



Planning a Bilingual Project Guide

Guidance for Grant Holders

Why create a Bilingual Project Guide

When writing your application, you will need to consider the Welsh language, specifying how you intend to carry out your project bilingually. This will be considered during the assessment process and will be part of decision panel's decision.

In order to show the panel that you have considered the Welsh language, we encourage you to create a Bilingual Project Guide.

A Bilingual Project Guide can also be a useful document for those managing the project, and for your service users to see which services you have available through the medium of Welsh.

If Welsh is not your first language it may be overwhelming to consider how to adopt Welsh into your proposed project. Throughout this document we will direct you to different support avenues. If you envision needing extra support beyond what is freely available, for example for a translator, don't forget to add this into your budget.

Things to include in a Bilingual Project Guide:

Consultation:

It is important that you consider the Welsh language, and how you intend to run your project bilingually long before writing your application, and there are a number of things you can do.

Consider the questions below:

- How many Welsh speakers are there in your community?
- Is there a group for Welsh learners in your community?
- Are Welsh speakers and learners able to benefit from your project, and how would they do this?

What will need to be produced bilingually and how?

Correspondence:

- Send letters bilingually and use a bilingual email signature.
- Respond to letters and emails you receive in Welsh, in Welsh.
- Answer the phone with a bilingual greeting, with the Welsh first.
- Encourage your staff to greet customers in Welsh.
- Encourage your staff to wear a Working Welsh badge, whether they are fluent speakers or learners. You can order free badges and lanyards from the Commissioner [here](#). - If you have a reception area, make it visible to the public that a Welsh language service is available with a Working Welsh poster.

Written materials:

- All documents relating to your project should be available in Welsh (posters, pamphlets, booklets and website).
- If the text is split into two columns, the Welsh should be on the left side. If there are no columns, the Welsh should appear first.
- The text of both languages should be the same in terms of font, colour and font size.

Digital: Website

- If you plan to use a percentage of your grant to create a website, that website must be bilingual.
- If you already have a website, and you'd like to feature the funded project on your website, the section relating to that project must be bilingual.
- Remember to use our [bilingual logo](#).
- Consider having a button at the top of the page to toggle between languages.

Social Media

- Make sure all social media posts are bilingual.
- Endeavour to answer any questions asked in Welsh, in Welsh.
- Any films you produce with our funding must be bilingual where possible, or as separate Welsh and English videos.
- Consider the Welsh language at the start of any marketing campaign. One campaign, two languages.

Guidance on bilingual design by the Welsh Language Commissioner for posters, social media posts etc can be found here: [Guidance \(welshlanguagecommissioner.wales\)](https://www.welshlanguagecommissioner.wales). See examples and good practice below.

Planning an event or meeting

If you hold public events or meetings, you must give the public an opportunity to use the Welsh language if they wish. If they wish to use Welsh and the meeting is held in English, you must provide a simultaneous translator.

- Ensure that the booking, registration and feedback forms are bilingual, along with announcements, banners and tickets.
- Ensure that any PowerPoint presentations are bilingual.
- Send bilingual invitations. When sending an invitation to an individual, you must ask the individual if they would like to use Welsh. If they would like to use Welsh, you should inform them that a translator will be available at the event.
- If you have invited more than one person to a meeting, and at least 10% (but less than 100%) of the invitees have informed you that they wish to use Welsh at the meeting, you must arrange a simultaneous translation service.
- If you have invited more than one person to a meeting, and everyone who was invited has informed you that they wish to use Welsh at the meeting, you must arrange a simultaneous translation service from Welsh to English (if you are not holding the meeting in Welsh without the help of a translation service)
- If you organise a meeting that is open to the public, you must state on any material that advertises it, and on any invitation to it, that anyone present is welcome to use the Welsh language at the meeting.
- If you organise a meeting that is open to the public, you must ensure that a simultaneous translation service is available at the meeting, and you must inform those who present orally in Welsh— (a) that they are welcome to use Welsh, and (b) that a simultaneous translation service is available.
- Go to <https://www.cyfieithwyr.cymru/en> to find an accredited interpreter.

Advertising job vacancies and the recruitment process

- If you intend to employ a member of staff or bring in sessional workers with your grant from the National Lottery Community Fund, you will need to consider carefully whether you need a Welsh speaker to carry out the duties in question.
- You will need to advertise every new job you have bilingually, also stating if Welsh language skills are essential or desirable.
- You should give the candidate the option to conduct their interview through the medium of Welsh.
- After you have successfully appointed, the contract and any correspondence should be available in the language desired by the individual.

Learning and using the Welsh language

- Offer Welsh training to your staff
- Pay a portion of the cost if some of your officers are keen to attend lessons to improve their Welsh skills or learn Welsh.
- Release staff to have Welsh lessons during working hours.
- Remember to encourage your staff to use Cysill (Welsh spellchecker) and resources such as BydTermCymru (searchable term base) and Geiriadur yr Academi (online dictionary) to assist them with developing their Welsh skills.

Provision of Courses and Training

- Offer bilingual training in your workplace.
- Ensure that any marketing for the training is bilingual.
- Recording language skills
- It is good practice to record the number of staff who have Welsh skills on a spreadsheet.
- Remember to update the spreadsheet often. We suggest once a year.

Sharing information about your Welsh language services in your workforce

- Ensure that all members of staff are aware of the Welsh language services available.
- Share an information pack about Welsh language services within the workforce with all members of staff at the start of their employment.

Working with contractors and partners

- Ensure that you share any messages or information that you would like another organisation to share on your behalf bilingually.
- Provide information to organisations and customers about your Welsh language services.

Translation Costs:

Translation costs vary depending on a translator's experience, but they tend to be between 5p - 9p per word. If you are unsure about something, you can contact our Funding Officers. You could also contact a translator for a quote. This can be done as part of your research. - [The Association of Welsh Translators and Interpreters](#)

Cynnig Cymraeg

The Welsh Offer or Cynnig Cymraeg is recognition by the Welsh Language Commissioner that is given to organisations with a strong plan. Here's an opportunity to transform your engagement with the public by showing how proud you are to offer services in Welsh.

After you have a Policy or Plan in place, the Commissioner can work with you to develop it further and work towards gaining official recognition.

More information can be found on the Welsh Language Commissioner's [website](#)

Examples of Good Practice

Examples of bilingual posters:



MEHEFIN 10 JUNE 11:00 - 19:00

Mwynhau'r Gymraeg

AM DDIM / FREE

Ffilifest

Gŵyl Gymraeg / Welsh Language and Cultural Festival

@ CAEAU OWAIN GLYNDWR FIELDS, CAERFFILI

Gwirfoddolwyr / Volunteers

Dewch i wirfoddoli gyda ni yng Ngŵyl Cymraeg Ffilifest eleni. Cyfle gwych i siarad Cymraeg a mwynhau gweithgareddau wrth hefyd ein helpu ni i gynnal yr ŵyl.

Join us at Ffilifest this year by volunteering. A great opportunity to use your Welsh, enjoy the activities and also help us in running the event.

CYSYLLTWCHE ER MWYN COFRESTRU | WIRFODDOLI
CONTACT TO REGISTER TO VOLUNTEER
BETHANJONES@MENTERCAERFFILICYMRU

Menter Iaith Sir Caerffili
MENTRAU IAITH



YNYS Y BARRI

BARRY ISLAND

GŴYL FACH Y FRO

20.5.23

DYDD SADWRN
20 MAI 2023
11 AM - 8 PM

SATURDAY
20 MAY 2023
11 AM - 8 PM

GWILYM

TARA BANDITO
N'FAMADY KOUYATÉ
HANA LILI LOS BLANCOS
DOM JAMES & LLOYD LEWIS
PARISA FOULADI DAGRAU TÂN
ANGHARAD RHIANNON
SIANI SIONC

PRIF LWYFAN | MAIN STAGE
GLANFA GWYNFOR (YSGOLION | SCHOOLS)

STONDINAU | STALLS • GWEITHDAI | WORKSHOPS
PERFFORMIADAU | PERFORMANCES • CHWARAEON | SPORTS
BAR • BWYD | FOOD


Welsh Language Commissioner
CRONFA GYMRUEDDOL COMMUNITY FUND
Cymgor Celfyddydau Cymru Arts Council of Wales
Menter Iaith Sir Morgannwg

Example of a bilingual social media post:

Yr Orsaf 20 h · 🌐

Cofiwch am hwn fory. Croeso cynnes i unrhyw un ddot draw am sgwrs gyfrinachol a chyngor.

Remember about this drop in session tomorrow. A warm welcome to anyone who would like a confidential chat and advice. ❤️



1 share

Like Comment Share

Tafwyl - Dilyn 1 Mawrth 2022 · 🌐

#TAFWYL22 🎉

CASTELL CAERDYDD // CARDIFF CASTLE
18 + 19 MEHEFIN // JUNE 2022

www.tafwyl.cymru
Cardiff Castle / Castell Caerdydd

Mwy o wybodaeth i ddot yn fuan! // More info coming soon!

Celf // Artwork - Efa Lois
Dylunio // Design - Ctrl Alt Design



Mudiad Meithrin 23 Aug · 🌐

Mae gwefan Magu Plant. Rhowch amser iddo yn rhoi tips ymarferol a chyngor arbenigol ar fagu plant o bob oedran, i'ch cefnogi a'ch helpu i ddeall eu hymddygiad.

I ddysgu mwy ewch i: <https://llyw.cymru/magu-plant-rhowch-amser-iddo>

#MaguPlantCymru #MaguPlantRhowchAmserIddo

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Parenting. Give it time's website provides practical parenting tips and expert advice for all ages to support you and help you understand their behaviour.

Learn more: <https://gov.wales/parenting-give-it-time>

#ParentingWales #ParentingGiveItTime

Magu Plant Rhowch amser iddo. Parenting Give it time



Rydym yn cynnig cyngor ar fagu plant yn gadarnhaol i rieni plant 0-4 oed.

Ewch i: llyw.cymru/rhowchamseriddo

Visit: gov.wales/giveittime

We offer positive parenting advice for parents

Example of a bilingual website with our branding:

[Hands Up For Down's](#) website

Here are our free templates for [bilingual branding](#).

Example of a bilingual name – Why not use 'Cymru' as part of the name of your account?

The image displays three social media profiles side-by-side, each showcasing bilingual branding. The first profile is for Stonewall Cymru, featuring a circular profile picture with the word 'CYMRU' in large white letters on a dark blue background, and a yellow banner with Welsh text: 'GOFALU GWELD GWRANDO' and 'SAFE SEEN HEARD'. The second profile is for The National Lottery Community Fund Cymru, with a pink and blue profile picture and a tweet in Welsh: 'Yn dyfarnu grantiau @TNLUK i gefnogi pobl a chymunedau i ffynnu. Awarding @TNLUK funding to support people and communities to thrive.' The third profile is for Clybiau Plant Cymru Kids' Clubs, with a colorful profile picture and a blue 'Message' button.

For more examples, design tips and information on good practice join our bilingualism at work sessions that we deliver in partnership with the Welsh Language Commissioner's Hybu Team. For more information and dates contact Awel Jones, our internal Welsh Language Officer on Awel.Jones@tnlcommunityfund.org.uk.

For more advice on managing your project bilingually or general information on the Welsh language at the National Lottery Community Fund contact welshlanguage.advice@tnlcommunityfund.org.uk

Useful resources

Translation services:

- [The Association of Welsh Translators and Interpreters](#)
- [Helo Blod \(free translation service from the Welsh Government – up to 500 words per month\)](#)

Welsh language Commissioner guidance:

- [Guidance \(welshlanguagecommissioner.wales\)](#)
- Free Proof reading service – email: post@cyg-wlc.wales

Lanyards, badges, posters with Welsh logo:

- [Working Welsh](#)

Learn Welsh:

- [The National Centre for Learning Welsh](#)
- [Welsh language courses](#)
- [Duolingo](#)
- [One Sentence in Welsh - SaySomethingin](#)

Spell check, checking terms and dictionaries:

- [Term Cymru](#) (a searchable term base of words and phrases approved by the Welsh Government)
- [Cymorth Cymraeg : Porth Termau \(bangor.ac.uk\)](#)
- [Cysill Ar-lein](#) (Welsh spellcheck)
- [Geiriadur yr Academi](#) (online English-Welsh dictionary)

Recruiting Welsh speakers:

- [Volunteering Wales](#)
- [Lleol.Cymru](#)
- [Swyddle](#)
- [Swyddi360](#)