

# Policy on awarding grants and the Welsh Language



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## Introduction

The Welsh [Language \(Wales\) Measure 2011](#) requires Carmarthenshire County Council to produce and publish a policy on awarding grants that ensures that Council-funded organisations operate in a way that is in line with the Council's principles regarding the Welsh language. The Council is expected to pass on to these third party organisations the premiss and principles of the Welsh Language Standards, which is not to treat the Welsh language less favourably than the English language when delivering services, operating, when making policy and keeping records.

Furthermore, adopting and implementing a Policy on Allocating Grants and the Welsh Language is key as Carmarthenshire County Council works to promote the Welsh language in line with the Welsh Language Promotion Strategy 2023-28 and the Well-being of future Generations Act (Wales) 2015. Carmarthenshire County Council will strive to ensure the viability of the Welsh language through its influence on other organisations, through the grant allocation process, across all departments of the County Council.

This policy will ensure consistency in the handling of the Welsh language across the Council's various grants, ensure that we comply with the Standards in the allocation of grants and also equip Council staff to be able to assist third party bodies to promote the Welsh language in their operations effectively.

The policy will align with the well-being of future generations Act, contributing towards achieving a national well-being goal, 'Wales with a vibrant culture where the Welsh language thrives' and Carmarthenshire's Corporate Strategy. It will also be a useful vehicle for implementing the 'More than words' (the government's strategic framework for Welsh in health and social services), as well as elements of the WESP. Finally, it will contribute towards reaching the government's objective of reaching one million Welsh speakers and doubling the use of the Welsh language by 2050.

## Policy Context

### Welsh Language (Wales) Measure 2011: The Welsh Language Standards

The fundamental principle behind the Welsh Language Standards imposed on Carmarthenshire County Council in September 2015, states that,

references to any activity being carried out by a body, or to any service being provided by a body, are to be read as including a reference to that activity being carried out on the body's behalf or to that service being provided on the body's behalf by a third party under arrangements made between the third party and the body;

Furthermore, the Standards Regulations state that it is the responsibility of the body subject to those Standards to ensure that the third party acts in accordance with the Standards. To this end, the Standards specifically state that the body must consider the impact of awarding grants on the Welsh language:

#### Standard 94

You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant –

(a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse 30/03/2016 effects, or so that it would have decreased adverse effects on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language;

(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language.

When implementing the grant awarding process, as well as complying with the Service Delivery Standards relating to communication, the council must also comply with Standards 71-75, which specifically apply to the grant-awarding process,

71 Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.

72 When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.

73 You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).

74 If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - 30/03/2016 (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).

75 When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh

## **Administering the Grant-awarding Process in accordance with the Standards**

### **Raising awareness of a fund or grant program**

When promoting a new grant fund, or raising awareness of new closing dates or new rounds of grant funding, we will ensure that we promote through the medium of in Welsh, to the same standard and the same time as in English. In all communication channels, including social media, a Welsh language publicity will be released at the same time as in English. Similarly, when communicating by mass email or letter, we do so bilingually, with Welsh appearing first.

When advertising for applications, we will state that we welcome Welsh applications and that any Welsh applications will be treated the same as English applications, using this statement, '[An application form may be submitted in Welsh and any application submitted in Welsh shall not treated less favourably than a request submitted in English](#)'.

### **Process administration: Paperwork**

We will offer Welsh versions of all paperwork related to a grant application process to all organisations at the first point of contact, to encourage people to apply through the medium of Welsh. We will ensure that grant details, application forms and any additional information are available in Welsh and there will be a statement on the English paperwork to state '[This document is also available in Welsh](#)'. At the initial contact, we will establish the organisations' preferred language and ensure that we provide them with everything in Welsh unless we know that they do not wish to receive a Welsh version.

### **Process administration: communication**

We will communicate bilingually on first contact with each organisation. Following the first contact, we will offer to communicate in Welsh at every opportunity when discussing verbally with staff or volunteers of the organisations. We will communicate in writing bilingually, unless we know that they do not wish to receive communicate in Welsh. This sentence will be included on each email or letter 'You are welcome to communicate with us in Welsh'.

### **Process Administration: assessment and monitoring**

We will offer a Welsh-medium interview if there is to be an interview, and a Welsh-medium interview with simultaneous translation service if it cannot be conducted with a Welsh-language panel. We will provide a decision in Welsh on paper or verbally unless we know that the organisation does not require it. We will arrange monitoring visits in Welsh if visits are part of the process, unless we know that the organisation does not require it.

## **Expectations regarding Welsh language to be passed on to the applicants.**

Carmarthenshire County Council will pass on the requirements of the Welsh Language Standards to the applicant bodies by ensuring that they:

- Administer
- Plan Services
- Deliver Services

in a way that treats Welsh as favorably as English.

- Ensuring that they instigate positive effects on people's opportunities to use Welsh and on not treating the Welsh language less favorably than English in Carmarthenshire.
  - We will provide suggestions on how to achieve the above in the guidance documents to potential candidates,
  - We will ask for applicants' commitments to fulfil the above on the application form,
  - We will transfer the agreed commitments to the successful applicants in the 'Grant Offer Letter' or 'Terms and conditions'.

\*The wording to be included in the candidate paperwork is in blue.



## Information for potential applicants

The Guidance we will provide applicants before they submit an application, will state:

The Welsh Language Standards Compliance Notice places a statutory requirement on the Council to ensure that the grants it awards have a positive effects on opportunities for persons to use Welsh, and on not treating Welsh less favorably than English; To meet these requirements you must make every effort to do the following:

- Operate bilingually publicly, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- Communicate bilingually with the public (emails, press releases, phone call letters)
- Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for Adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)
- Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards
- Provide services in person or online in Welsh
- Demonstrate consideration of the linguistic nature of the geographical area in which it is intended to serve, and of how the work is going to have a positive impact on the number of speakers or the use of Welsh\*.

\*This means that the applicant has a knowledge of the communities of Welsh speakers who may be affected by the provision; positively or negatively. The applicant will need to be aware of opportunities to increase the visibility of the Welsh language and promote everyone's use of Welsh; confident speakers as well as those who can speak only a little Welsh.

**Examples of provision in accordance with the Standards:** Here is a list of examples of commitments that the applicant could make in order to provide in accordance with the Standards. This list is not exhaustive but rather offers suggestions, and the candidate may suggest other commitments. They will be expected to consider the relevance of the below to the work they want to achieve through the grant and commit to as much as possible in line with the size of the turnover of the organisation, and the size of the funding application. Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

### 1. The organisation

We will map the organisation's current capacity to deliver in Welsh
We will strive to increase the organisation's capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh

We will ensure that we have arrangements in place to provide materials in Welsh
We will consider Welsh language provision from the outset, when planning the provision
We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do / We are working with the Welsh Language Commissioner on the <a href="#">Welsh Offer</a>
We are a Welsh medium organisation that administer and deliver through the medium of Welsh

## 2. Public engagement

We will communicate general message with the public bilingually
We will offer to communicate in Welsh with individuals and then communicate with them in the language they require
We will provide our activity in Welsh
We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English
If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations
We will promote the Welsh elements of our provision

## 3. Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language
We will offer Welsh language provision rather than waiting for someone to request it
We will be engaging with Welsh-speaking communities (geographical or otherwise)
We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision
We will ensure the use of Welsh in all our provision including by those who are less fluent
Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills
We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)

#### 4.Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first
We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available
We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh
We will promote the Welsh language in all activity
Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh
We will create and maintain a Welsh or bilingual identity for my project / service.

Applicants will be expected to set out their commitments to the Welsh language when answering the questions about Welsh on the application form and, once agreed with the grant officer, they will be set out as terms and conditions for the successful applicant.

#### Application form

Our application form will state:

The Welsh Language Standards Compliance Notice places a statutory requirement on the Council to ensure that the grants it awards have a positive effects on opportunities for persons to use Welsh, and on not treating Welsh less favorably than English

We will include the following questions, as mandatory, on all application forms, to ensure that the Council and the body being funded comply with the Welsh Language Standards

1a. How are you going to ensure that you and any third party or partner do everything possible to ensure that the Welsh language is treated as favorably as the English language in the planning and administration of the project\*?

(\*The applicant can use examples from boxes 1 and 2 in the guidance document given to potential candidates)

1b. What evidence can you provide to prove this?

2a. How are you going to ensure that your work and that of any third party or partner has a positive impact on opportunities to use Welsh\*?

(\*The applicant can use examples from box 3 in the guidance document given to potential candidates)

2b. What evidence can you provide to prove this?

3. How will you and any third party or partner promote your Welsh medium provision to the county's communities? \*

(\*The applicant can use examples from box 4 in the guidance document given to potential candidates)

### **Information for successful candidates**

When awarding a grant to successful candidates, we will include the following as terms and conditions.

This grant is awarded in accordance with the requirements of our *Policy on the Awarding Grants and the Welsh Language*, published to comply with the Welsh Language Standards Compliance Notice, under the Welsh Language (Wales) Measure 2011.

Any successful projects or organisations are expected to comply with the Guidance document for potential applicants.

Officers should check the list of examples in the 'Information for potential applicants' to determine whether the organisation has committed to suitable conditions regarding the Welsh language in the application form. Discussions should be had with the organisation if commitments need to be added. (The Policy and partnership Unit can be consulted for assistance). The commitments included by the applicant in the application form should be transferred to the 'grant offer letter' or 'terms and conditions'.

The Policy and Partnership Unit should be contacted at [iaithgymraeg@sirgar.gov.uk](mailto:iaithgymraeg@sirgar.gov.uk) for support in agreeing commitments on the Welsh language.

### **Assessing applications**

We will consider whether the organisation has committed to sensible conditions regarding the Welsh language in the application form. Discussions should be held with the organisation if commitments need to be added or enhanced. (The Policy and partnership Unit can be consulted for assistance).

**Reporting and monitoring**

The organisation should be asked for evidence of the fulfilment of these conditions in the Progress Monitoring Report and at the end of the project.

The fulfilment of these conditions should be checked in monitoring visits if such visits are part of the grant awarding process.

## Support for Applicants: useful links

For Businesses – [Cymraeg mewn Busnes](#), [Helo Blod](#), [Comisiynydd y Gymraeg](#), [Llwybrau Celtaidd](#), [Cynnig Cymraeg](#),

For third sector organisations – [Y Mentrau Iaith](#), [Croeso i'r Gymraeg](#), [fidio hyfforddi'n ddwyieithog](#), [Comisiynydd y Gymraeg](#),

For the Education and childcare sectors – [Caneuon a rhigymau](#), [Gwaith Cartref. Dim Problem. Bod yn Ddwyieithog](#), [apiau i blant](#),

[Safonau'r Gymraeg Cyngor Sir Gaerfyrddin](#)

Dates used for celebrating and promoting the Welsh language:

- [Dydd Miwsig Cymru](#),
- [Mae gen i Haw!](#)
- [Diwrnod Shwmae](#),
- [Dydd Gŵyl Dewi](#),
- [Santes Dwynwen](#).
- [Wythnos Dysgu Cymraeg](#).

## Checklist

### Publicity and promotion

Have you ensured that the following are **published** bilingually, both versions receiving the same attention, and both versions appearing at the same time.

Adverts for the grant fund/program	
Posts about the fund on social media	
General emails / invitations for grant applications	
Application forms	
Information or guidance notes for potential candidates	
Terms and conditions or grant awarding letter	
Paperwork for target reporting	
Have you ensured the inclusion of this statement on the application form and on any information given to potential applicants, 'An application form may be submitted in Welsh and any application submitted in Welsh shall not treated less favourably than a request submitted in English'.	

### Dealing with applicants

If you offer the following, have you ensured **that you offer** them in Welsh to all applicants and provide them in Welsh if need be?

Initial advice	
Interview	
Comments or information on an application	
Paperwork for applying for a grant	
Paperwork for reporting	
Paperwork on grant decision	

Have you ensured that all applicants **understand** the fund's requirements regarding

Welsh language implementation in project delivery	
Promoting the Welsh language when delivering the project	
Engaging with the public or customers in Welsh	
Ensuring a positive impact on the Welsh language	
Providing evidence of delivering in Welsh	
Providing evidence of promoting the Welsh language	
Providing evidence of engaging with the public or customers in Welsh	
Providing evidence of having a positive impact on the Welsh language	
The Support available to implement and deliver in Welsh (see useful links)	

### Assessing Applications

Have you checked that the Welsh language commitments in the application form are sufficient	
Have you consulted with the Policy Unit if you are unsure	

Have you transferred those commitments to the 'terms and conditions' if awarding grant	
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**Monitoring delivery**

Have you received satisfactory evidence of the delivery of commitments regarding the Welsh language?	
Have you consulted with the Policy Unit if you are unsure	
If you offer a monitoring visit, have you offered a Welsh medium visit?	