices archive who oversees the management of that archive. This involves providing relevant cultural and historical information for the archive, approving and publishing entries, and responding to feedback and inquiries about the archive from interested members of their community and the greater public. This is usually a single person who is also the administrative project lead within their home organization (i.e. Language Coordinator). However, as FirstVoices is a flexible program, this can be anyone a team decides is appropriate to fill the role and can be more than one person if necessary.

For more information about FirstVoices:

<http://www.fpcc.ca/language/FirstVoices/>

Direct your inquiries to:

Contact Name: Kyra Fortier, FirstVoices Coordinator/Trainer
Mailing/Courier Address: 1A Boat Ramp Road Brentwood Bay, B.C. V8M 1N9
Telephone: (250) 882-8919x222
Email: kyra@fpcc.ca
Website: www.fpcc.ca

2. Multi-Year Agreements

Multi-year funding is available for FirstVoices projects that span one or two fiscal years:

YEAR 1 : July 1st, 2020 to June 30th 2021

YEAR 2 : July 1st, 2021 to June 30th 2022

FirstVoices projects may apply for funding up to **\$50,000** per year for up to two years, for a total of **up to \$100,000**.

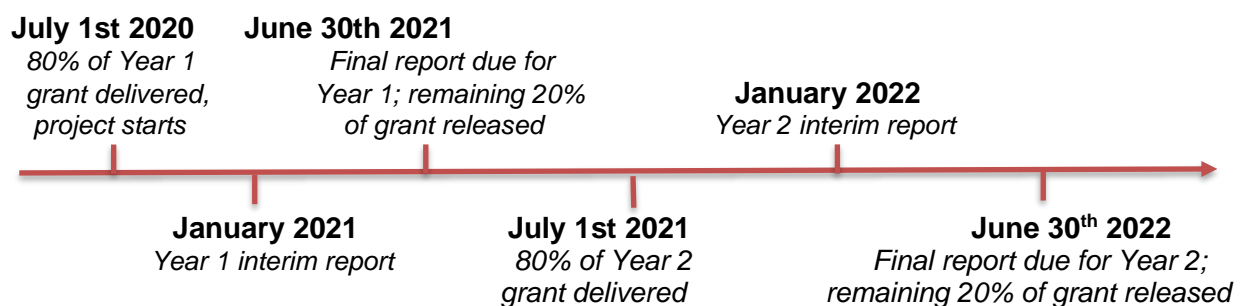
Should you choose to submit a multi-year application, you only need to complete one application form. However, you must propose a work plan that covers a time-span of 24 months.

You can choose to submit for YEAR 1 only as funding will remain available in the following years. Applications for YEAR 2 only will be accepted in Spring 2021.

Multi-year agreements are subject to the following terms:

- Funding will be issued per year (YEAR 1 funding will be issued in 2020; YEAR 2 funding will be issued in 2021).
- **A Final Report is required in each program year**, including a narrative report and financial statements.
- If applicable, an updated project description, work plan, and budget for YEAR 2 will be required, indicating any changes from the previous year's activities and budget from the original proposal. These documents will not be subject to Peer Review.
- Projects are only eligible to receive funding in YEAR 2 if all of the previous year's activities are completed and the previous year's funding is expended by the project deadline.

FirstVoices Project Timeline for Multi-Year Applications



3. Community Collaboration

FirstVoices encourages communities who share a language and/or dialect to collaborate on a shared archive. A Community Sharing Agreement can be used (but is not required) to establish workflow and the sharing of information between communities. There are many ways in which collaboration can happen – here are two examples:

Example 1: Community A has an existing archive and Community B wants to contribute.

Communities A and B have developed a vision for how Community B will be represented on the community portal and contribute to the archive. The community portal is entirely customizable to reflect and honour both communities, and there are existing archives that share portals in this way. Information about dialect differences (if applicable) can be represented in the metadata of individual word entries in whatever way best captures the relevant information. The FirstVoices development team can work with communities to establish procedures for this.

Example 2: Neither community has an archive, and they are collaborating on a new one.

Communities A and B have a shared vision for the community portal and archive. Communities A and B can work together to establish an ideal workflow, and how they would like to represent their communities on the portal, and what dialect information (if applicable) should be represented in individual entries. The FirstVoices development team can work with communities to establish how to represent dialect or community information in entries.

Roles

Communities who wish to collaborate should decide whether they will have one Language Administrator for both teams, or two who work together to make decisions about the archive. We encourage you to describe this workflow in detail in Section 2 of the application form.

Community Sharing Agreement

We encourage communities with existing relationships and ways of working together to continue working in the way that best suits them. For communities who find it useful, we have drafted a Community Sharing Agreement Template that can be used as a helpful starting point. The Community Sharing Agreement can be shared as part of the application package but is not a requirement for a successful application.

Note that funding is available for Language Gatherings, and meetings to establish Community Sharing Agreements may be eligible to apply.

Please see: <http://www.fpcc.ca/language/Programs/Language-authority.aspx>

For questions or support regarding the collaboration process, get in touch with Kyra Fortier (kyra@fpcc.ca or (250) 882-8919x222).

Documentation of Transfer of Permissions

If you are applying to work on an existing archive that was started/is owned by another community/organization, you must submit a letter documenting a transfer of permissions. This

ensures that an agreed upon protocol is followed between two communities for shared language work to take place. This documentation should be written and signed by an existing language administrator for the archive in question. If you do not know who the current language administrator is for an archive that you wish to work on, contact Kyra Fortier for support (kyra@fpcc.ca).

4. Eligibility

Who is eligible to apply?¹

- B.C. First Nations Communities/Governments/Bands/Tribal Councils
- Indigenous Cultural, Language and Education Centres
- Urban Indigenous Organizations
- Previous applicants may apply if all reporting on any previous funding from FPCC or FPCF (including from the Arts or Heritage departments) is up to date.

Who is not eligible to apply?

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

When is the application deadline?

- The application deadline is **April 10th, 2020**.
- Emailed applications are accepted on or before the deadline date.

What are the requirements for a FirstVoices proposal?

- A realistic and balanced budget that identifies other sources of revenue and resources required to complete the project
- A minimum of one dated and signed letter of support from a member of the community*
- A minimum of one dated and signed letter from a governance representative (for governing bodies applying for funding) or upper-level management (for organizations outside of governance applying for funding)*
- Achievable project timeline or schedule
- Completed Application Form with accompanying Checklist

*Please note: Signatories of community support letters and/or governance documentation cannot be the same individual as the primary applicant, project coordinator, or any intended member of the FirstVoices project team.

¹ See Appendix A for list of eligible languages according to BC Guidelines.

What are eligible expenses for a FirstVoices project?

- Project wages for FirstVoices team (Administrator, lead technician, recorder, etc.)
- Professional Fees (Honoraria – Elders, speakers)
- Maximum \$200 per day for contractors i.e., language consultant/linguist, researcher, transcriber, instructor, etc.
- Purchase or rental of recording equipment and/or computer (provide rental quote)
- Maximum 10% of administration costs (i.e., for bookkeeping, supplies, postage, photocopying, etc.)
- Resource materials specific to project (i.e. USBs, CDs, videos)
- Travel costs related to project delivery (reasonable and necessary costs only)

What are eligible activities for a FirstVoices project?

- Collecting recordings of words, phrases, songs, or stories intended for upload to FirstVoices.com
- Editing audio and managing data storage
- Uploading words, phrases, songs, or stories to FirstVoices.com
- Managing your FirstVoices.com archive
- Community consultation and/or community sharing events regarding FirstVoices.com and associated work
- Other activities related to compiling material for FirstVoices.com and sharing and managing the archive

5. Application & Program Timeline

Stage 1: Application submissions, **Deadline: April 10th, 2020**

Stage 2: Application review by FPCC/FPCF & Peer Review Committee, May-June, 2020

Stage 3: Projects begin and initial funding is delivered, July 2020

Stage 4: Training is delivered, August-October 2020

6. Application Requirements

Application Checklist: (see application form for additional detail)

- ✓ Cover letter that describes your program and its context within the community
- ✓ Completed application form
- ✓ A minimum of one dated and signed letter of support from the community
- ✓ 10% cash contribution from your organization
- ✓ Completed online Language Needs Assessment
- ✓ Community Sharing Agreement (*Optional)
- ✓ Governance/Organizational documentation (dated and signed)

Application Support:

If you wish to receive feedback on your application prior to submitting a final copy, please submit it at least two weeks prior to the closing deadline, with an attached request for feedback. The FirstVoices Coordinator will provide you with feedback on your application so that you may revise and resubmit before the final deadline.

Submit applications and requests for feedback to:

Kyra Fortier, FirstVoices Coordinator/Trainer

kyra@fpcc.ca

(250) 882-8919x222

Appendix A: Eligible Languages

1. Anishinaabemowin
2. Nēhiyawēwin
3. Dakelh
4. Dane-Zaa
5. Danezāgé'
6. Dene K'e
7. Nedut'en / Witsuwit'en
8. Southern Tutchone
9. Tāltān
10. Tse'khene
11. Tsilhqot'in
12. Lingit
13. Ktunaxa
14. Ey7a7juuthem
15. Hul'q'umi'num' / Halq'eméylem / həńqəmińəm
16. Nłeʔkepmxcin
17. Nsyilxcən
18. Nuxalk
19. Secwepemctsin
20. SENĆOŦEN / Malchosen / Lekwungen / Semiahmoo / T'Sou-ke
21. She shashishalhem
22. Skwxwu7mesh snichim
23. Státimcets
24. Gitsenim̓
25. Nisga'a
26. Sguuᖅ
27. Sᓄalgyax
28. diitiidʔaaʔt̓x̓
29. Hailzaqv̓l̓a
30. Kwaktwala
31. nuučaańuł
32. 'Wuiktala
33. X.enaksialaktala / X.a'islaktala
34. Xaad Kil / Xaaydaa Kil

Note: additional dialects are eligible. Please email kyra@fpcc.ca if you are in doubt about your eligibility.