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**Grants & Financial Assistance – Welsh Language Impact Assessment Form***Please see appendix 1 & 2 (pages 2-4) to assist in completing the form. Please send the completed form to* *wlcstaff@aber.ac.uk*

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| 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? |  |  |
| **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)  |  |
| *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.*  |
| A list of factors to consider, and possible conditions, are available on **appendix 4** of the ***Awarding Grants and Financial Assistance: Welsh Language Considerations Policy and Procedure***For further advice please contact the Centre for Welsh Language Services canolfangymraeg@aber.ac.uk  |

 **Appendix 1**
Welsh language standards checklist for grants / financial assistance.

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| **Action** | **Completed ✓ ×** |
| 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 appliable) |  |
| The following sentence has been included in the English application form (where it is separate from the Welsh version). ***Mae’r ffurflen hon ar gael yn Gymraeg****This document is available in Welsh* |  |
| The application form (if applicable) includes a proactive statement regarding the Welsh language (see page 3) |  |
| An assessment has been completed for the grant or grant scheme identifying(a) any impact on the Welsh Language (positive, negative or both)(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. A record of the assessment should be submitted to the Centre for Welsh Language Services canolfangymraeg@aber.ac.uk  |  |
| Following the assessment, any further action or conditions are included in the offer letter and terms and conditions (if applicable) |  |

 **Appendix 2**

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| **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
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| * Ensuring that a suitable human resource capacity or budget is available to enable Welsh language provision.
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| * Providing specific data or evidence on the effects of the grant/financial assistance on the Welsh language.
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