FIRST NATIONS CONFEDERACY OF CULTURAL EDUCATION CENTRES
2022-2023 CALL FOR FIRST NATION LANGUAGES PROPOSAL APPLICATIONS
Indigenous Languages and Cultures Program[1]

The Indigenous Languages and Cultures Program is a Canadian Heritage funding program. The First Nations Confederacy of Cultural Education Centres (FNCCEC) is working in collaboration with Canadian Heritage on Indigenous languages. The FNCCEC is the delivery agent for First Nation languages in Ontario.

The First Nations Confederacy of Cultural Education Centres established in 1972 is a national organization representing First Nation Cultural Education Centres in Canada. The FNCCEC is grassroots driven and directed by elders and community members to carry the national mandate to protect, promote and revitalize First Nation languages and culture. The organization reinforces the revitalization of first languages, culture retention and traditional knowledge by protecting and supporting the identity and heritage of First Nations communities through the promotion, revitalization and safe keeping of ancestral languages and cultures.

FUNDING GUIDELINES

SECTION 1: Funding Program
The First Nation Confederacy of Cultural Education Centres is accepting proposal funding applications for the Indigenous Languages and Cultures Program from <u>First Nation</u> communities or <u>First Nation</u> organizations in Ontario. The Call for Applications to the Indigenous Languages and Cultures Program consist of a Single Year 2022-2023.

CALL FOR APPLICATION

The FNCCEC ILC is specifically for <u>First Nation</u> languages for <u>First Nations</u> in Ontario.

Inuit or Metis organization / group / community must send their application directly to Canadian Heritage. Please contact Canadian Heritage for information on where to send your application.

Eligible applicants in Ontario who wish to submit a proposal application for single year 2022- 2023, **please read the following vital application information.**

SECTION 2: WHO IS ELIGIBLE TO APPLY
For the purpose the FNCCEC-ILC Funding Program, First Nations are defined as those who are legally and federally recognized in Canada under the *Indian Act*, and/or Treaties recognized and affirm by section 35 of the *Constitution Act, 1982*.

2.1: WHO IS ELIGIBLE TO APPLY (specific to Ontario only)
    a. First Nations Communities / Governments / Bands / Tribal Councils

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[1] The Indigenous Languages and Cultures Program is Canadian Heritage's Indigenous Languages Component (ILC). The FNCCEC is working in collaboration with Canadian Heritage on Indigenous Languages, whereas FNCCEC is the delivery agent specifically for <u>First Nation</u> languages in Ontario. First Nation is one of the three distinct peoples who fall under the term "Indigenous".

b. First Nation cultural, language and education centres
c. Band or Tribal Council operated education institutions
d. First Nation not for profit organizations (incorporated and un-incorporated) includes community based and urban
e. First Nation community groups such as ad-hoc committees delegated to perform specific language work
f. First Nation led institution including their accredited programs – institution must be under the ownership of First Nation, with Board of Directors or lead representatives from First Nation communities
g. Urban Indigenous not for profit organization who provide services for the urban based First Nation population. The urban indigenous organization must provide:
   i) Letter of Support from a First Nation Band Council OR First Nation led community organization (incorporated);
   ii) The organization must demonstrate how the First Nation urban community members will be involved with the project activity and how the First Nation members will benefit from the project activity; and,
   iii) The organization's budget must demonstrate the project funding will not result in income generation for the sole benefit of the organization, ie: offsetting overall operational costs of the organization or to supplement loss revenue from other funding source; or to hire new staff.
h. Non-Indigenous not for profit organizations, with established existing working partnership with a First Nation community, ie: Band or Tribal government. Important: The Non – Indigenous organization must provide the additional four mandatory requirements with their application:
   i) The organization must demonstrate proven work and experience in First Nation language development and an existing established relationship with the First Nation community identified in the proposal application;
   ii) The organization must demonstrate the beneficiaries and ownership of project activities and outcomes are First Nation community members;
   iii) The organization's budget must demonstrate the project funding will not result in income generation for the sole benefit of the organization, ie: offsetting overall operational costs of the organization or to supplement loss revenue from other funding source or hiring of new staff; and,
   iv) The organization must provide a letter signed or Band Council Resolution (BCR) by recognized First Nation Chief and Council of the First Nation community which is identified in the application. The Band Council letter or BCR must confirm the existing partnership between the organization and their First Nation community and that the organization meets the requirements stipulated in Section 2.1 (h) i, ii and iii.

2.2: One Application Per Eligible Applicant
Only one proposal application per applicant. More than one application will not be accepted. Should an eligible applicant submit more than one application, the first application received by FNCCEC will be accepted. The subsequent application(s) will not be assessed and will be returned to the applicant.

2.3: Who is not eligible to apply:
   i) Individuals
   ii) Public institutions (includes provincial schools and post secondary)
   iii) For profit organizations
   iv) Provincial / Territorial / Municipal / Federal government and their agencies
   v) Previous applicants funded by FNCCEC ILC or Canadian Heritage ILC who have incomplete or outstanding reporting

vi) Non Indigenous Not for Profit organizations
vii) Any organization outside of Canada

SECTION 3: Program Objective and Expected Results

Objectives:
The objective of the FNCCEC Indigenous Languages and Cultures Program (ILC) are to support community-based, community led projects that contribute to the strengthening of First Nations cultural identity as well as to support the promotion, protection, revitalization and sustainability of First Nation languages for the direct and positive benefit of First Nation people and their communities.

Expected results:
- First Nation communities have access to resources to develop and deliver activities that incorporate and support their respective ancestral First Nation language
- First Nation individuals, communities, organizations and groups are engaged in activities that strengthen, protect and revitalize First Nation languages and cultural identity

SECTION 4: ELIGIBILITIES
4.1: Eligible activities must be community based and community led language projects. Activities must be either participatory or resource or a combination of both.

4.2: Up to $150,000.00
There is no limit to the number of activities to pursue, however, total expenses/budget cannot exceed $150,000.00 for this single year funding.

4.3: ELIGIBLE ACTIVITIES:
1. Land based language and cultural activities involving elders, knowledge keepers, language speakers, ie: hunting, trapping, medicine harvesting, canoe and basket making, community land history, ecology teachings
2. Intergenerational transmission of cultural knowledge of Elders, knowledge holders, ceremonial leaders to children and to youth, ie: ceremonies, cultural teachings, cultural and language workshops
3. Language Lessons for children, youth, families and / or for adult learners, ie: language nests (children and/or family), classroom or community setting, virtual lessons or language workshops
4. Language Resource Development such as but not limited to language lesson plans, dictionaries, booklets, resource development can also include resources for language planning such guidebooks, manuals and/or templates
5. Language Acquisition, ie: training language speakers to become language teachers
6. Language Development using technology such as APPS or online language delivery, or any other kinds of media tools
7. Language Banking such as but not limited to archiving, video / cd productions, recording of elders and language speakers
8. Language Planning such as language strategic plan
9. Community engagement such as cultural skills activities, language planning, language workshops, ceremonies
10. Cultural Development and delivery of ancestral / traditional life skills and wellness that incorporate the use and learning of the respective ancestral language of the community / nation
11. Training and Mentorship, ie: training and mentoring teachers and learners; mentorship in capacity building in language promotion, revitalization, maintenance and sustainability; training and mentorship in language strategy development and implementation

4.4: PRIORITY Activities - priority will be given to:
1. Land based language and cultural activities involving elders, knowledge keepers, language speakers
2. Transmission of cultural knowledge by Elders, knowledge holders, ceremonial leaders to children and to youth, ie: ceremonies, cultural teachings, cultural and language workshops
3. Language lessons for children, youth, families and / or for adult learners, ie: language nests (children and/or family), classroom or community setting, virtual lessons or language workshops
4. Language development using technology such as APPS or online language delivery, or any other kinds of media tools
5. Cultural development and delivery of ancestral life skills and wellness that incorporate the use and learning of the respective ancestral language of the community / nation
6. Language Planning, Training and Mentorship

4.5:   First Nation Languages
An eligible applicant's activities can focus primarily on the respective ancestral language of the nation / community; or a combination of different First Nation languages.

4.6:   Multi-Distinction Activities
If an eligible applicant's proposed activities are a combination of a First Nation language and the Inuit language and/or Michif, please submit your application directly to Canadian Heritage, the department is responsible for multi-distinction applications.

SECTION 5: ACTIVITY EXPENSES

5.1: Eligible Expenses
➢ Wages specifically related to project activity such as coordinator or project lead
➢ Professional Fees (honoraria) for elders, knowledge keepers, language speakers
➢ Contractors / Consultants Fees: A maximum of 10% of the total budget / request in funding (consultants fees cannot be the only expense for the project)
➢ Professional language development and language training programs
➢ In exceptional cases, stipend set at $50.00 per month for the duration of the project activity for participation in community based language classes or workshops or land based educational activities, however, to a maximum of 15% of the total budget / request in funding
➢ Equipment purchases such as computers, cameras required for project activity: purchases cannot exceed 15% of the total budget / request in funding
➢ Production of technology / media and language applications, such as Language APP, to a maximum of 25% of the total budget / request in funding
➢ Rent and utilities related to the project activity
➢ Supplies and resource materials related to project activity
➢ Photocopying and printing related to project activity
➢ Communication and translation services
➢ General liability insurance
➢ Costs associated with information technology internet, website fees, including purchases and update of hardware and software
➢ Travel expenses – must not exceed the rates set by Treasury Board (refer to treasury board site for rates)

➢ Administrative cost cannot exceed 15% of the total budget / request in funding and must be related to the coordination of the project such as bookkeeping service, office supplies, telephone, fax, utilities, postage fees, photocopying, printing, rent for office space, audit, legal, translation.

5.2: Time Period for Expenses:
i) Eligible expenses must be held between April 1, 2022 to March 31, 2023
ii) FNCCEC is not responsible for any expenses incurred prior to April 1, 2022
iii) <u>FNCCEC is not responsible for any expenses incurred for your project before you receive written confirmation from FNCCEC of funding approved</u> for the funding year, any expenses incurred is at your own risk
iv) Applicants who are not successful in receiving ILC funding but decide to engage in activities - this is at the discretion of the applicant to do so, importantly, the <u>FNCCEC is not responsible</u> for the work or any of the expenses incurred by non-funded applicants

5.3: Ineligible Expenses are:
➢ Capital construction and renovations or repairs
➢ Salaries and honoraria for board members in the delivery of regular operations
➢ Travel outside of Canada
➢ Start up and operational costs for business ventures
➢ Support for development of cultural and professional industries or institutions
➢ Research fees, operational and administrative costs of an organization and institution existing or newly created programs and studies
➢ Attendance in post secondary academic courses offering language lessons
➢ In school K-12 programs (includes First Nation and non First Nation schools and public programs)
➢ Teacher certification
➢ Conferences or conference fees or travel to conferences or meetings
➢ Awards or bursaries
➢ Contingency and miscellaneous fees
➢ Deficit recovery
➢ Volunteer hours
➢ Charitable donations

SECTION 6: DURATION OF PROJECT FUNDING

6.1: PROJECT TIME
Project activity can commence on or after April 1, 2022. FNCCEC strives to deliver funds as early as possible, however you are advised that there is no guarantee the funding will be provided as early as April. Delay in funding results by various factors such as when Canadian Heritage releases the funds to FNCCEC; and / or the delay of the applicant in signing and returning the Funding Agreement to FNCCEC. Funds will not be released without a duly signed funding agreement by both parties and when FNCCEC receives the funding from Canadian Heritage. *It is advisable to wait for written confirmation of funding before commencing your project activity.*

SECTION 7: FUNDING

7.1: Fiscal Year 2022-2023:
i. The project funding is up to $150,000.00. Budget request exceeding $150,000.00 will not be accepted.

ii. Activities must be either participatory or resource or both. There is no limit to the number of activities to pursue, however, total expenses/budget cannot exceed $150,000.00.

iii. Applicant is to submit a clear defined budget listing the activity/ activities separately with the expenses for each activity.

SECTION 8: HOW TO APPLY AND APPLICATION DEADLINE

8.1: Proposal Application

Applicant must use the application templates and must submit a complete proposal application package which consists of mandatory forms:

1. Supporting documents listed in the Application Checklist (Annex A) – *Checklist is contained in template Annex A*
2. General Application Form (Annex B) – *General Application Form is contained in template Annexes B – C Application Form*
3. Proposal (Annex C) – *Proposal Form is contained in in template Annexes B– C Application Form*
4. Budget (Annex D template)
5. Un-incorporated Applicant Acceptance of Liability Form (if applicable, fill in template and sign)
6. Void Cheque
7. If urban Indigenous not for profit organization applying – see Section 2.1 (g)
8. If non-Indigenous not for profit organization applying – see Section 2.1 (h)
9. Applicant must provide the official/legal name of the applicant community /organization /ad-hoc group. FNCCEC requires the legal name to issue funding agreements and cheques. To avoid any banking issues, please ensure that you identify the full, legal name of the payee. Correspondence and cheques will be mailed via Canada Post, therefore, the most current and correct address including a P.O. Box number (if applicable) and postal code is required, please ensure the complete address is identified in the application.

8.2: Mandatory Requirements for Proposal

The proposal must <u>clearly identify</u> the following requirements**:**

1. The time period for the project activity/activities.
2. The First Nation language(s) of the community / nation and proposed activities.
3. Description of Resource activity or Participatory activity - if application has a combination of participatory and resource activities, each activity must be separate and described in its own category (resource or participatory).
4. A detailed budget clearly separating the activities itemizing the expenses for each activity.
5. Proof that the applicant holds a bank account in the organization's name (individual account holder is ineligible).

8.3: Application Package

A completed application package must have the following:

1. Signed and dated General Application Form (Annex B) – this form must be signed – the application will not be accepted if form is not signed by applicant
2. Complete Proposal and Budget templates (Annex C & Annex D)
3. Attach all required supporting documents listed in Annex A – Checklist
4. Un-incorporated and/or Ad-hoc applicant must submit a complete Unincorporated Application Acceptance of Liability Form signed and dated – this form must be signed – the application will not be accepted if form is not signed by applicant
5. Copy of bank account information (proof the bank account is in the name of an organization, ad-hoc committee, band administration)

8.4: Applications will not be accepted if any **mandatory** <u>forms and supporting documents</u> are not included or not completed in the application submission. It is the responsibility of the applicant to ensure all mandatory information is completed and included in the application.

8.5:   Multi-Distinction and Indigenous

If an eligible applicant's proposed activities are a combination of a First Nation language and the Inuit language and/or Michif, please submit your application directly to Canadian Heritage, the department is responsible for multi-distinction applications.

Inuit or Metis community / group / organization, who are interested to apply to the ILC funding , you must send your application directly to Canadian Heritage.

SECTION 9: LIMITS / DECISIONS / RESPONSIBLITIES

1. Submission of an application by an eligible applicant <u>does not guarantee</u> funding.
2. Submission of an application by an ineligible applicant will be returned to the applicant, and, an ineligible applicant also includes applicants who do not meet application deadline date and time.
3. <u>Only one</u> application per applicant. Should an eligible applicant submit more than one application, the first application received by FNCCEC will be the one accepted for review (provided it is a complete application with all mandatory requirements).   Any subsequent application(s) will not be accepted or assessed, and will be returned to the applicant.
4. The funding is limited to $150,000.00, due to the limited resources, and to ensure the success of your project, the applicant is encouraged to seek other funding sources.
5. FNCCEC reserves the right to target funding to specific priority activities.
6. The decisions regarding eligibility and funding amounts are final.
7. <u>FNCCEC is not responsible</u> for any expenses incurred for your project before you receive written confirmation from FNCCEC of funding approved for the funding year, any expenses incurred is at your own risk.
8. Applicants who are not successful in receiving ILC funding but decide to engage in activities - this is at the discretion of the applicant to do so, the <u>FNCCEC is not responsible</u> for the work or any of the expenses incurred by non-funded applicants.
9. <u>FNCCEC is not responsible</u> for any application sent directly to Canadian Heritage by the applicant and is then not provided by Canadian Heritage to the FNCCEC by the FNCCEC specified application deadline date and time. It is the responsibility of the applicant to ensure that FNCCEC receives its application by the <u>deadline date and time specified by FNCCEC</u> regardless of where to and how the applicant sent its application.

SECTION 10: APPLICATION DEADLINE DATE & TIME
The deadline to submit a proposal application for the 2022-2023 Call is **FRIDAY, DECEMBER 17TH at 5:00 P.M. - Ottawa, Ontario local time (EASTERN STANDARD TIME).**

Proposal Applications can be sent by EMAIL <u>or</u> by MAIL (Canada Post).

Late applications submitted by email or by mail are ineligible and will not be accepted.

BY EMAIL

Email application to: ILCProgram@fnccec.ca

Deadline Date and Time: Friday, December 17th, 2021 at 5:00 P.M. – Ottawa, Ontario time zone.

Please ensure proposal application is emailed **NO LATER than FRIDAY, DECEMBER 17TH, 2021 AT 5:00 P.M. Ottawa time**

No applications will be accepted after this date and time. Late applications will be returned to the applicant.

If the applicant's local time zone is different from Ottawa time zone, it is the applicant's responsibility to take note of difference in time zone and ensure application is submitted by 5:00 P.M. Ottawa time (EST).

FNCCEC email system will confirm the date and time the email was sent by applicant and received by FNCCEC.

BY MAIL : Canada Post

Mail application to:

> FNCCEC Language Secretariat
> 666 Kirkwood Avenue, Suite 302
> Ottawa, Ontario   K1Z5X9

APPLICATIONS BY MAIL MUST BE POSTMARK STAMPED BY CANADA POST ON OR BEFORE DEADLINE DATE FRIDAY, DECEMBER 17TH, 2021.

AN APPLICATION POST MARK STAMPED AFTER DECEMBER 17TH, 2021 WILL NOT BE ACCEPTED and will be returned to the applicant. *It is advisable to call FNCCEC to inform the office your application was mailed.*

IMPORTANT:
FNCCEC is not responsible for any application sent directly to Canadian Heritage by the applicant and not provided by Canadian Heritage to the FNCCEC by the FNCCEC specified application deadline date and time. It is the responsibility of the applicant to ensure your application is received by FNCCEC by the specified date and time set by FNCCEC.

INQUIRIES OR ASSISTANCE
Should you have any questions or require assistance with the application forms, please contact FNCCEC either by email to ILCProgram@fnccec.ca or by phone 613-728-5999.

We look forward to receiving your application to the FNCCEC 2022-2023 ILC Call for Proposals
Kitchi Megwetch / Thank you