



Welsh Language Standards Annual Report

September 2022 - September 2023

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Background

The National Lottery Community fund is a UK wide non-departmental public body responsible for distributing funds raised by the National Lottery. We support activities that create resilient communities that are more inclusive and environmentally sustainable – activities that will strengthen society and improve lives. In the last year, 750 grants have been funded in Wales worth £34.5 million. We have now been operating under our new name, the National Lottery Community Fund, since January 31st 2019. Prior to this, since 2004, we operated as the Big Lottery Fund.

We are proud to operate as a bilingual body and are committed to providing a bilingual service to a high standard to the Welsh public, as well as promoting the use of Welsh internally with our staff. In this way, we ensure that we support projects that promote the use of Welsh in communities through our grants.

In 2011, the Welsh Language measure came into force which has established the principle that Welsh should not be treated less favourably than English in Wales and that people in Wales should be able to live their lives through the medium of Welsh if they wish to do so.

Since the 25th of January 2017, The National Lottery Community Fund is pleased to be working with the Welsh Language Commissioner on the implementation of our Welsh Language Standards to promote and facilitate the Welsh language at the Fund. A full list of our Welsh Language Standards that apply to The National Lottery Community Fund can be found here in our [Final Compliance notice](#).

This report sets out our compliance with our Welsh Language Standards and highlights our successes over the year 2022 – 2023. We also look at any recommendations or actions needed in the coming year.

Executive Summary

- We have not received any complaints in regard to our Welsh language services this year.
- We launched our new strategy ‘It starts with community’ and ensured that the consultation work and new materials created were all bilingual and we held a completely bilingual launch in June 2023.
- Our Policy Team have done specific research work to the factors that can affect the decrease in the Welsh language, as seen in the latest Census results, in order to report to our Wales Committee and consider implications for our grant making.
- We continue to support our grant holders to manage their projects bilingually and to promote the Welsh language through their grants.
- We continue to test materials with Welsh language customers. This year we tested materials for our new programme, The UK Fund, with 2 Welsh language organisations.
- We have maintained our social media channels bilingually and increased the amount of bilingual videos we produce.
- We ensure that Welsh language content is included in our bilingual monthly newsletter which is sent to over 1,000 of our grant holders in Wales.
- We ensure that all of our events are held bilingually, enabling Welsh conversations between our stakeholders.

- We ensure that jobs based in Wales or UK wide roles where you can be based in Wales, are advertised bilingually and consider the linguistic needs of the roles. Four Welsh language speakers were appointed this year. 50% (23 out of 46) of staff in Wales currently speak Welsh.
- Our 'People Hub', which enables staff to record performance objectives, and record annual leave and other absences from work, is available fully in the Welsh language.
- We sent a questionnaire to our staff to assess their Welsh language skills and we have listened to any feedback from staff on opportunities to use the Welsh language in the workplace.
- We continue to support staff to learn and improve their Welsh by offering Learn Welsh courses and by holding informal conversations between our learners and internal translator.
- We continue to offer training through the medium of Welsh, with 6 members of staff completing their 'workplace essentials' training in the Welsh language this year.
- We have promoted our Welsh culture internally by celebrating Welsh language days and festivals.

How we comply with our Welsh language standards

We have created a document that summarises how we comply with the standards in general here: [Big Lottery Fund Corporate Plan 2016/17 \(tnlcommunityfund.org.uk\)](https://tnlcommunityfund.org.uk)

We have also created a document outlining how we oversee compliance, promotion, and facilitation of our Welsh language standards here: [Supervising-promoting-facilitating-Welsh-Language-Standards.pdf \(tnlcommunityfund.org.uk\)](#)

Complying with our Welsh language standards is a positive experience for us as it strengthens the bilingual service we offer to our customers and grant holders from day to day, as well as enabling us to provide Welsh language services to our staff members. The standards enable our Welsh language team to collaborate more closely with our central teams who are based outside of Wales, including Human Resources, Procurement and the UK wide funding programme teams. They have also enabled us to work closer with external Welsh language organisations to promote our Welsh services to them and support them to make full use of these services. The National Lottery Community Fund operates under the categories Service Delivery, Policy Making, Operational and Record Keeping.

Service Delivery Standards

We are pleased to be able to offer bilingual services to our applicants and grant holders throughout the life of their grant. The National Lottery Community Fund's enquiry line is staffed by bilingual speakers, all guidance and application materials are available bilingually and Welsh-speaking staff assess and manage grants for groups who have chosen to communicate through the medium of Welsh. Currently, exactly half of our staff in the Welsh directorate (23 out of 46) speak Welsh, with nine members speaking or learning Welsh outside of the Wales directorate. Two of our Wales Committee Members are also fluent Welsh speakers, and all of our Wales Committee meetings have been held bilingually since 2021. Therefore, with so many Welsh speakers within the Fund, it is easy for us to offer Welsh language services to our customers.

Since the pandemic, our way of working has changed, with staff working on a hybrid basis (i.e. a mix of working from home and in our offices). This mainly affects our Service Delivery standards as more meetings take place online rather than in person. Our main contact with members of the public is now through our enquiry line, or at outreach events which are bilingual. Despite this, the Welsh language continues to have a prominent place in our offices, while continuing to use the Welsh Language Commissioner's Work Welsh resources and displaying our Welsh language charter in our offices. As the way we work changes, we will ensure that we continue to prioritize providing a bilingual service to customers and staff.

We have noted below our successes relating to the Service Delivery Standards this year:

New Bilingual Strategy

In June 2023 our new UK wide strategy: **'It starts with Community'** was launched. In accordance with standards 33-45, all materials that has been created to align with the strategy are available in Welsh.



Highlighting our Welsh content

Over the past year we have ensured that we highlight our Welsh language content in our monthly newsletter which goes out to over a thousand subscribers. This content varies from guidance on how to manage your grant bilingually, celebrating projects that promote the Welsh language, celebrating Welsh days and events and hearing from our Welsh language Funding Officers.

We also ensure that we share this content on our social media bilingually. In July 2023, we shared a video of our

Funding Officer, Eirian Jones presenting a cheque to Cymdeithas Godre Hiraethog Pentrefoelas a'r Cylch. They had received a grant from us to hold monthly events over the course of a year to encourage older members of the community to get together and socialise to address rural isolation and loneliness, poor mental health and lack of confidence. As the application was presented to us in the medium of Welsh, and as many of the members are first language Welsh, the cheque was presented to them through the medium of Welsh.



Welsh in Funding Workshops

In accordance with standards 24 – 29, with any external event we continue to consider the Welsh language from the beginning by letting attendees know in the invitation or registration form that they are welcome to use the Welsh language and we ask if they would like to take part through the medium of Welsh. Following the responses, we have the appropriate arrangements in place. In the majority of our events, where at least one person notes that they would like to use the Welsh language, we use a simultaneous translator to translate from Welsh to English. We open the event bilingually and emphasise that attendees can participate through the medium of Welsh.

In January 2023, we held a funding event in the Iorwerth Arms, Bryngwran in Anglesey to provide community groups with advice on National Lottery grants. The event was introduced bilingually by our Head of Communications and Engagement, Ruth Bates ahead of a Welsh presentation by our Funding Officer, Hywel Lovgreen which was translated to English for non-Welsh speakers members with the use of a simultaneous translator. One to one sessions were held with community groups after the presentation with the majority of conversations held in the Welsh language with our Funding Officers, Hywel Lovgreen and Eirian Jones.



In the picture: Funding Officer, Hywel Lovgreen presenting at the funding event in the Iorwerth Arms, Bryngwran, Anglesey.

Welsh language recruitment

In accordance with standard 132, we assess the need for Welsh language skills with every vacant role by referring to our Language Skills Strategy which we created in 2020. We also have a checklist which we developed in 2021 which lists the actions in relation to the Welsh language when advertising jobs, interviewing and communicating with new starters.

This year, our jobs webpage on our website has improved so that the Welsh and the English can be seen on the same site. Previously, there was a separate page for Welsh language advertisements. This means that the Welsh language advertisements are easier to find and we conform with standard 133A.

All recruitment for roles within Wales and with a UK wide remit are advertised bilingually. We also use Welsh language job sites such as Golwg 360, Lleol and Safle Swyddi for roles that are Welsh language 'desirable' or 'essential'. Since September 2022, 27 jobs have been advertised bilingually, with four of those jobs based in Wales only with the rest UK wide. The four roles that were advertised as based in Wales were noted as Welsh 'desirable', and we recruited two Welsh speakers. A total of four Welsh speakers were recruited over the past year, including UK wide roles.

Policy Making Standards

The National Lottery Community Fund has a wide range of policies that explain how we conduct our business and our services. When we review one of our policies or develop a new policy, we consider any effect on the Welsh language and opportunities to use it.

With all new policies we will treat Welsh no less favourably than English and will think of ways policies can have a positive impact on people's opportunities to speak Welsh.

Similarly, when carrying out consultation or research work as part of developing policy, we will consider the effect on the Welsh language and seek opinion on this.

In accordance with standard 90, in January 2020 we published our new policy for considering the Welsh Language when awarding grants which can be found here: [Welsh-language-in-grants-policy.pdf \(tnlcommunityfund.org.uk\)](https://www.tnlcommunityfund.org.uk/Welsh-language-in-grants-policy.pdf)

We have recently highlighted this policy in our new guidance to our staff to make it clear what our expectations are of our grant holders in terms of our Welsh language standards.

See below our other developments this year in relation to our policy making standards:

Consultation for our new strategy

During our consultation process leading up to our new strategy 'It starts with Community' which launched in June 2023, we consulted with various groups and members of the community to ensure we included everyone's views, including Welsh speakers and communities.

Material testing with customers

With all new funding programmes or any changes to our funding programmes in Wales or across the UK, we test our application materials and guidance with Welsh customers.

This year, ahead of the launch of our new UK-wide programme, [The UK Fund](#), we tested the materials with Welsh organisations. The feedback we received was positive, and the organisations appreciated that we had tested the materials in Welsh as well as English.

From our perspective internally, as our teams in Wales work with our Service Design Team on developing new programmes, testing the materials with customers and also testing the materials on our internal systems strengthens the understanding of the Service Design Team and other teams across the UK about the need to ensure that the Welsh language is considered throughout the process.

Welsh language report to Wales Committee

Following the results of the latest census in 2021, which recorded a record low proportion of Welsh speakers against population figures, our Policy Team have been carrying out research into the Welsh language and potential factors towards this decline in Welsh speakers. This report was presented to the Wales Committee at their Committee Meeting on 21st June 2023, to discuss the role the National Lottery Community Fund can play in maintaining the Welsh language in our communities. Our Welsh Language Officer has been working closely with the Policy Team to share research and support further actions.

Close relationship with our Policy Team

All colleagues in the Wales Directorate meet weekly over Microsoft Teams to receive an update from every team in Wales including the Policy Team, Communications Team and Funding.

The Communications Team, which includes our Welsh Language Officer, Internal Translator, and our Head of Communications and Engagement, meet twice a week. Recently, a member of the Policy Team has started to join the meetings to provide an update on what they're working on to ensure we can collaborate and support each other. This therefore means that the Welsh Language Officer is informed of any new policy or changes to any policy the Team is working on that may affect the Welsh language.

Operational Standards

The National Lottery Community Fund is a UK-wide organisation with the majority of our corporate services based in offices outside Wales. When the Fund therefore began working under the standards in 2017, the Operational Standards were the most challenging to meet as an organisation.

We have made great progress in the last six years and the Welsh language is now deeply embedded in the organisation with teams across the UK thinking about the Welsh language at the start of

creating any new material, campaign or programme. In accordance with standard 94 we have developed a policy on the internal use of Welsh which is 'The Welsh language... our promise to you' and we have published this policy on our intranet.

We ensure that colleagues are aware of their rights when starting their job at the Fund. In accordance with this policy, their job contract is offered in Welsh and any correspondence, documents and forms thereafter can then be provided in Welsh.



Our Staff

The National Lottery Community Fund encourages staff to speak Welsh on every possible occasion and supports staff in improving their language skills, whether they are learners or fluent Welsh speakers. We foster a positive attitude towards using Welsh in the workplace and continually look for opportunities to promote and develop the use of Welsh amongst our staff.

Principle

We will always treat the Welsh and English language equally in our work in Wales. We recognise individuals' right to live their life and conduct their business through the medium of Welsh, whether they are our staff or our customers.

For further information please visit:
<http://bigonline/directorates/wales/welsh-language-documents>

Or contact the Welsh language team:
welshlanguage.advice@tnlcommunityfund.org.uk
0300 123 0735

We will

- ensure that you can use your Welsh as much as possible in the office and when dealing with customers
- support you to learn or improve your Welsh skills through courses/buddying
- give you the opportunity to receive your contract of employment, personal correspondence, arrange training and annual leave in Welsh
- provide a bilingual intranet and HR policies in Welsh
- provide some training in Welsh for staff
- respect and remember your choice of language

You can

- be confident in using your Welsh language skills in the workplace
- request employment, training and annual leave correspondence in Welsh
- ask to learn or improve your Welsh language skills during working hours
- make and respond to complaints in Welsh

Below are details of some of our successes in regards to our Operational Standards this year:

People Hub

We have an internal system at the Fund where colleagues can record their performance objectives, see their employment details along with recording annual leave and any other absence from work all on one system. This system is called People Hub. Until 2021, People Hub was only available in English but translation of the hub began last year. In line with standard 98 and 100, one of our key achievements this year is that People Hub or 'Hwb Pobl' is available in its entirety in the Welsh language.

Assessing the Welsh Language skills of colleagues

In line with standard 123, we send out a questionnaire annually for colleagues to complete to assess how many members of colleagues speak Welsh in the organisation and at what level, that is how confidently they speak, listen, read and write in Welsh. We also ask for feedback on any resources colleagues would like us to provide to support them to learn Welsh or to develop their Welsh skills.

The questionnaire was sent out in June this year and was completed by 49 members of staff (40 out of 46 staff in the Welsh directorate and 9 members of staff who speak or learn Welsh but work outside of the Wales Directorate). 19 members of staff completed the questionnaire through the medium of Welsh, and 30 members of staff completed the questionnaire in English.

The questionnaire shows that a high number of our staff feel confident in their Welsh listening and reading skills with 21 members agreeing with the statement "I can understand the majority of complex and simple Welsh texts." Where the number of staff who feel confident speaking and writing is lower, with 13

agreeing with a statement "I feel confident enough to produce a report/ assessment report/ consultation response document in Welsh." 14 members of staff agree with the statement "I express myself fully and in detail, even when discussing complex issues".

In the questionnaire, colleagues had the opportunity to provide feedback on what resources or services they would like to receive to use their Welsh more in the workplace. Many of the comments were positive towards the informal conversations our internal translator currently holds over Teams with a group of our learners and are keen for these conversations to continue. Those attending courses through the organisation 'Learn Welsh' would like to continue attending these courses.

Welsh Learners at the Fund

In accordance with standards 125-127, we encourage colleagues to learn or improve their Welsh at the Fund with a number of different opportunities suitable for learners, whether that be a residential course at Nant Gwrtheyrn, an online course or a self-taught course. We are working closely with the organisation [Learn Welsh](#) and we discuss the options available to staff to learn Welsh in the induction for new starters at the Fund.

Eight members of staff at the Fund are currently learning Welsh, six outside of the Wales directorate – the highest total number of learners outside of Wales we have ever had. As noted above we have continued the momentum of learning Welsh as our internal translator, Megan Martin, has held informal conversations through Teams for our learners on a weekly basis which have received very positive feedback. We use resources from Learn Welsh to hold the conversations and our learners attend Learn Welsh courses.



Welsh Training

All new colleagues at the Fund are expected to complete 'Workplace Essentials' training modules and all staff are expected to undertake the modules annually. There are nine modules in total to complete on our internal system and they are all available in both English and Welsh. These modules include: Code of Ethics; Data Protection; Health and Safety; Safeguarding; Equity, Diversity and Inclusion; Anti-fraud and corruption awareness; Our Statutory and Regulatory Framework and IT Security.

We therefore meet standard 124 in providing all essential training we have in English and Welsh, including health and safety.

Six colleagues completed the workplace essentials modules through the medium of Welsh this year.

Awareness of our Welsh culture and the importance of the standards

In line with standard 128, our Welsh Language Awareness module is a module included in the Workplace Essentials training required to be completed by everyone in the organisation across the UK, which includes awareness about the history of the language and its place in Welsh culture.

In accordance with standard 129, all new staff at the Fund in the Wales Directorate have an induction with the Welsh Language Officer. In this session, the Officer discusses our duty to act in accordance with the Welsh language standards and how Welsh can be used in the workplace.

To promote our Welsh culture and the language, we celebrate Welsh days and events internally at the Fund, as well as external communication campaigns on social media and our newsletter:

Shwmae/ Sumae Day (15 October)

In October 2022, we created a video to share on our social media of different colleagues saying 'shwmae' or 'su'mae' (Welsh language greeting) emphasising that we are proud to support [Shwmae/Sumae](#) day which promotes and celebrates the Welsh language.

Welsh language Rights Day (7th December)

In December 2022, we highlighted the Welsh Language Commissioner's Welsh Language Rights Day by creating a video to share on our Communication channels on how we provide a fully bilingual service to our customers as well as promoting the language internally by enabling colleagues to learn and improve their Welsh.

Welsh Language Music Day (10th February)

To Celebrate Welsh Language Music Day, our Welsh Language Officer visited the project 'Sŵn Llwythol' (Tribal Sounds) by the organisation SOEL Connect in Cardiff who received funding through our [National Lottery Awards for All Wales](#) programme. The project explores the Welsh language and African or Caribbean traditions, through a one-year series of workshops that bring together their singing groups and other local choirs to share and appreciate diverse cultures. We created a video of the visit to share on our social media and the project was featured on Welsh-language media with an item on S4C's Prynghawn Da.

St David's Day (1st March)

We celebrated St David's Day internally at the Fund as several colleagues competed in our annual Eisteddfod with Welsh themes to promote the Welsh language and culture with our staff across the organisation. We also shared the event externally on our social media.

Cynnig Cymraeg week (15-19th May)

During the Welsh Language Commissioner's Cynnig Cymraeg week we highlighted the Tir Dewi project which received funding through our [People & Places](#) programme to develop its existing provision of supporting farmers in crisis. The work raises awareness of the issues and support available through early intervention and normalises the culture of seeking help. Tir Dewi have received their Cynnig Cymraeg from the Welsh Language Commissioner for their bilingual services and this was highlighted in a blog post we shared in our newsletter and social media.



EISTEDDFOD Y GRONFA
28/02/23
YN YSTOD AMSER CINIO
DURING LUNCH TIME

**YMUNWCH!
JOIN US!**

**RHESTR DESTYNAU
LIST OF TOPICS**

- Celf / Art
Delwedd sy'n cynrychioli eich gwyliau pan yn blentyn.
A piece that represent a holiday when you were young.
- Dyfeisio cartŵn / Invent a Cartoon.
Dyfeiswch gymeriad cartŵn newydd ar gyfer y Gronfa!
Invent a new Cartoon Character for the Fund!
- Cyflwyno Resait Gymreig / Welsh Recipe
Cyflwyno Resait Cymreig, gyda delwedd o'r bwyd.
Presentation of a Welsh recipe with an image of the food.
- Cerdd / Poem
Cerdd ar y thema 'Pobl'
A poem on the theme 'People'
- Limerig / Limerick
Rhaid cynnwys 'Es i ymweld â phrosiect'
Must include 'i visited a project'

I'w cyflwyno yn ystod yr Eisteddfod / To be presented during the Eisteddfod:

- Cyflwyniad o'ch hoff chwedl Gymreig / A presentation on your favourite Welsh Legend.
- Cyflwyniad o'ch hoff gerdd Gymraeg / A presentation of your favourite Welsh Poem.
- Darn heb ei atalnodi (Un person i bob rhanbarth) / A piece without full top (One person from each region)

Rhaid cyflwyno'r Testynau i Mali Llyfni Neu Gareth Hughes erbyn 5yp ar y 27/02
Every item should be presented to Mali Llyfni or Gareth Hughes by 5pm on the 27/02

Record keeping standards

To comply with our record keeping standards (Standards 141-148), we keep records of the following:

- Complaints we receive in relation to our compliance with the Standards. **We are pleased as an organisation to note that we have not received any complaints about the Welsh language this year.**
- Employees' language skills following the Welsh language skills questionnaire to colleagues and any feedback regarding Welsh language learning resources to be provided.
- Number of colleagues who have attended training courses delivered in Welsh.
- Assessments we undertake in relation to Welsh language skills that may be required in relation to a new or vacant position and how many advertised roles require Welsh language skills as 'essential' or 'desirable'.

Bilingualism at Work sessions

In collaboration with Welsh Language Commissioner staff we have continued to provide training to our grant holders on how to manage their projects bilingually. The sessions were held in December 2022 and September 2023. In the sessions we explain what our grant requirements are in terms of the Welsh language. The Commissioner's team also provides useful information on how to use Welsh in projects with advice on bilingual design for posters and social media and the resources available to help with translation and proofreading.

New guidance for bilingual projects

We have created new guidelines for use by colleagues internally and for grant holders on bilingual projects. In our internal guidance we have explained what our expectations are of our grant holders in terms of our standards. We have created separate guidelines to send to our grant holders, encouraging them to create their own bilingual project guide to show that they have considered the Welsh language and how they are going to deliver their project bilingually. The updated guidance can be found on our website here: [Planning-a-bilingual-project-guide.pdf \(tnlcommunityfund.org.uk\)](https://tnlcommunityfund.org.uk/planning-a-bilingual-project-guide.pdf)

The guidance includes a number of points to consider from using Welsh in written materials, digitally, when organising an event, advertising a job and so on. We encourage grant holders with a strong Welsh language scheme to consider applying for the Cynnig Cymraeg (the Commissioner's Welsh Language Offer).

Promoting the Welsh language through our grants

As the main purpose of the National Lottery Community Fund is to provide grants to our communities, it is vital that we ensure that our grant holders manage their projects bilingually to support the use of Welsh in communities across Wales.

In line with standard 90, here are some additional things we have done this year to ensure that our grant holders consider what impact their grant has on opportunities for people to use Welsh, and not treat Welsh less favourably than English:

Welsh Festivals

We have continued to support Welsh festivals which promote the Welsh language and culture through our grants and outreach work:

Eisteddfod yr Urdd Llandoverly, Carmarthenshire (29 May - 3 June)

We highlighted the Urdd Eisteddfod in Llandoverly and created a blog noting projects we have funded in the area and shared it in our newsletter and social media.

The National Eisteddfod, Llŷn and Eifionydd (5-12 August)

Colleagues attended events at the Eisteddfod throughout the week including attending the Welsh Language Commissioner's event on promoting the Welsh language in the workplace. We also had a table at the Third Sector Hub which was a good opportunity to network with Welsh charities and organisations and provide funding support to visitors of the Eisteddfod through the medium of Welsh. The Eisteddfod itself received funding from us to create the Pentref Plant (Children's Village) on the Eisteddfod field. We created a blog on our activities at the Eisteddfod and shared it in our newsletter.

Celebrating The National Lottery's investment in Welsh communities at the Llŷn and Eifionydd Eisteddfod

Staff from The National Lottery Community Fund have been busy chatting to visitors at the Eisteddfod in Boduan about our grants and visiting some of the great projects that have been funded by The National Lottery Community Fund.

It was great to be part of the Third Sector Hub at the National Eisteddfod ground last week. Nia Hughes, Rhun Dafydd, Eirian Jones and Hywel Lovgreen (pictured below) had the opportunity to chat to people and give advice on applying for National Lottery Community Fund grants. Grants are made possible thanks to players of the National Lottery.



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- [Celebrating The National Lottery's](#)

Mentrau Iaith festivals

We support organisations that promote the use of Welsh in the community. See below some examples of festivals we have supported this year from the Mentrau Iaith:

Menter Iaith Bro Morgannwg received a grant from us to develop its annual Welsh language festival, Gŵyl Fach y Fro, which took place on 20th May 2023. The money was used to expand the community platform to give every child in the area the same opportunity to be part of the community event. They did this by running workshops in Welsh schools by successful and professional artists to develop the children's skills and confidence ahead of the festival.



Menter Iaith Sir Caerffili received a National Lottery Awards for All grant following the success of its annual festival 'Filliffest', which celebrates local Welshness, heritage and culture. The grant was used to further develop the event by running a week of activities ahead of the main event on 10th June 2023, as well as adding to the programme of activities.

Menter Caerdydd received funding for its Tafwyl Community Outreach 2023 project. The money was used to run workshops and activities for schools and community hubs in deprived areas in east Cardiff. These workshops and activities gave young people and families a taste of what was available in the Cardiff festival, Tafwyl.

Conclusion and recommendations

The report provided an opportunity to look back at the position of the Welsh language within The National Lottery Community Fund during the year 2022-2023. Within the report, we looked at Compliance Standards, Service Delivery, Policy Making and Record Keeping. We also looked at how we have promoted Welsh culture and language through our grants with various events over the past year. The Fund has continued to develop the Welsh language and our bilingual services, and we have made some positive changes. We are proud of the Welsh language provision that we can offer both internally and externally.

Over the next year, it is suggested that we prioritise the following:

- **Changes to our funding programmes** – Following our new strategy, we will launch our new funding programmes in April 2024 and the whole process will factor in the Welsh language from the outset. This will include the development of application forms and guidance documents, a refresh of our website [Home | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://www.tnlcommunityfund.org.uk) and running bilingual information sessions and events online and across Wales.
- **Updating teams across the UK on the Standards** - As we are a UK-wide organisation and with the possibility of new staff coming in who are unaware of our Welsh Language Standards, we need to ensure that colleagues across the UK continue to receive an update on our standards. A step we can take to ensure this is for the Welsh Language Officer to arrange meetings over the next year with teams across the UK to update them on our standards, as well as constantly updating our regions in Wales.
- **Webpage on our Welsh Language Standards** - All information about our Welsh Language standards can be found on our website here: [Welsh Language Standards | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://www.tnlcommunityfund.org.uk). A goal for next year is to redesign our webpage on our standards and keep all information and documents up to date.
- **Continue to provide support to our projects** – Having received positive feedback following our Bilingualism at work sessions we intend to continue this training for our grant holders.
- **Continue to promote Welsh culture** – As highlighted in this report the Fund does extensive internal promotion of Welsh culture through Welsh days and festivals. We plan to continue celebrating these days in the coming year. In addition, it is important for us to continue to promote the Welsh language through our grants and promote Welsh language projects through our social media and newsletter.
- **Continue to encourage colleagues to learn Welsh** – We will continue to maintain the relationship with Learn Welsh and share the courses available consistently with colleagues. This approach will help to maintain the momentum we have generated around further developing the Welsh language skills of our staff. We will also continue to hold the informal conversations between our internal translator and learners through Teams.
- **Translating any updated policies into Welsh** – Some of our policies set out in standards 101 – 107 are currently being updated by our People Team. We need to ensure that these have all been translated into Welsh before they are published internally and put on our intranet.
- **Develop the Welsh language on our intranet** – Although, in accordance with standard 118, the majority of our intranet’s home page is available in Welsh, news articles are posted weekly to the page and we are looking at how we can make these available in Welsh too.

Accountability

If you would like to contact us about our Welsh Language Standards or the contents of this annual report, please email welshlanguage.advice@tnlcommunityfund.org.uk.