

## **APPENDIX 2 – CHECKLIST**

### **Grant Making or Financial Assistance at NPTC Group of Colleges**

When managing a grant or financial assistance process on behalf of NPTC Group of Colleges, please complete the below checklist to ensure the College complies with the requirements of The Welsh Language Standards (No.6) Regulations 2017.

All external-facing information about the grant or financial assistance is available in Welsh and will be published at the same time as the English version, including any guidance documents, assessment frameworks and terms and conditions.	
<p>The press release/invitation/application forms include the following statement -</p> <p><b>Caniateir cyflwyno ffurflen gais yn Gymraeg neu yn ddwyieithog ac ni fydd unrhyw gais a gyflwynir yn Gymraeg neu yn ddwyieithog yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.</b></p> <p><b>You may submit an application in Welsh or bilingually and any application received in Welsh or bilingually will not be treated less favourably than an application made in English.</b></p>	
<p>The following sentence has been included in the English application form (where it is separated from the Welsh version).</p> <p><b>Mae'r ddogfen hon ar gael yn Gymraeg</b> <b>This document is available in Welsh</b></p>	
<p>Where an email address or telephone number is being used to ask people to get in touch the following sentence has been included in the poster, email or public notice.</p> <p><b>Mae croeso i chi gyfathrebu â ni yn y Gymraeg</b> <b>You are welcome to communicate with us in Welsh.</b></p>	
<p>The application form includes the following mandatory question to allow the applicant to consider the impact of the initiative on the Welsh Language:</p> <p><b>Rhowch wybod i ni:</b></p> <ul style="list-style-type: none"><li><b>•Sut byddai'r grant neu'r cymorth ariannol yn effeithio ar gyfleoedd pobl i ddefnyddio'u Gymraeg neu i hybu'r iaith (cadarnhaol neu negyddol), ac a fyddai dyfarnu'r grant neu gymorth ariannol yn trin y Gymraeg yn llai ffafriol na'r Saesneg mewn unrhyw ffordd?</b></li><li><b>•Sut byddai modd cynyddu effeithiau cadarnhaol, neu leihau effeithiau negyddol?</b></li></ul>	

<p><b>Please let us know:</b></p> <ul style="list-style-type: none"> <li>• How will the grant or financial assistance impact on opportunities for people to use and promote the Welsh language (Positive or Negative) and if awarding the grant or financial assistance treats the Welsh language less favourably than the English language in any way?</li> <li>• How could positive impacts be increased, or negative impacts be decreased?</li> </ul>	
<p>During the assessment process you have considered the following –</p> <ul style="list-style-type: none"> <li>• How you feel the grant could impact opportunities for people to use and promote the Welsh language (Positive or Negative) and if it treats the Welsh language less favourably than the English language in any way?</li> <li>• How positive impacts could be increased, or negative impacts decreased?</li> </ul>	
<p>Where you have arranged a meeting to ask further questions in relation to the application you have included the following statement (whether the meeting is online or in person):</p> <p><b>Croeso i chi ddefnyddio'r Gymraeg yn y cyfarfod dim ond i chi roi gwybod i ni erbyn xx/xx/xx.</b></p> <p><b>You are welcome to use Welsh at the meeting, just let us know by xx/xx/xx should you wish to do so.</b></p>	
<p>Welsh Language Interpreting Services have been arranged in response to an applicant letting us know they wish to speak Welsh at the meeting*.</p> <p>Email <a href="mailto:translation.request@nptcgroup.ac.uk">translation.request@nptcgroup.ac.uk</a> to organise this service.</p>	
<p>You have considered implementing a condition to ensure more positive impacts on the Welsh language.</p>	
<p>You respect the applicant's language preference during the process.</p>	

\*No Welsh language face-to-face / interpreting service is needed where no response has been received to the offer of making this available. You may also arrange for the meeting to be conducted through the medium of Welsh with Welsh speaking officers from your department.