

Welsh Language Policy for Awarding Grants

The National Lottery Community Fund is the largest community funder in Wales. We award 40% of the funding raised by the National Lottery for good causes supporting health, education, environmental and charitable purposes throughout the UK, and we are the largest community funder in Wales. Since the National Lottery was established 25 years ago, it has raised £973.5 million for 20,671 good causes across Wales. We believe that when people are in the lead, communities thrive. People understand what's needed in their communities better than anyone. We listen, collaborate and fund so that good things happen.

Since 1999 we have invested £86 million in activities that enable use of the Welsh language in communities across Wales.

Our funding programmes

The majority of the funding programmes we operate are open programmes with no closing date. Our two main funding programmes are:

- **National Lottery Awards for All:** Our small grants programmes. National Lottery funding can help you to make a difference in your community. National Lottery Awards for All offers funding from £300 to £10,000 to support what matters to people and communities. We will fund organisations with great project ideas that:
 - Shape the places and spaces that matter to communities
 - Bring more people together and build strong relationships in and across communities
 - Enable more people to fulfil their potential by working to address issues at the earliest possible stage
- **People and Places:** People and Places offers funding from £10,001 to £500,000 for projects where people and communities are working together and using their strengths to make positive impacts on the things that matter to them the most.
- In addition to these programmes, we will occasionally launch strategic programmes with specific closing dates for receipt of applications. These programmes are usually developed based on feedback from our customers and stakeholders and respond to a specific need in communities across Wales. Some examples of these programmes are Community Asset Transfer, Helping Working Families, The Rural Programme and Coastal Communities. We also operate UK-wide funding programmes that are open to applicants in Wales. For current information on the funding programmes available, please visit our website: www.tnlcommunityfund.org.uk.

What do our Welsh Language Standards say

The National Lottery Community Fund has operated Language Standards since January 2017 and we are very proud of our Welsh ethos in Wales and of the bilingual service we offer our customers. In terms of awarding funding, Standard 90 is relevant:

Standard 90: 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 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; (d) 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.

Bilingual Service

Information and application materials for all of our funding programmes operating in Wales or across the United Kingdom are available entirely and with equal status in both Welsh and English. Applications can be made via our online portal, on online forms or by completing a hard copy application in either language. You can ask us to communicate with you in Welsh or English and your application will be assessed in the language in which it was received, as we do not translate applications.

The Welsh Language within the application process

The Fund does not have a specific funding programme for Welsh projects. Instead all of our programmes, whether Wales only or UK-wide, are open to applications from all organisations. Welsh speakers live in geographical communities and communities of interest throughout Wales and it is therefore important that they are able to access all of our funding programmes.

The Welsh language is part of the application process for grant funding at all stages.

- Before applying, all applicants are asked to read our guide '*Managing your project bilingually*' www.tnlcommunityfund.org.uk/media/BLF18_055_Managing-your-project-bilingually-2019.pdf which offers guidance on what we expect our projects to offer through the medium of Welsh. We also give advice on what you should consider including within the budget for the project e.g. translation costs and the costs of designing a bilingual website
- We welcome applications submitted in Welsh or English but we also ask what language each contact wishes to use when communicating with us, thus giving all applicants the choice of applying to us in one language whilst communicating with us in the other language.

- All Welsh applications or any English application where a contact has noted Welsh as their language of communication will be assessed by a Welsh speaking Funding Officer. We never translate applications from Welsh to English for assessment purposes and the process of assessing and managing grants takes place in a naturally bilingual way.
- There is a specific paragraph in our funding application form discussing the Welsh Language Measure and how important it is for projects to provide a bilingual service. We expect applicants to explain how they will meet the requirements of the Measure and our Language Standards when completing the form, and our Funding Officers will verify this as part of the assessment process. This is the text used in our application forms:
Welsh Language Measure
Under the Welsh Language Measure 2011, all public bodies in Wales and organisations that receive funding from public bodies in Wales, including funding from The National Lottery Community Fund, must meet the Fund's grant requirements in providing a bilingual service to the public in Wales. Further information about our Welsh Language Standards and how to comply with our Welsh Language requirements is available here tnlcommunityfund.org.uk/welshlanguage.
- All applicants are asked to complete our 'Beneficiary Monitoring' form when applying and, depending on the grant awarded, at the end of the project too. The purpose of this form is to provide us with information on the people in grassroots communities in Wales who benefit from National Lottery funded projects. One of these questions asks about our project beneficiaries' Welsh language skills. This is the question asked:
13. Indicate how many of the people who will benefit from your project speak Welsh by ticking one of the boxes below
 All More than half Less than half No-one
- The Terms and Conditions of Grant is a legal document that all grant holders need to sign and commit to before funding is paid out. Working through the medium of Welsh and taking the Welsh language into careful consideration throughout the project's work is a legal obligation on all projects. This is the wording of the Welsh language clause:
1.19 if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.

Our expectations

As a distributor of public funds, we place some expectations on the projects we fund. These expectations include:

- The ability to operate bilingually and be open and accessible to Welsh speakers and non Welsh speakers
- To not treat the Welsh language less favourably than English (including ensuring that materials, information and services are available in Welsh)

- Increase opportunity to use Welsh (including providing services in Welsh and increasing opportunity to use Welsh in the funded activities)

We expect our projects to:

- Take the Welsh language into consideration before starting their application and to consider what the project will need to operate bilingually or in Welsh
- Jobs: If your project funds staff roles, you must consider whether you need Welsh speakers to fill those roles in order for your project beneficiaries to be able to access your service in their first or chosen language. Some roles have an obvious need for a Welsh speaker e.g. roles that will to work in communities with a high number of Welsh speakers or roles that have to go into schools to work with children, but it is important to consider the linguistic requirements for each role. For example, if a project employs 4 identical roles, a proportion of those roles will be expected to be Welsh essential.
- Linguistic need: Projects also need to consider the linguistic needs of their project beneficiaries when deciding on linguistic skills for job roles as there will be occasions when language need is more important than language choice. Some examples of this are projects working with small children, people with dementia or people dealing with mental health issues. Dealing with difficult or sensitive issues or situations can be an additional challenge if people are expected to do this in their second language.
- All job roles should be advertised bilingually, regardless of whether or not Welsh language skills are essential. It is all to the good if projects are able to attract Welsh speakers to any role.
- Projects will need to design and print all materials relating to their project bilingually so that the information is just as easy to view and read in Welsh as it is in English. For guidance on how to achieve good bilingual design, see the Welsh Language Commissioner's information on the subject:
<http://www.comisiynyddygydraeg.cymru/hybu/SiteCollectionDocuments/Fersiynau%20dwyieithog/Bilingual%20Design%20Guide%202018.pdf>
- If National Lottery funding will be paying for a new website, that website will need to be entirely bilingual with all pages available in Welsh and English and with the ability to switch easily between languages. If we are not funding a website, the web page of the organisation promoting the National Lottery funded project will need to be bilingual.
- Projects will need to always use our bilingual logo when promoting their project and promoting themselves on social media, tagging us whenever possible
@TNLComFundWales

Assessment process:

Before an applicant applies to the Fund for a grant, they may well already have had a conversation with us about their project idea and it is possible that our Welsh language requirements have already been discussed.

When an application is received, our Funding Officers will examine the responses to the main questions for information about the Welsh language and assess whether the group has sufficiently considered the linguistic needs of their project's community. Specifically, they will consider:

- Whether the organisation has clearly shown that they understand or have researched their area/work's linguistic demographic. We will check this particularly with regard to projects located outside Wales that will deliver services in Wales. If a project is unclear on this, we will recommend that they consult the Census statistics or contact the local Menter Iaith.
- Whether the organisation has taken the linguistic requirements of their community into consideration when working up their application and project i.e. will any job role to be funded be a role where Welsh language skills are essential, and do any job advertisements clearly reflect the required skills?
- Whether the project offers an equal opportunity for everyone in the community to participate in activities/services through the medium of Welsh and whether or not that bilingual service is advertised - a project that restricts use of the Welsh language would not be funded by us as it would not be open to all. Occasionally however, projects which experience difficulty in providing a full service through the medium of Welsh, such as services that require a specific expertise, will be funded.
- Often, funded projects will promote community use of the Welsh language and contribute to the 2050 Welsh Language Strategy, and we welcome funding applications from any organisation that wishes to increase its use of the Welsh language. Get in touch with us if you'd like to have details of some projects we have already funded that promote use of the Welsh language.
- If an organisation has not provided a satisfactory answer to the question on the Welsh language or if they are unsure of the requirements, they will be put in touch with a member of the Fund's Welsh Language team who will provide support and advice.
- Whether the project has included bilingual implementation costs, such as translation costs or website design costs, in their budget. We recommend that every application should include a minimum of £500 for this in their budget, however the required sum can vary from project to project.

If you are successful:

Monitoring and support

Compliance with the Welsh language condition of grant is monitored in the same way as our other grant conditions, and we expect to see evidence of the work you have done to ensure that the project is available bilingually and that the Welsh language is not treated less favourably throughout the life of the project.

Failure to meet our condition can have a negative effect on your current grant with us and any possible future grants.

If you would like any support with including the Welsh language in your project and activities, please contact the Welsh Language Team at The National Lottery Community Fund on welshlanguage.support@tnlcommunityfund.org.uk

Celebrate with your community

You should share the good news with your community and with your local MP:

- [Tell the world about your funding on social media](#)
- [Contact your local press](#)
- [Download our logo to tell people about your National Lottery funding](#)
- [Order free plaques, stickers, banners and more](#)

We encourage you to continue telling everyone about the difference your funding is making throughout the life of your grant.

To ensure that all projects understand our Welsh language requirements, we work in partnership with the Welsh Language Commissioner's Hybu (Promotion) Team to provide training for our projects.

Training sessions are offered to all of our grant holders who have received a medium sized or large grant from us and to those who have received more than £8,000 from our small grants programme. The sessions are held four times a year in four different locations across Wales.

Tenders:

The National Lottery Community Fund follows the same rules as described above for assessing tenders.

The text below will be included in all tender documents for Wales and UK-wide tenders:

Text for Welsh PQQs:

In accordance with The National Lottery Community Fund's Welsh Language Standards, if your project / service will be available in Wales, you must enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.

Depending on the requirements and nature of the tender, the text above can be changed as needed.

