



Awarding Grants and Financial Assistance: Welsh Language Considerations, Policy and Procedure

Introduction

Welsh Universities have a statutory duty to comply with the Welsh Language Standards (No. 6) Regulations 2017 which was established under the Welsh Language (Wales) Measure 2011. The Welsh Language Standards explain how Aberystwyth University is expected to provide specific services in Welsh, ensuring that the Welsh language is not treated less favourably than the English language.

The policy and procedures outlined in this document has been published in line with the requirements of Standard 100 to assist Academic Departments and Professional Services in complying with the requirements of the Welsh Language Standards relating to grants and financial assistance issued by the University.

As a bilingual organisation this policy embeds the Welsh language within our grant making and financial assistance processes. The University is committed to developing and promoting equality and diversity in all our practices and activities. We aim to work, study and provide an inclusive culture, free from discrimination and upholding the values of respect, dignity and courtesy. Every person has the right to be treated in accordance with these values.

Welsh Language Standards

Please see **appendix 1** for the wording of standards 75-79 and 100.

The standards require the University to

- Publish documents relating to applications for grant and financial assistance in Welsh.
- Ensure that applications in Welsh are not treated less favourably than English applications and publish a statement supporting this on invitations.
- Facilitate the use of Welsh in interviews which are part of the application process and correspond with applicants in Welsh if the application was received in Welsh.
- Publish a policy on awarding grants or financial assistance which considers:
 - (a) what effect the decision to award the grant would have on opportunities to use Welsh and ensuring that Welsh is not treated less favourably.
 - (b) how a decision could be made to increase the positive effects on the Welsh language or to reduce any negative effects on the Welsh Language.

How the requirements apply to Aberystwyth University

The requirements of the Welsh Language Standards must be considered during the process of awarding grants or financial assistance by Aberystwyth University. **Appendix 2** provides a brief '[Grant/Financial Assistance: Welsh Language Impact Assessment Form](#)' which should be completed for each grant / financial assistance scheme issued by Aberystwyth University.

Please see [appendix 3](#) for a Welsh language standards checklist for all grants or financial assistance schemes.

What is a grant or financial assistance?

The Welsh Language Commissioner's draft Code of Practice for the Welsh Language Standards (No.6) Regulations notes that 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. Grants are usually used in accordance with specific terms and conditions."

The document confirms that 'financial assistance':

"could include a benefit, scholarship money, loan, or a bursary as some examples but it does not include a sum of money given to a person via a procurement process."

Scope of this Policy

The policy applies to the processing and awarding of grants or financial assistance by Aberystwyth University to students, staff, or the public. The policy does not apply to the procurement of services, gifts, donations or prizes, marketing and sponsorships, or applications to external funding sources. This policy does not apply to grants given to Aberystwyth University.

The applicable grants and financial assistance include, but are not limited to:

- Aberystwyth University Scholarships & Bursaries.
- Financial Support to Students.
- Grants to the Students Union.
- Research Grants given by Aberystwyth University.

The policy relates to all applicable grants or financial assistance by Aberystwyth University regardless of amount.

The Welsh language impact of grants and financial support will be assessed on a scheme wide basis rather than for each individual application.

The [Welsh Language Impact Assessments for Grants](#) (**appendix 2**) will assist in identifying opportunities and actions to positively impact the Welsh language, for example (a) ensuring that information regarding Welsh medium scholarships is available.

- (b) providing information regarding learn Welsh training or Welsh language societies.
- (c) make applicants aware of Welsh medium support and wellbeing services.

See [Appendix 4](#) for examples of factors that could be considered when identifying potential impacts on the Welsh language.

The [Welsh language Commissioner's good practice advice document](#) explains

***Positive effects** are those that mean that there is an increase in the use of the Welsh language, that 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 effects** are those that mean that 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.*

Roles & Responsibilities

Heads of Department:

Ensure that staff responsible for grants schemes are aware of this policy and the need to complete and a [Grants: Welsh Language Impact Assessment form](#) (**appendix 2**).

Staff responsible for issuing AU grants/financial assistance:

Complete a '[Grants: Welsh Language Impact Assessment](#)' (**appendix 2**) for each grant scheme and send a copy to the Centre for Welsh Language Services.

Centre for Welsh Language Services:

Ensure that staff responsible for grants schemes are aware of this policy and work with departments on completing the '[Grants: Welsh Language Impact Assessment](#)' (**appendix 2**). The Centre will also be responsible for retaining copies of all assessments.

Procedures

When a grant or financial assistance programme is being introduced, or reviewed, departments will be required to complete the '[Grants: Welsh Language Impact Assessment](#)' (**appendix 2**) to support their decision making. Please contact the [Centre for Welsh Language Services](#) should you require any assistance in completing your assessment.

Applications forms

All grant and financial assistance that require the completion of a form for application, must have the form published in Welsh and English and include a question relating to language preference:

<i>Hoffech dderbyn gohebiaeth gennym yn [] Gymraeg, [] Saesneg, [] Ddwyieithog</i>	<i>Would you like to receive correspondence in [] Welsh, [] English, [] Bilingual</i>
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Application forms or invitations / adverts must include the following proactive statement:

<i>Croeso i chi wneud cais yn Gymraeg neu'n Saesneg a bydd pob cais a gyflwynir yn cael eu trin yn gyfartal. Croeso i chi gyfathrebu gyda ni yn Gymraeg neu'n Saesneg.</i>	<i>We welcome applications in Welsh or English and any application submitted will be treated equally. You are welcome to communicate with us in Welsh or English.</i>
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If the Welsh and English versions of the application form are published as separate documents, the following statement will be included on the English form.

<i>Mae'r ffurflen hon ar gael yn Gymraeg</i>	<i>This form is available in Welsh.</i>
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Documentation and Guidelines

All guidelines and accompanying documents must be published in Welsh. The Welsh versions of the documentations must be published at the same time and must be treated equally. If the Welsh and English versions are published as separate documents, please ensure that the following statement is included on the English version.

<i>Mae'r ddogfen hon ar gael yn Gymraeg</i>	<i>This document is available in Welsh.</i>
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Correspondence, requests for additional information and interviews

Any correspondence as part of the assessment process will be in the applicant's language choice as recorded in the application form.

If there are interviews or meetings as part of the assessment process, the following proactive offer for applicants to use Welsh will be included in interview/meeting invitations.

<i>Mae croeso i chi defnyddio'r Gymraeg neu'r Saesneg yn y cyfarfod. Er mwyn ein helpu ni drefnu gwasanaeth cyfieithu ar y pryd os bydd angen, rhowch wybod a fyddai'n well gennych ddefnyddio Cymraeg neu Saesneg yn y cyfarfod. <i>TICIWCH: Os byddaf yn siarad yn y cyfarfod, gwell gennyf gyfrannu yn:</i></i>	<i>You are welcome to use Welsh or English in the meeting. To assist us in providing a simultaneous translation service, if necessary, please confirm whether you would prefer to use Welsh or English at the meeting. <i>PLEASE TICK: If I speak at the meeting, I would prefer to contribute in:</i></i>
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<input type="checkbox"/> Gymraeg	<input type="checkbox"/> Welsh
<input type="checkbox"/> Saesneg	<input type="checkbox"/> English

If [simultaneous translation](#) services (from Welsh to English) is required, please contact the Centre for Welsh language services to arrange translation@aber.ac.uk

Assessment & Decision Making

When you make decisions in relation to the awarding of a grant or providing financial assistance you must take the following matters into account. This is applicable to all grants issued by Aberystwyth University, even if there is no grant application form.

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

Terms & Conditions

Following the Welsh language impact assessment, ensure that any conditions to increase the positive impact on the Welsh language are included in the terms and conditions. Scheme wide assessments and further action taken to increase the positive impact on the Welsh language should be noted in the [assessment form](#) (**appendix 2**)

Contact Details

Centre for Welsh Language Services canolfangymraeg@aber.ac.uk

Dylan Hughes, Welsh Language Services Manager dyh8@aber.ac.uk

Lowri Angharad Jones, Welsh Language Development Officer lwj@aber.ac.uk

Appendix 1

The Welsh language standards applicable to grants and financial assistance.

75	Any documents that you publish which relate to applications for a grant or financial assistance must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.
76	When you invite applications for a grant or financial assistance, 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
76A	You must not treat applications for a grant or financial assistance 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 timescale for informing applicants of decisions).
78	If you receive an application for a grant or financial assistance 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).
79	When you inform an applicant of your decision in relation to an application for a grant or financial assistance, you must do so in Welsh if the application was submitted in Welsh.
100	You must produce and publish a policy on awarding grants or providing financial assistance (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 or providing financial assistance — (a) what effects, if any (and whether positive or negative), the awarding of a grant or providing financial assistance 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) 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) 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; (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 or providing financial assistance on— (i) opportunities for persons to use the Welsh language and (ii) treating the Welsh language no less favourably than the English language

Appendix 2

The following template for assessing the effects on the Welsh language is based on the [Welsh language Commissioners template](#) and must be completed for each grant given by the University. The assessment will usually be completed on a scheme-wide basis.

Name of grant or financial assistance		
Part 1: Identifying effects on the Welsh language		
	Positive effects	Adverse effects
What would be the effects of awarding the grant or financial assistance on opportunities to use and promote the Welsh language?		
What would be the effects of the awarding of the grant or financial assistance on treating the Welsh language no less favourably than the English language?		
Part 2: Identifying additional information		
Is additional information required to assist with the decision?	YES []	NO []
Part 3: Taking and implementing the decision		
How could the decision to increase positive effects on the Welsh language be adapted?		
How could the decision be adapted to reduce negative effects on the Welsh language?		
Please list any action taken by Aberystwyth University (scheme wide) or terms and conditions included for the applicant (individual grant assessment)		
<i>Any agreed conditions recorded in this form must also be recorded in the terms and conditions of the grant/financial assistance and the applicant must be made aware of them.</i>		
A list of factors to consider, and possible conditions, are available on appendix 4 of the <i>Awarding Grants and Financial Assistance: Welsh Language Considerations Policy and Procedure</i>		
For further advice please contact the Centre for Welsh Language Services canolfangymraeg@aber.ac.uk		

Appendix 3

Welsh language standards checklist for grants / financial assistance.

Action	Completed ✓ x
All materials relating to the grant or financial assistance has/will be published at the same time in Welsh (guidance documents, terms and conditions, adverts, information, application form)	
The application form (if applicable) is available in Welsh, and the department has processes in place to ensure that applications received in Welsh are treated equally.	
The application form includes a question regarding language choice (see page 3) including language choice at interviews (if applicable)	
<p>The following sentence has been included in the English application form (where it is separate from the Welsh version).</p> <p><i>Mae'r ffurflen hon ar gael yn Gymraeg</i> <i>This document is available in Welsh</i></p>	
The application form (if applicable) includes a proactive statement regarding the Welsh language (see page 3)	
<p>An assessment has been completed for the grant or grant scheme identifying</p> <p>(a) any impact on the Welsh Language (positive, negative or both)</p> <p>(b) whether the decisions can be amended (e.g., through conditions) to increase the positive effect on the Welsh Language or to reduce any possible adverse effect on the Welsh Language.</p> <p>A record of the assessment should be submitted to the Centre for Welsh Language Services canolfangymraeg@aber.ac.uk</p>	
Following the assessment, any further action or conditions are included in the offer letter and terms and conditions (if applicable)	

Appendix 4

The [Welsh language Commissioner's good practice advice document](#) list the following examples of factors that could be considered when identifying impact on the Welsh language. These factors are provided as examples and may not be applicable to all grants. Please contact the Centre for Welsh Language Services canolfangymraeg@aber.ac.uk to discuss.

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?
- Will the activity lead to enabling and motivating people to use Welsh in the community or within the family.

Additional information that may be needed to fully assess the impact.

- Have you considered what effects the activity could have on the Welsh language?
- What will be the positive and adverse effects?
- How will you actively increase positive effects on the Welsh language, and decrease the adverse effects?
- Do you have enough staff or volunteers to enable people to use Welsh?
- Have you arranged for any materials to be available in Welsh?
- Have you included any additional costs for Welsh language provision in your budgets?

- How will you ensure the quality of your Welsh language provision?
- What previous experience have you had of undertaking an activity that has positive effects, and does not have adverse effects, on the Welsh language?
- Do you have any data that shows how your previous activities have affected the Welsh language?

Standard conditions that could be imposed for all grants/financial assistance.

- Offering specific services in Welsh, e.g. welcoming people, enabling the use of Welsh on the telephone, audio announcements, correspondence in Welsh, offering a course in Welsh.
- Publishing materials in Welsh, e.g. website, documents, signage, or creative output from the project.
- Targeting Welsh speakers in promoting and advertising the activity.
- Ensuring that activity takes place in geographical locations that support the use of Welsh.
- Complying with Welsh language standards
- Ensuring that a suitable human resource capacity or budget is available to enable Welsh language provision.
- Providing specific data or evidence on the effects of the grant/financial assistance on the Welsh language.