

## Managing your project bilingually



If you receive funding from the Big Lottery Fund to deliver a project in Wales, you will need to do so bilingually, in line with Big Lottery Fund's Welsh Language Standards.

Offering your projects services in both Welsh and English is a term and condition of grant, but it is also a fantastic opportunity for you to make sure that your project is accessible to everyone in your community.

### What this means

It's important that you think of how you're going to deliver your project bilingually before you submit your application for Big Lottery Funding, as you'll need to include any associated costs in your project budget.

- If your project will include any written materials such as leaflets/posters/booklets or websites being produced, these will need to be produced in both Welsh and English (as tip and turn bilingual documents where possible)
- If you intend to employ a member of staff or bring in sessional workers with your Big Lottery Fund grant, you need to consider carefully whether you need a Welsh speaker to fulfil those duties
- Any advert for a new post or sessional staff will need to be placed in the media and online bilingually and the recruitment procedure such as interviews must be available in either language
- Any films that you will produce with our funding will be produced bilingually where possible or as separate Welsh and English films
- When you promote your project on social media, this will need to be bilingual, whenever possible
- We ask you to consider the linguistic nature of the community you work within during the life of the grant, and to offer any service accordingly.



### What you need to do

You need to carefully consider your project costs of working bilingually so that they can be included within the project budget. These may include:

- translation costs of publicity/promotional materials
- translation costs of websites or bilingual web design companies
- costs of bilingual recruitment e.g translation of advert and recruitment packs
- Film producing costs

### Who can help

Big Lottery Fund are working in partnership with Estyn Llaw, who help third sector organisation to work bilingually. Estyn Llaw can offer a wide range of services to your organisation, some free of charge and some for a fee. Information regarding all the services they offer can be seen on their website at [www.estynllaw.org](http://www.estynllaw.org)

Or you can contact them on:

**E-mail:** [ymhol@estynllaw.org](mailto:ymhol@estynllaw.org)

**Phone:** 0800 9177 969

Or please contact us on

[welshlanguage.advice@biglotteryfund.org.uk](mailto:welshlanguage.advice@biglotteryfund.org.uk) for advice on how to deliver your project bilingually.