Clayoquot Biosphere Trust Nuuchahnulth Language Grants Committee Manual

(last updated October 27, 2022)

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1. ƛayahuʔał Welcome

Thank you for your participation in the Nuuchahnulth Language Grants Program (NLG). As an NLG committee member, we value your time and contributions to this program and your expertise as a local community member. This document provides you with an overview of the grant program and describes the role of the Committee.

2. Statement of Service

We serve the language communities in the respective territories of the hiškʷiiʔatḥ (Hesquiaht First Nation), ʕaaḥuusʔatḥ (Ahousaht), ƛaʔuukʷiʔatḥ (Tla-o-qui-aht First Nations), Yuułuʔiłʔatḥ Government (Ucluelet First Nation), and tukʷaaʔatḥ (Toquaht Nation).

3. What is Nuuchahnulth Language Grants?

Nuuchahnulth Language Grants is a grassroots granting program that can help committed language activists from each community to put their ideas into action. It is a new grant stream created to support small-scale Nuuchahnulth language projects.

The fund will provide $2000 in grants per year to community members from each of these 5 Nuuchahnulth nations: hiškʷiiʔatḥ (Hesquiaht First Nation), ʕaaḥuusʔatḥ (Ahousaht), ƛaʔuukʷiʔatḥ (Tla-o-qui-aht First Nations), Yuułuʔiłʔatḥ Government (Ucluelet First Nation), and tukʷaaʔatḥ (Toquaht Nation). The NLG, is committed to fostering local leadership and community self-direction in revitalization efforts. A grant is money we give applicants to help them bring their project to life. Applicants must apply for the grant, but do not need to pay the money back.

- funds are administered by the CBT and decisions are made by the NLG Committee. The Committee will review applications and make granting decisions, ensuring that the grants are serving community priorities and interests.

- Committee members will be compensated for their time and effort
- The CBT maintains employment of a Nuuchahnulth citizen from one of 5 First Nations as the **Program Coordinator** to oversee the program.
- Individuals apply for a grant and implement their projects. We refer to them as **Project Leaders**.

4. Terms of Reference

Appointment: Committee Members are invited by the Program Coordinator to serve and steer the grant program. As the project develops, former project leaders can be invited to join as committee members

Reporting: Committee Members will report to and be supported by Program Coordinator

Orientation: members will be provided with an orientation training session to learn about the process of reviewing NLG grant applications and prepare for the grant review meetings.

Committee size: committee will have 5-10 members. The Program Coordinator will decide on the size of the committee as needed.

Committee Composition: The committee is comprised of people from the 5 local First Nations who are invested in language revitalization

Term: Undetermined. Members may serve up to 4 cycles and may continue on a case-by-case basis.

4.1 Roles and Responsibilities

The following are some of the important responsibilities of committee members.

Grant reviewing: Review project proposals and make recommendations for funding in line with the grant guidelines below.

Promotion: Help spread the word about the NLG program.

Recruitment: Identify individuals as potential future applicants or committee members

Review of program: Participate with input as the program develops

4.2 Grant Review Process

The following are guidelines for reviewing NLG grant proposals.

Grant Applications: committee members will be given access to confidential grant applications.

Grant review process: The Program Coordinator and this manual will help provide guidance on how committee members will make grant decisions. This may be through virtual meetings or in person. A minimum of 50% of the committee members will need to provide input for decisions to be made about a grant application.

Grant deadline: application reviews will need to happen within 2 weeks of grant application closing date. This year we open for grant applications October 25 and close December 2, 2022. December 3 -15 is the review and decision-making timeframe. Checks to successful applicants will be issued early in the new year.

Meeting facilitation: If decisions are made through virtual meetings, the facilitator will work to ensure that all committee members participate in discussions, freely express their opinions and communicate with each other respectfully and inclusively

Finalizing grant decisions: Granting decisions (including the amount of money for approved grants and reasons for any declined grants) are compiled by the Program Coordinator, summarized and disclosed in meetings. The Program Coordinator will call each applicant to inform them if they got their grant or not. If unable to attend, committee members can give input to contribute to decision making remotely.

4.3 Conflict of Interest

 Committee members are allowed to apply for grants within their communities while they are members of the committee. The committee member is required to declare their conflict of interest and not participate in decisions regarding an application if any of the following conditions exist:
- the project pays them. (Declare conflict of interest so that people know. Step out while that decision is being made)
- If they are applying for their own project or involved with a project an applicant is applying for.

4.4 Privacy and Confidentiality

Committee members are required to maintain the confidentiality of all their committee activities, for example:
- Protect the personal information of applicants and co-applicants, such as address, telephone number, and e-mail. If applications are downloaded, they should be kept on a secure device. If they are printed, they will need to be shredded or destroyed once decisions are made.
- Maintain confidentiality regarding all business of the committee including, but not limited to, meeting discussions, committee documents, and granting decisions (for example, how much each project received)

5. Guidelines and Criteria Checklist

5.1 Eligibility

a) Who can and can't apply?
The spirit of the grant is to give committed language activists a chance to take put their ideas into action and increase community language learning

- Grants of $2000 will be available to one project leader who is from one of each of the 5 First Nations aforementioned.
- Registered charity organizations, societies and businesses are **not eligible**

b) What are eligible projects?

Projects that enable and promote community language learning.

Some examples of what the language committee has identified as ongoing needs include but are not limited to:

- Learning language in one's own territory – getting out on the lands and waters with learners and teachers and doing various activities.
- Events or exercises designed to support "silent speakers".
- Getting and giving traditional names
- Finding and sharing family information in the language (stories, ancestry, people and/or place names)

The project may also:

- support existing grassroots language projects that need extra support
- more hours of language learning and teaching

5.2 Application Submission

To be submitted on line via grant portal or by email with phone support available from CBT staff.

5.3 Project Conditions

Project must be free for participants to attend.

Projects may not fundraise for individuals, projects and/or organizations. However, project leaders are encouraged to seek donations or gifts in kind from local businesses to help support their project.

People can apply for **one** project at a time and as soon as they complete their project and upon the submission of their project story to the Coordinator, they can **apply for another grant**.

Funded projects must begin after the grant decision is made. Projects will not be supported retroactively.

While some projects may continue year-round, it is expected that the grant money is spent by (December 31, 2023)

5.4 Budget

The goal of the grant is to contribute to expenses associated with the projects such as gasoline for on the land outings, boat charters, food, art and craft supplies, gift cards, ZOOM or Skype subscriptions and honorariums or other items as necessary.

Grant requests for projects are expected to be up to $2000. However, applications that offer unique and creative ways of meeting the NLG purposes may be considered for additional funding if we have it in the fund.

Grant money may be used to pay people for services (also called honorariums) to help with the project. An honorarium is a fee paid to someone for their in-kind skills or knowledge contributions. Examples: a language speaker sharing their knowledge or an artist sharing skills and talent as part of a project.

Up to 20% of overall budget may go towards core funding for time organizing and administrating the project. For a $2000 grant this would be $400 of that grant.

5.5 Project Story Sharing

To inspire other people to get ideas about projects, project leaders are encouraged to document their project by writing a short summary, and, if possible, include photos/screenshots of virtual projects and videos to share with their local NLG Coordinator to be used to promote the grant program as soon as they are done with their project. Once project leaders submit their project story, **they are eligible to apply for another grant.**

In the application we ask for 1-2 photos and paragraph story when the project wraps up. A prompt is set up in the online system.
A helpful fact from Neighborhood Small grants about completion -only 30% of projects are properly finished meaning that people do this last bit of reporting on their own. Colin (CBT communications) and/or Tsimka will

follow up to collect stories as well. Good to take pressure off of applicant with follow up and help. Stories will then be shared on the CBT website.

5.6 Fund Distribution

Once all the applications are reviewed, successful applicants will receive a grant **by cheque or Electronic Transfer Funds (EFT)** and Coordinators will provide decisions made or amendments to applications needed to grant applicants. Generally, it takes **2-3 weeks from application submission to granting decisions**.
Once all applications are reviewed and grant decisions are made, the project coordinator will contact project leaders about the status of their application.

If Project leaders request mentorship and support, the Project coordinator, and other staff at the CBT (and committee members) will do what they can within reason to meet that need.