

# Managing your project bilingually



If you receive funding from The National Lottery Community Fund to deliver a project in Wales, you will need to do so bilingually, in line with The National Lottery Community Fund's Welsh Language Standards.

Offering your projects services in both Welsh and English is a term and condition of grant, but it is also a fantastic opportunity for you to make sure that your project is accessible to everyone in your community.

## What this means

It's important that you think of how you're going to deliver your project bilingually before you submit your application for funding from The National Lottery Community Fund, as you'll need to include any associated costs within your project budget.

- If your project will include any written materials such as leaflets/posters/booklets or websites being produced, these will need to be produced in both Welsh and English (as tip and turn bilingual documents where possible)
- If you intend to employ a member of staff or bring in sessional workers with your funding from The National Lottery Community Fund, you need to consider carefully whether you need a Welsh speaker to fulfil those duties
- Any advert for a new post or sessional staff will need to be placed in the media and online bilingually and the recruitment procedure such as interviews must be available in either language
- Any films that you will produce with our funding will be produced bilingually where possible or as separate Welsh and English films
- When you promote your project on social media, this will need to be bilingual, whenever possible
- We ask you to consider the linguistic nature of the community you work within during the life of the grant, and to offer any service accordingly.

## What you need to do

You need to carefully consider your project costs of working bilingually so that they can be included within the project budget. These may include:

- translation costs of publicity/promotional materials
- translation costs of websites or bilingual web design companies
- translation costs of job advertisements
- costs of advertising jobs in the media in both Welsh and English.

## Who can help

The Welsh Language Commissioner's Hybu team offers support and advice to the third sector and private sector on using Welsh in your work. The support available includes:

- Research and Guidelines
- Welsh Language Promotion Plan
- Proof Reading Service
- 'Bilingualism at Work' training
- 'Working Welsh' resources

For more information or to chat to one of their officers:

[www.comisiynyddygybraeg.cymru/hybu](http://www.comisiynyddygybraeg.cymru/hybu)

[hybu@comisiynyddygybraeg.cymru](mailto:hybu@comisiynyddygybraeg.cymru)

0345 603 3221

Or please contact our Welsh Language team on [welshlanguage.advice@tnlcommunityfund.org.uk](mailto:welshlanguage.advice@tnlcommunityfund.org.uk) for advice on translation, recruitment and all elements of delivering your project bilingually.



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Gymraeg  
Welsh Language  
Commissioner