



Language Nest Program 2019–2020 Application Information

Application Deadline:

Friday, January 25, 2019 at 4:00pm

Please submit completed applications to:

britt@fpcc.ca

PLEASE NOTE THE FOLLOWING:

The FPCC is accepting proposals to the Language Nest Program for up to \$50,000.

Grants should be between \$25,000 - \$50,000 maximum, per year.

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

YEAR 1 : September 1, 2019 to March 31, 2020

YEAR 2 : April 1, 2020 to March 31, 2021

Should you choose to submit a multi-year application, you will need to complete a budget for each fiscal year that you are applying for. Please include each budget with your application.

You can choose to submit for YEAR 1 only as funding will remain available in following years. Applications for YEAR 2 only will not be accepted at this time.

Please refer to the Funding Guide for further information about multi-year agreements.



Language Nest Program 2019–2020 Application Form

Application Checklist:

- ✓ Cover letter that describes your program and its context within the community
- ✓ Letters of support from parent and community member (2 total)
- ✓ 10% cash or in-kind contribution from your organization
- ✓ Completed online Language Needs Assessment attached
- ✓ Signature of Band Administrator, if funding delivered to band; OR signature of director of organization, if funding delivered to organization.

Program Outline:

Stage 1: Application submissions, **Deadline: January 25, 2019**

Stage 2: Application review by FPCC, February-March, 2019

Stage 3: Training workshop will be held over two days, **dates and location TBD**

- Attendance is mandatory for at least one member of each Language Nest Project.
- Additional information will be provided in spring, 2019

Stage 4: Language Nest Program implementation, September 2019 – March 2020

- 60% of the total grant will be distributed upfront; a 20% hold-back will be kept until submission of the Interim Report in January 2020; the final 20% hold-back will be kept until submission of the Final Report in March 2020.

Grant Amount:

Language Nests may apply for funding from **\$25,000 up to \$50,000 per year** to support their programming. Major capital expenses are not eligible. A 10% cash or in-kind contribution from your organization is required.

Language Needs Assessment:

An up-to-date Language Needs Assessment (LNA) is required in addition to your application form. Applications are not considered eligible if the LNA is not completed or updated. The LNA assists FPCC to monitor the status of the B.C. languages. It is also a necessary step in program planning.

- Submit an online Language Needs Assessment Form:
 - to sign up for an account and start your needs assessment:
<http://fp-maps.ca>
 - If you already have an account, please use this link:
<http://fp-maps.ca/user>



Language Nest Program 2019–2020 Application Form

<i>For Office Use Only</i>	File Number
-----------------------------------	--------------------

1a. Applicant Information:	
Name of Project/Program: ABC Language Nest Program	
Name of Organization (legal name of grant payee): ABC Community	
Primary & Secondary Contact Person: 1. Jane Doe 2. Samantha Smith	Title: 1. Language Programs Manager 2. Language Nest Coordinator
Address: 2468 Apple Street, Tree, B.C. V0N 3A8	
Telephone 1: 212-333-4444	Telephone 2: 212-333-5555
Email: jane@abc.com	Fax Number: 212-344-2222
Language: Hul'q'umi'num'	First Nation Community: ABC

1b. How did you hear about this program?	
Please let us know how we're doing in communicating about funding opportunities. How did you hear about this funding call?	
<input checked="" type="checkbox"/> FPCC email <input type="checkbox"/> FPCC website <input checked="" type="checkbox"/> Social Media (Facebook or Twitter – circle one)	<input type="checkbox"/> Community newsletter <input type="checkbox"/> Word of mouth

2. Cover Letter:
Attach a cover letter to your application, which describes your proposed language nest project and its context within the community. Include information about the language nest such as where it takes place, what ages of children it serves, and how it fits within your community's existing early care and learning services AND language programs. ___JD___ A cover letter is attached. <i>(Please check or initial)</i>

3. Language Needs Assessment: Please attach a copy of your completed LNA.
Language Needs Assessment #: <u> 1234 </u> (Must be current to May 2018).



4a. Project Design:

Ages of Children (circle all that apply): 0 – 2 yrs 3 yrs 4 yrs 5 yrs

Type of Program: *What type of program are you operating as a language nest? Please check one:*

- Home-based program (may be unlicensed)
- Pre-school and/or kindergarten in existing band school
- Head Start*
- Daycare (licensed)
- Other. Please describe:

*If you selected Head Start, do you receive funding from Health Canada? YES NO

Other Programs:
Are there other early childhood/early care and learning programs that serve children under 5 yrs old in your community?
Yes / No (Circle one)
If yes, please describe:

4b. Project Experience:

Has your program previously operated as a full immersion Language Nest? YES NO

5a. Project Participants: *State the number of participants involved in your language nest project*

Who	Number	Who	Number
Elders	3	Total # of Speakers (includes Elders & Staff)	6
Staff	4		
Children	6	Other	

5b. Project Team: Please provide the following information for team members (not including the children)

Name (List everyone involved in the project)	Roles, Responsibilities & Skills (List the job titles, roles, certifications, skills and responsibilities of each team member)	Language Level (beginner, semi-fluent, fluent)
Andy Apple	Elder – speak the language with the children and staff; provide cultural guidance for the program, children and staff	Fluent
Maggie May	Elder – speak the language with the children and staff; provide cultural guidance for the program, children and staff	Fluent
Roger Red	Elder – speak the language with the children and staff; provide cultural guidance for the program, children and staff	Fluent
Samantha Smith	Language Nest Coordinator – supervise all staff and Elders; work directly with the children	High beginner



Cindy Cloud	Language Nest Assistant – ECE certified; supervise the children, implement daily activities, and support the Elders	Low beginner
Billy Black	Language Teacher – model and teach the language to children in the nest; work with coordinator to develop program materials and resources	Semi-fluent

6a. Immersion Capacity: *Language Nest Programs are intended to provide 100% immersion (no English!) at all times during nest hours. Programs that are not capable of achieving 100% immersion must provide a detailed plan for how they will build the program's capacity to operate in full immersion.*

Does your program have the capability to provide 100% immersion? **YES x** **NO**

Please provide 3-5 examples of how you will achieve 100% immersion or how you will work towards achieving 100% immersion.

1. Three Elders have committed to the program and there will be two in the nest at all times. The Elders have received training in immersion and are committed to maintaining 100% immersion. They will provide language support to non-fluent staff in the nest, as well as after nest hours 3 days per week for 1 hour.
2. Non-fluent staff are required to attend weekly language classes to further their own language fluency. All staff will also meet weekly to prepare language needed for the following week's activities.
3. All staff will collaborate with other ABC language program staff on professional development days to learn about and share ideas for supporting language speakers and learners.
4. We will have resources and "cheat sheets" for non-fluent staff to help keep them in immersion. Resources include labels throughout the space, survival phrases, and lists of phrases for various activities along with recordings.
5. All visitors to the language nest will be given a brief orientation to the language nest before attending and will need to commit to the NO ENGLISH rule.

6b. Immersion Capacity – Language Learning Plans: *In order to support the achievement of 100% immersion, all non-fluent staff members should be actively involved in learning the language, outside of nest hours. Please list all non-fluent staff members and describe their language learning plans:*

Name:	Language Learning Plan:
Samantha Smith	Samantha is a high-beginner speaker and will continue to attend weekly adult language classes outside of the language nest. Samantha will also take part in professional development opportunities with other ABC language program staff.



Cindy Cloud	Cindy has just begun her first year in the Mentor-Apprentice Program, supported by the ABC language program department. She will continue with her MAP hours outside of the language nest and will also take part in professional development opportunities with other ABC language program staff.
Billy Black	Billy Black is a semi-fluent speaker and has been teaching the language in the community for 2 years alongside a language mentor. He will continue to attend weekly adult language classes to increase his fluency and will also take part in professional development opportunities with other ABC language program staff.

7a. Program Requirements: *Please describe how you will meet the following program requirements.*

Requirement: Minimum 2 fluent speakers in nest at all times	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--	---

Please describe how you will achieve this:

Three Elders have committed to the program which will help ensure that two fluent speakers will be in the nest at all times in case of illness, vacation, etc. A rotating schedule will be created so that each Elder will have the time off that they need.

Requirement: Maximum 1:5 ratio of speakers to children (ideally a 1:3 ratio)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
---	---

Please describe how you will achieve this:

We decided to keep the program small with only 6 children to start. With two fluent speakers in the nest, there will be a 1:3 ratio at all times. Non-fluent staff will also be capable of staying in the language with the children.

7b. Methods: *Please give an overview of the methods that will be used to support the following:*

Mitigating Challenges for Immersion

What challenges/barriers do you anticipate to achieving immersion? How will you address them?

It will be challenging at the start for staff that are beginner speakers to stay in the language. They will have a list of survival phrases and a cheat sheet of common phrases to use with the children, and the fluent speakers will provide language support. Before the language nest opens, all staff will attend a workshop with hands-on practice to establish the rules and expectations of the program. Together staff will strategize how to stay in the language and what supports are needed.

We also anticipate that children will use English in the nest at times, especially at the beginning. Staff have been trained in different strategies for how to respond to children when they use English (for example, repeating what they said in English back to them in the language). Staff will continue to encourage children to speak in the language.



Gaining Parental Involvement
<p><i>What challenges do you anticipate to gaining parent involvement in the nest? How will you address them?</i></p> <p>Many parents are busy working, making it challenging to participate in the program. Parents are required to attend a one-day orientation before the start of the program so that they are aware of the expectations. A resource package (language lists, recordings, etc.) will be given to each parent to help them use the language at home. They must commit to attending one adult language class per week, where childcare will be offered. Family nights that include a dinner will also be held once per month to receive updates on the program and their children's progress.</p>

8a. Language Nest Timeline:		
Language Nest Start Date: September 5, 2019		
Language Nest End Date: March 31, 2020		
8b. Language Acquisition Activities: Please list and describe the outcomes of each language acquisition activity:		
Activity e.g. circle time	Activity Outcomes e.g. learn traditional songs	Person(s) responsible e.g. staff, Elder
Arrival	Children will learn greetings and introductions in the language, taking off outdoor clothing items, and settling into the space	All staff
Circle Time	Children will learn traditional stories, songs and games	All staff
Daily care	Children will learn words and phrases related to washing, getting dressed, getting ready to eat, nap-time, etc.	Language Nest Coordinator and Assistant
Non-structured play	Children will learn words and phrases through natural play, indoors and outdoors	All staff
Transitions	Children will learn language for moving between activities (cleaning up toys, preparing for meal times, getting ready for naps, getting dressed to go outside, getting ready to go home, etc.)	All staff
8c. Immersion Hours: A <i>minimum</i> of 15–16 immersion hours <u>per week</u> are required to be eligible for a Language Nest Program grant. (E.g. 3 hrs/day x 5 days/week; or 4 hrs/day x 4 days/week.) Please indicate your language nest hours.		
Hours of immersion per day:	5 hours per day	
Days of immersion per week:	4 days per week	
Total # of nest days for project term:	4 days/week x 28 weeks = 112 days	



9. Project Checklist: <i>Please indicate how you will fulfill these recommendations for the language nest.</i>		
Recommendation:	Fulfilled?	Please describe:
<p>Parent involvement <i>e.g. Parents are required to attend nest classes</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p><i>How will you gain and retain parent involvement in the nest?</i></p> <p>Parents are required to attend a one-day orientation to the program, as well as monthly family night dinners. Take-home resource packages will be provided to families to support language use in the home. Parents are also welcome to attend the language nest when they can.</p>
<p>Community support <i>e.g. The community understands the purpose of the nest and supports its goals</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p><i>How will you encourage community involvement in the nest?</i></p> <p>There is strong community support for all language programs in the ABC community, and community members especially support the language nest program. Updates about the program will be shared in the ABC community's monthly newsletter. Community members are also invited to provide input on the development of language programs at annual community meetings.</p>
<p>Accessibility of program to community <i>e.g. Community members are invited as guests into the nest, lunches are held in community with presentations from children in the nest, etc.</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p><i>How will you make the nest accessible to community members?</i></p> <p>Community members are welcome to visit the nest after a brief orientation. Children in the nest will perform songs they learn at different cultural events in the community. The ABC Language Programs Department also hosts a community language and culture night twice a year where information and updates about all language programs will be shared.</p>
<p>Safety protocols and equipment in place <i>e.g. First Aid kits, fire extinguishers, earthquake/fire evacuation plan, etc.</i></p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p><i>What safety protocols and equipment do you have in place for your nest?</i></p> <p>All staff will receive an orientation on safety protocols and procedures in the event of an emergency. First Aid kits and fire extinguishers are kept on site and up-to-date.</p>
<p>First Aid training for staff</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>	<p><i>Does your staff have First Aid training? If not, will training be provided?</i></p> <p>All language nest staff have received First Aid training.</p>



10. Letters of Support:

Please attach two letters of support for the Language Nest Project; one from a parent of a participating child, and one from a community member.

Yes, two letters of support are attached: _____ JD _____

11a. Project Budget: **A 10% cash or in-kind contribution from your organization is required. If you are applying for multiple years, please copy this budget table to use for each additional year, as applicable.

Please indicate the year for each budget that you submit.

Year 1 (2019-2020) Year 2 (2020-2021)

- Budget guidelines:**
- Honoraria (i.e. Elders, speakers, cultural experts, etc.): Maximum \$200 per day.
 - Administration costs (i.e. coordinator, bookkeeper, photocopying): Maximum 15%
 - Equipment/building rental: Maximum 5%; provide quotes for costs over \$1,000
 - Minor capital purchases: Maximum 5%

11b. Other Funding: Are you receiving funding (e.g. capital/overhead) for this program from other sources?

YES NO

If yes, please describe where (e.g. INAC (Nominal Role), Head Start, etc.):

11c. Expenses and Funding Sources: Provide a breakdown of your expenses for your planned language project. Ensure your budget expenses do not exceed the \$50,000 **potentially** available.

***Please provide a detailed breakdown of your expenses. For example:**

- Language Nest Coordinator (\$20/hour x 35 hours x 52 weeks)
- Elder honoraria (\$25/hour x 15 hours/week x 52 weeks x 3 Elders)
- Resource books for printing (50 books x \$30 each)

Describe expenses	FPCC Amount Requested	10% Contribution & Other Funding Sources	Total
Language Nest Coordinator (\$25/hour x 30 hours/week x 32 weeks)		\$24,000	
Elder Honoraria (\$30/hour x 23 hours/week x 28 weeks x 2 Elders)	\$38,640		
Language Nest Assistant (\$20/hour x 23 hours/week x 28 weeks)	\$6,880	\$6,000	
Language Teacher (\$25/hour x 23 hours/week x 32 weeks)	\$4,480	\$13,920	



Resources and Materials (toys, craft supplies)		\$1,000	
Take-home resource packages for families (\$20 per package x 50)		\$1,000	
Total FPCC Funding Request	\$50,000		
Total Cash Contribution (min. 10%)		\$45,920	
Total Funding	\$95,920		

11d. Finance Personnel	
Does your organization have a designated person dealing with your finances (bookkeeper or accountant)? Please provide name, title and contact information.	
Yes <u> x </u> No <u> </u>	
Name: Johnny James	Title: Financial Manager
Email: johnny@abc.com	Telephone: 212-333-5566

12. Criminal Record Checks:
<p>The purpose of the <i>B.C. Criminal Records Review Act (the Act)</i> is to help protect children from physical and sexual abuse. The legislation applies to all organizations that work with children and are operated, licensed or receive operating funds from the Provincial Government.</p> <p><i>The Act</i> makes a criminal record check mandatory for anyone who works with children. In <i>the Act</i>, “works with children” means:</p> <p><i>Working with children directly or having or potentially having unsupervised access to children in the ordinary course of employment or in the practice of an occupation.</i></p> <p><i>The Act</i> defines “Child” as an individual under 19 years of age.</p> <p>In consideration of the above, the grant Recipient will;</p> <ol style="list-style-type: none"> 1. comply with all requirements and regulations of <i>the Act</i>; 2. ensure all new and existing employees, volunteers, sub-recipients comply with <i>the Act</i> including those who have previously completed a criminal records review check; and 3. maintain and make available to the Province, upon request, documentation showing the criminal record check requirement has been meet.
<p>_____ JD _____ Initial</p>



13. Insurance:

Your organization shall, without limiting its obligations or liabilities herein and its own expense, provide and maintain the following insurance, as outlined in the Funding Agreement, with insurers licensed in B.C. and in forms and amounts acceptable to the Province.

1. Automobile Liability on all vehicles owned, operated or licensed in the name of the Recipient, and if used for government business, in an amount not less than \$1,000,000.
2. Comprehensive/Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage.

The Recipient shall provide the Province with evidence of all required insurance prior to the commencement of the work of services. Such evidence shall be in the form of a completed Province of British Columbia Certificate of Insurance, duly signed by the Insurance Broker and the Insured. When requested by the Province, the Recipient shall provide certified copies of required policies.

JD
Initial

14. Signing Authority:

I, Jane Doe declare that the information in this form 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 have considered 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: Jane Doe

TITLE: Language Programs Manager

SIGNATURE: *Jane Doe*

DATE: September 30, 2018

Signature of Band Administrator OR Director of Organization:

NAME: Cathy Crunch

SIGNATURE: *Cathy Crunch*

DATE: September 30, 2018