

Awarding Grants

Welsh Language Policy

Cymraeg

Flintshire County Council

Awarding Grants - Welsh Language Policy

Mae'r ddogfen hon ar gael yn Gymraeg
This document is also available in Welsh

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1. Introduction

1.1. We recognise the contribution the voluntary sector, including charities, social enterprises, cooperatives, non-profit and community organisations make to our communities and are committed to supporting them. One of the ways we do this is through providing grants or other funding.

1.2 When we promote and award grants, we are required to comply with the Welsh language standards. The Welsh Language Compliance Notice which came into force in March 2016 sets out what must be done in relation to grants. Appendix 1 lists the details of the relevant Welsh language standards covered by this Policy. Welsh language standards 71 to 75 sets out what we must do in Welsh at all stages of the grant making process.

1.3 Welsh language standard 94 requires the Council to produce and publish a policy on awarding grants. The policy must also include our arrangements for considering the effects on the Welsh language when making and implementing a decision about awarding a grant.

1.4 This Policy applies to all Council Portfolios and services who provide grants to individuals and /or organisations. Some of our grants are managed and administered on our behalf by other organisations, therefore, these organisations are also required to comply with this Policy.

2. Purpose of the Policy

2.1 The purpose of this Policy is to ensure that:

- services take into account the effect on the Welsh language when awarding grants and funding;
- appropriate use is made of the Welsh language within any activity we grant fund;
- opportunities to promote the Welsh language are maximised; and
- services comply with the Welsh language standards throughout the grant making process.

2.2 The Welsh Language Commissioner defines a “grant” as:

A ‘grant’ is usually a permanent transfer of money to a person that does not need to be repaid nor returned. The term 'grant' includes any financial support which a body provides to a person for a specific project or purpose. A grant will usually only cover part of the total costs. Grants are usually used in accordance with specific terms and conditions. The term may include financial support or a benefit but does not include a sum of money that is given to a person through a procurement process, for example, services that are commissioned.

Welsh Language Commissioner Policy on awarding grants: Good practice advice document September 2020.

2.3 Examples of Council grants/funding include:

- Community Chest
- Disabled Facilities Grant
- Parc Adfer Community Benefit Fund
- School Uniform Grant
- Strategic Funding
- Welsh Church Act Fund

3. Principles underlying the Policy

The principles underlying this Policy are:

- the Welsh language is treated no less favourably than the English language within any activity we grant fund;
- activities we fund should, wherever possible, promote and facilitate the Welsh language; and
- the grant making process contributes to our Welsh Language Promotion Strategy and Welsh Government's Cymraeg 2050 (One Million Welsh speakers) wherever possible.

4. Scope

4.1 This Policy applies to all Portfolios and services who award grants or other sources of funding to organisations.

4.2 Organisations who manage and administer grants on behalf of the Council are also required to comply with this Policy.

4.3 All grants, regardless of amount, are included within the scope of this Policy.

4.4 Grants and funding must comply with standards 71-75 (promotion, applications, correspondence).

4.5 If the Council awards grants on behalf of another body (Welsh Government or any other body that must comply with the Welsh Language (Wales) Measure 2011) and the specific terms and conditions of the grant include Welsh language considerations, then this Policy will apply.

4.6 If the Council awards grants on behalf of organisations that do not have to comply with the Welsh Language (Wales) Measure 2011 and there are no specific terms and conditions in relation to the Welsh language set out in the grant, then all other relevant Welsh language standards will apply. This will include publishing Welsh versions of our guidance, applications forms, and publicity etc.

5.0 The Welsh Language within the application process

Welsh language must be part of the application process for grant funding:

- Promotional activities, application forms and guidance notes must be available in both Welsh and English. If the Welsh and English versions of guidance notes

are published separately, the following statement will be published on the English version:

Mae'r ddogfen hon ar gael yn Gymraeg.

This document is available in Welsh.

- Guidance notes should include a paragraph setting out our commitment to the Welsh language, our statutory obligations set out in the Welsh Language Standards' Compliance Notice and the importance for projects to promote the Welsh language and if providing services, to provide a bilingual service. See Appendix 2 for an example.
- The application form and guidance notes should state that applications can be submitted in Welsh or English and Welsh applications will not be treated less favourably than English.

Ni fydd unrhyw gais am grant a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Any application for a grant submitted in Welsh will not be treated less favourably than an application submitted in English.

- Applicants should be asked their preferred language, Welsh/English, and format such as large print, Braille, British Sign Language (BSL) for communication.
- Grants open to organisations must ask the following mandatory question, on application forms. This ensures the Council complies with the relevant Welsh language standards by asking the applicant to provide information on the impact of the proposal on the Welsh language.

Please let us know:

- i) What effects the activity will have on the Welsh language, this includes-**
 - **opportunities for people, including staff, volunteers, residents and visitors to use the Welsh language and;**
 - **treating the Welsh language no less favourably than the English language.**
- i) if you think the effect will be positive or negative.**
- ii) What steps will you take to increase positive effects and decrease negative effects?**

- For Welsh Government grants from individuals for goods and works such as School Uniform Grants, Free School Meals and Disabled Facilities Grants, Welsh

language standards 71- 75 will apply i.e., the whole process must be available in Welsh. The above question will not be required.

6. Assessing grant applications

6.1 The effects on the Welsh language must be taken into account when assessing grant applications. This includes:

- opportunities for people to use the Welsh language; and
- treating the Welsh language no less favourably than the English language.

6.2 The Welsh Language Commission (WLC) defines 'treating the Welsh language no less favourably than the English' as not putting anyone at a disadvantage if they wish to use the Welsh language and ensuring that the Welsh language is at least as prominent, accessible and of equal quality as the English at all times.

6.3 Grant Panels will need to identify potential effects from applications and whether these effects are positive or adverse:

- Positive effects – examples include where there is an increase in the use of the Welsh language, the Welsh language is more visible, or that there are no additional barriers to using Welsh, with outcomes that are at least as favourable.
- Adverse/negative effects – examples include there are fewer opportunities to use Welsh, the Welsh language is less visible, or that people who wish to use Welsh face more barriers or less favourable outcomes than people who use English, for example, digital information is not available in Welsh.

6.4 Examples of factors to consider when identifying effects

The WLC's guidance recommends considering both direct and indirect effects on the Welsh language. Examples include the following:

Direct effects

- Will it be possible to use the Welsh language in public elements of the activity, and when communicating with the organisers?
- Will the Welsh language be used in the promotion and advertising of the activity?
- Will materials produced as a result of the activity be available in Welsh?
- Will Welsh be at least as prominent as the English language in terms of materials, signage, logos, audio announcements, etc. associated with the activity?
- Will the activity have an effect on people's understanding and awareness of issues relating to the Welsh language?

Indirect effects

- Will the activity have an effect on the sustainability of communities where it is important to see growth or stability in the number of Welsh speakers and the use of Welsh, for example as a result of an effect on the economy, planning, education or social opportunities?
- Will the activity have an effect on the number of children receiving Welsh-medium education?
- Will the activity lead to the creation of employment opportunities for Welsh speakers?
- Will the activity lead to enabling and motivating people to use Welsh in the community or in the family?

6.5 Recording decisions. A sample template (based on a WLC template) for assessing applications and recording decisions is included as Appendix 3. This includes what consideration has been given to the Welsh language in the application and how this has affected the decision. This can be incorporated within the Grant Panel's existing scoring criteria.

6.6 Interviews

If you carry out interviews as part of the assessment of the grant application you must provide Welsh simultaneous translation if the applicant wishes to be interviewed in Welsh unless, members of the panel can complete the interview in Welsh. You will also need to consider equality as part of the interview for example, accessibility, or offering BSL interpreters.

7.0 Awarding grants

7.1 Panels for grant application will need to consider 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:

- opportunities for people to use the Welsh language; and
- treating the Welsh language no less favourably than the English language.

7.2 Grant terms and conditions/specifications can include Welsh language requirements or any additional Welsh language requirements. These can be simple and straightforward. For example, requiring applicants to:

- display bilingual signage
- provide activities in Welsh or bilingually
- target Welsh speakers
- produce bilingual promotional literature
- use bilingual menus for a lunch club.

7.3 For larger grants, over £50,000 more extensive Welsh language requirements should be included, for example, ensuring the project is fully bilingual which may involve organisations recruiting Welsh speakers and /or setting up bilingual websites.

7.4 A free Welsh language translation service is provided through Business Wales, [Helo Blod](#). This service is for businesses and charities to support them to use more Welsh. They can also offer guidance and advice to support organisations increase the use of Welsh.

7.5 The Council's Legal department has developed a contract template for use with grants, this includes a standard Welsh language clause.

7.6 Correspondence to the applicant informing them of the outcome of the application (whether successful or not) must be in Welsh if the application was submitted in Welsh.

8. Monitoring the Grant

8.1 As with all grants there should be some form of monitoring process. Welsh language must be included in monitoring reports to ensure the Welsh language actions outlined in the application and/or required within the conditions of the grant have been undertaken.

8.2 Data to evidence effect on the Welsh language could also be requested as part of monitoring, such as:

- Number of materials produced in Welsh/copies of materials.
- Number of staff or volunteers who could offer a Welsh language service.
- Number of Welsh speakers taking part in an activity.
- Feedback from users about using the Welsh language.

For support including the Welsh language in grants, please contact the Strategic Policy Advisor.

Appendix 1 Relevant Welsh Language Standards

Number	Standard
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.
72A	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 - (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.
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) 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

	<p>Welsh language, and (ii) treating the Welsh language no less favourably than the English language;</p> <p>(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 -</p> <p>(i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language.</p>
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Appendix 2 Example paragraph to include within Grant guidance notes

As a local authority, we recognise that we have a responsibility and a duty as a community leader to promote, support and safeguard the Welsh language for the benefit of present and future generations. We are committed to taking action to achieve this and are confident that the Welsh language in Flintshire has a prosperous future.

We also have specific responsibilities as set out in the Welsh Language Standards Compliance Notice, under the Welsh Language Measure 2011. All organisations that receive grant funding from public bodies in Wales, must meet grant requirements treating the Welsh and English languages on a basis of equality.

When making decisions about grants the Council must consider whether there are ways the initiative/project could be amended to include more positive impacts on the Welsh language or if actions could be included to decrease negative impacts or eradicate them altogether.

Appendix 3: Suggested template for assessing grant application for the effects on the Welsh language, based on Welsh Language Commissioner guidance

1	Name of grant		
2	Name of applicant		
Part 1: identifying effects on the Welsh language			
		Positive effects	Adverse effects
3	What would be the effects of awarding the grant on opportunities to use the Welsh language?		
4	What would be the effects of the awarding of the grant on treating the Welsh language no less favourably than the English language?		
Part 2: identifying additional information			
5	Is additional information required to assist with the decision?	Yes	No
	If 'Yes', please specify:		
Part 3: taking and implementing the decision			
		Taking and implementing the decision (e.g. whether to award / or amount of sum to award or placing additional requirements on the grant applicants to increase positive impacts/reduce negative impacts)	
	How could the decision to increase positive effects on the Welsh language be adapted? For example, providing bilingual promotional information to advertise the project/initiative.		
7	How could the decision be adapted to reduce negative effects on the Welsh language? For example, asking the grant applicant to link with a Welsh medium organisation/school to increase the number of Welsh speaking volunteers for a Be Friending project.		

