

CARMARTHENSHIRE BUSINESS GROWTH GRANT

GUIDANCE AND TERMS & CONDITIONS

Carmarthenshire Business Growth Grant Guidance for applicants

Introduction

As part of their ongoing commitment to supporting economic development and businesses throughout these challenging times, Carmarthenshire County Council are delivering Carmarthenshire Business Growth Grant which is funded by the UK Government via the Shared Prosperity Fund

The aim of the grant intervention is to strengthen local entrepreneurial ecosystems and support businesses at all stages of their development to start, sustain, grow and innovate, including through local networks.

The grant will support local businesses and Inward investors to grow, prosper and be sustainable. Resulting in the creation or safeguarding of jobs throughout the County, therefore improving the local economy. Whilst priority will be given to the creation of new jobs, it is acknowledged that the safeguarding of jobs under the current economic climate is also extremely important and will be considered accordingly on a case-by-case basis.

The grant will be open for application between March 2023 and September 2024 or until the fund is fully allocated

The Fund will be a business grant scheme, which will include support towards capital expenditure projects and specialist revenue expenditure (not including ongoing running costs), where new jobs are created and/or safeguarded because of the financial support.

The Offer

- Grants available between **£1,000 and £10,000**.
- Grants of up to **£50,000** can be considered on a case-by-case basis for applications which clearly demonstrate innovation, Research and Development and/or future proofing projects linked to the local innovation strategy <https://www.carmarthenshire.gov.wales/media/1231400/local-innovation-strategy.pdf>
- Each grant award will be based on 50% of eligible costs **or** a maximum of £5000 per job *created **and/or** £5000 per job *safeguarded, whichever is the lesser. (At least one new job must be created and/or one full time equivalent (FTE) job safeguarded, in order to access the grant)
- Any jobs being claimed as safeguarded will need to be forecasted as being lost within 6 months of application. This will need to be evidenced in detail within the application
- Two part time jobs are considered as one full time equivalent- FTE should be based on the standard full-time hours of the employer. If you are only creating or safeguarding a part time job the grant will only be paid on a pro rata basis i.e., max of £2500 for a part time job
- All jobs created as part of the grant must be claimed within 6 months of the date of final grant payment or 30th November 2024 whichever is the earliest date
- We encourage that all jobs being created with the support of the grant to be paid the Real Living Wage. <https://www.livingwage.org.uk/what-real-living-wage>
- If the business is applying for any other public funds such as Arfor, or the Town Centre grants, the expenditure and outputs cannot be duplicated
- It is important to note that grants are paid retrospectively, applicants must have the financial means to purchase the item(s) in full up front, and then claim the grant value from Carmarthenshire County Council following the claims process (please see in the terms and conditions within this document)
- Both claims must be submitted within 4 months of the offer letter or by 30th September 2024 the latest whichever is the earliest date. To support cashflow, the grant team will consider the submission of two claims, but prior agreement must be sought from the Council.

- Maximum of two applications for the Business Growth & Recovery grant will be considered with a maximum value totalling £20,000 grant per business, or £50,000 grant allocation per business for exceptional innovative proposals.

Eligibility

The Carmarthenshire Business Growth Grant is funded by the UK Government via the Shared Prosperity Fund and delivered by Carmarthenshire County Council and as such is only available for application to new or existing businesses within the eligible sectors that are in or planning to locate within Carmarthenshire.

The grant will be open for applications between March 2023 and August 2024 or up until the budget is fully allocated

Support is aimed primarily at existing businesses to be operating in or servicing the following growth and foundation sectors:

- Advanced Materials and Manufacturing
- Construction
- Creative Industries
- Energy and Environment
- Finance and Professional Services
- Information Technology and Telecoms
- Life Sciences
- Food & Drink
- Tourism
- Retail
- Care

Applications will however be considered on a case-by-case basis subject to their potential contribution and value to the local economy, e.g. creation of jobs in the county's primary and secondary town centres, rural areas, link to key strategic projects, such as Yr Egin and Pentre Awel (Llanelli Life Science and Well-being Village), Pendine, Llanelli YMCA, Llandeilo Market Hall, Cross Hands East strategic employment site

The **following sectors are ineligible for support**: - primary agriculture production, forestry, aquaculture, fishing and statutory services e.g. Primary health and education

The Fund is available for businesses of all sizes which aim to implement their growth and recovery plans and **must result in the creation and/or the safeguarding of jobs**. Applicants must therefore demonstrate their growth plans (and provide evidence where applicable) within the application process.

All expenditure associated to the grant must be purchased and claimed within **4 months** of the date of approval letter or no later than 30th September 2024, whichever is earliest. No extensions

will be given for claims to be submitted. The proposed business and associated jobs must be created within 6 months of the final payment of grant or 30th November 2024 whichever is the earliest. Monitoring of the business and jobs created will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

Upon giving reasonable notice, Carmarthenshire County Council reserves the right to monitor and maintain evidence at 1, 3 and 5 years from the receipt of a grant application.

The grant will apply to capital and/or revenue expenditure within an approved project and can include:

Capital expenditure:

- Purchase of new or second hand equipment, e.g. plant, machinery, specialist equipment, etc. Please note plant could include items such as forklift trucks, telehandlers, excavators, etc. General vehicles such as vans and cars are not eligible.**see note below re: purchase of second hand items
- Purchase and installation of equipment to create or enhance outdoor trading space, e.g., shelters, gazebos, etc. Please note you will need to provide evidence of the relevant permissions if appropriate, i.e., planning permission, licences, etc.
- IT and Telecom hardware if linked directly to the delivery of the project

Specialist revenue expenditure:

- Specialist / technical training (not necessarily accredited)
- Commissioning / Installation of Machinery
- Specialist software
- Production of websites, e-commerce/ online shops, apps, etc.
** websites and ecommerce development associated to the grant must be produced bilingually
- Promotion and Marketing materials as part of a full marketing plan (assessed on a case-by-case basis)
** all marketing and promotional material must be produced bilingually.
- Specialist Consultants (assessed on a case-by-case basis)
- Quality Assurance Certification (assessed on a case-by-case basis)
- Charges associated to the delivery of any capital equipment

Ineligible expenditure includes: -

- General revenue expenditure such as, staff costs or any other taxes, hire purchase/lease purchases,
- Premises improvement / minor building works
- Repair, maintenance, and decoration costs,
- Replacement fixtures and fittings, furniture, and general office equipment etc.
- Contingency fees and costs which were committed or spent before the offer and acceptance of the grant.
- General Vehicles such as cars and vans
- Working capital costs such as stock, rent, rates, administration.
- Membership & affiliation to governing bodies
- Costs of work being carried out as a legal statutory requirement, inc. planning permission.
- Feasibility studies
- If the business is VAT registered, then VAT will be ineligible. VAT will be payable in cases of non-VAT registered companies.

- No expenditure should be incurred before grant approval as the grants cannot be awarded retrospectively.
- Cash purchases will not be considered for grant payment.
- Items purchased through lease purchase, hire purchase, extended credit agreements/finance leases will not be considered for grant funding.
- Professional fees associated with general business consultants including business plans/ BID writing and any fees associated in completing an application for grants purposes

The purchase costs of second-hand equipment are eligible for grant under the following conditions: -

- The seller of the equipment shall provide a declaration stating its origin, and confirm that at no point during the previous seven years has it been purchased with the aid of national or European grants;
- The price of the equipment shall not exceed its market value and shall be less than the cost of similar new equipment, and
- The equipment shall have the technical characteristics necessary for the operation and comply with applicable norms and standards, e.g., Health and Safety

Application and Assessment

All completed applications will be considered on first come first served basis until the total fund is fully allocated.

Each application will be assessed against the outputs and outcomes of the grant project, i.e.

- value for money / grant per job created ratio and private sector investment levered by the grant as well as the viability of the business plan to support the start-up and sustainable growth plans.
- Jobs created
- Jobs safeguarded
- Number of businesses adopting new or improved products or services
- Number of businesses engaged in new markets
- Number of businesses adopting new to the firm technologies or processes
- Number of businesses with improved productivity
- Number of R&D active businesses
- Increase in number of innovation active SME's
- Number of new products to market

The Local Authority has committed to become net zero carbon by 2030 and is keen to promote sustainable business practices through its funding programmes. As part of the application, you will be asked how your business demonstrates a commitment to sustainable development and sign up to the Welsh Government Green Growth Pledge. <https://businesswales.gov.wales/green-growth-pledge-0>

Initially an applicant is required to submit an expression of interest <https://www.carmarthenshire.gov.wales/media/1231417/spf-bgg-eoi-english.docx>

The expression of interest will then be assessed for eligibility purposes and if approved you will be invited to submit a full application.

Each applicant will then need to complete and return the following:

- Completed Application Form,
- At least 2 full years historical accounts and recent management accounts, if available. If a business has not been trading for 2 years, management accounts and or income & expenditure summary must be provided from the trading start date up to application date
- 2 years projected forecasts (cash flow and/or profit and loss)
- Written Quotations (please see below for guidance)
- Welsh Language Standards- please see further guidance below
- Environmental / Sustainability Policy – Applicants will need to outline the ways in which the business is committed to reducing its impact on the environment.

It should be noted that the Carmarthenshire Business Growth and Recovery Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council. Each application will be assessed by a panel which meet monthly to consider applications meet the standard by the given deadline.

Please Note - Applications will need to be proceedable before they are presented to panel so essential requirements such as match funding, planning permission (where applicable), etc. must be confirmed before the grant team will prepare the application for consideration at panel.

Procurement

Purchasing goods, services or works

When procuring works, goods and services, applicants are expected to conduct the process in a manner which ensures openness, value for money and fairness and must follow the procurement procedures as they are outlined in this section.

Think Carmarthenshire First

For purchases below £25,000 please consider 'Think Carmarthenshire First' when seeking quotations for Goods/Services. Therefore, we encourage you to explore the marketplace to establish if there are any businesses within Carmarthenshire that can provide the goods / service that you are seeking to purchase and include them in your invites to quote. Carmarthenshire County Council and businesses operating within the County have a big role to play in the economic recovery of Carmarthenshire and local supply development is fundamental.

Procurement Thresholds

The precise procedures to be followed will depend upon the size of the order or contract to be let. Carmarthenshire County Council (CCC) operates a graduated set of procedures which recognises the need to lighten administrative requirements for contracts involving smaller amounts. The procedures that we would expect applicants to adhere to can be found in Annex 1

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English.

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

Some examples of provision in accordance with the Standards can be found in Annex 2.

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

Subsidy Control

This scheme is covered by the current UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business*. If you have received any other financial assistance in the past 3 financial years please describe the support in the box below. It is the responsibility of the applicant to monitor the level of MFA received; you will be asked to declare that this has not been exceeded in the event of an offer being made. [* The MFA financial threshold applies at company group level.]

All bids must also consider how they will deliver in line with subsidy control as per UK Government

<https://www.gov.uk/government/collections/subsidy-control-regime>

Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime it may be considered ineligible, and your application could be rejected.

Post Completion - Terms & Conditions

It should be noted that the Carmarthenshire Business Growth Fund is a discretionary grant and is subject to approval by Carmarthenshire County Council.

The grant may be recovered should the business cease to trade, relocate or the items purchased as part of the grant are sold on within 5 years of award.

Limited Companies must use the business bank account to purchase all the items associated to the grant. It is encouraged for Sole Traders and partnerships that all goods purchased in relation to the grant are purchased using the business bank account.

It is important to note that grants are paid retrospectively, so applicants must have the means to purchase the item(s) in full up front, and then claim the grant value from Carmarthenshire County Council.

Should the application be successful, the grant money is paid direct into the bank account of the applicant business. This is based on receipt or evidence of purchase and defrayment i.e. **original** or **on-line** printed bank statements and **original** invoices to confirm expenditure.

Any deviations to the application in terms of suppliers and expenditure must be requested to the grant team prior to purchase. Failure to seek approval may result in the grant not being paid for those items.

Photographic evidence of all items associated to the grant will be required to support the claim. In some instances, a site visit will be required.

The applicant must accept the terms and conditions of the grant by completing the Notification of Approval and Terms & Conditions within 30 days from receipt. All expenditure associated to the grant must be completed within **4 months of the date of approval letter or 30th September 2024 whichever is the earliest date**. No extension will be given for the submission of the claim

The job(s) created and/or safeguarded associated to the projects must be achieved / sustained within 6 months of the final payment of grant or **March 2025** whichever is the earliest date. Monitoring of the business and jobs created and/or safeguarded will take place and evidence will be required. Failure to achieve the committed outputs could result in the claw back of grant funds.

For all grant purposes monitoring of the claim and evidence will take place with prior notice at 1, 3 and 5 years from the date of award of the grant.

Should the project not proceed within the period stipulated in the offer of grant, the offer of grant will automatically lapse. **Any variation to the Terms & Conditions set out in the Approval Letter must be requested and agreed**

Cash purchases will not be considered for grant payment.

Items purchased with credit cards are eligible, but applicants will need to evidence the transaction on their credit card bill. ** Limited companies must use the business credit cards to purchase items associated to the grant rather than personal cards of the director(s).

Grants will not be offered or paid if the business or applicant is in arrears with any payment to any of the participating local authorities operating the scheme.

Businesses can apply for 2 Carmarthenshire Business Growth Grants for 2 separate projects for which the outputs must not be duplicated.

Claw back of grant funds

Funding shall be withheld and/or, insofar as payment has been made, the grant recipient shall repay funding either in whole or in part, including if:

- a) there has been an overpayment of funding;
- b) during its economic life, the project undergoes substantial change defined as being used for purposes other than those specified in the application, or, having a change of owner without notifying Carmarthenshire County Council.

The economic life is the period up to 5 years from date of the final payment of grant and repayment of funding will be required as follows:

Date of disposal of asset(s)	Amount to be repaid
Within 1 year	Funding to be repaid in full
Within 2 years	80% of funding to be repaid
Within 3 years	60% of funding to be repaid
Within 4 years	40% of funding to be repaid
Within 5 years	20% of funding to be repaid
After 5 years	No funding to be repaid

The above are minimum repayment requirements

If the jobs are not created and/or safeguarded, then the County Council has the right to reclaim the grant in part or in full.

The grant must be repaid in full on demand if: -

- the applicant is found to have made any misrepresentation in connection with the application.
- the applicant has breached the provision of condition above.
- the assets and property (if applicable) are not fully re-instated within 12 months of any occurrence giving rise to loss of or damage to the property.

SUBMISSION CHECKLIST

Please tick the following checklist to ensure all information has been submitted with this application.

	Completed Application Form
	2 years historical accounts (management accounts if available)
	2 years financial forecasts (Cashflow or Profit & Loss)
	Statutory Consents incl. Planning permission, building regulations, licences (if applicable)
	Written Quotes (refer to guidance and terms and conditions documents)
	Proof of match funding
	Conflict of interest acknowledged and declared (if applicable)
	Welsh Language Standards Statement
	Environmental / Sustainability Policy

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Annex 1

Procurement Process - Requirement Value (excluding VAT)

All up to £5,000

A minimum of **1 written Quotation** must be obtained and retained.
Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.

All Between £5,000 and £25,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.
A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

All Between £25,000 and £75,000

A minimum of **3 written Quotations** must be sought from competitive sources*. The quotes must be based on:

- the same specification,
- the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.
- the same closing date.

A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.

Goods and Services Between £75,000 and £173,934

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 2 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

** In the event that only one tender is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.

Works Between £75,000 and £4,348,350

A minimum of **4 tenders** must be sought from competitive sources*, with a **minimum of 3 tenders to be received****.

All those tendering must be provided with the same information:

- the same specification of requirements,
- an outline of the evaluation criteria against which the contract will be awarded and
- the same closing date for receipt of tenders, after which no submissions will be accepted.

The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.

** In the event that only one tender is received, you **must** contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.

Goods and Services

Above £173,934

If a contract for Goods or Services is likely to **exceed £173,934** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

Works

Above £4,348,350

If a contract for Works is likely to **exceed £4,348,350** the **applicant must inform the project manager** to determine whether the contract will be subject to EU Public Procurement Directives.

It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying suppliers and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

N.B.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform Carmarthenshire County Council.**
- **If you have any queries as to how these procedures should be applied, you should contact Carmarthenshire County Council for clarification and further guidance.**

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process.

If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- that applicant / developer, person or party with an interest must declare that interest in writing to the Project officer.

- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures;

Procurement Terminology

- **Contract:** an agreement between the purchaser and the supplier that is enforceable by law.
- **Competitive Source:** an independent provider bidding against another independent provider
- **Goods:** are material items i.e. equipment, food, vehicles etc
- **EU Public Procurement Directives:** are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£173,934 for Goods and Services and £4,348,350 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.
- **Evaluation:** a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
- **Evaluation Criteria:** A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.
- **Evaluation Panel** - It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
- **OJEU (Official Journal of the European Union):** is a publication in which all public sector contracts valued over a certain monetary threshold (currently (£173,934 for Goods and Services and £4,348,350 for Works contracts) must be published
- **Sell2Wales:** is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please email support@buy4wales.co.uk for further information.
- **Services:** tasks undertaken by people i.e. consultancy services, translation services etc
- **Specification:** this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document.
- **Tender:** is the document compiled by a potential supplier in response to an invitation to tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
- **Works:** include landscaping, construction, building works etc

Do's and Don'ts of Tendering

Do's

- ensure that any potential conflicts of interest are declared at the earliest opportunity.
- comply with the appropriate rules
- ensure that the specification is precise and not in excess of the requirements.
- ensure that the Evaluation Criteria is directly relevant to the subject of the contract
- ensure that quotes/tenders are evaluated on a 'like for like' basis.
- complete and retain full records for future reference and audit purposes.
- ensure that you treat suppliers in an open, transparent and non-discriminatory manner.

Don'ts

- Don't skew the specification to eliminate or to discriminate against suppliers.
- Don't change the scope of the specification once distributed.
- Don't change the evaluation criteria during the process.
- Don't give companies too short notice to quote.
- Don't enter into too much detail verbally with suppliers regarding specific questions.
- Don't reveal prices to potential suppliers.

- Don't breach confidentiality.
- Don't open quotes/tenders in advance of the deadline.
- Don't consider submissions received after the deadline.

Annex 2

Welsh Language Standards (Welsh Language (Wales) Measure 2011)

The Welsh Language Standards Compliance Notice places a statutory requirement on Carmarthenshire County Council to ensure that all grants it awards has a positive effect on opportunities for persons to use Welsh, and the Welsh language is not treated less favourably than English. To meet these requirements, you must make every effort to do the following:

- *Operate bilingually, giving Welsh a high visual presence and status at every opportunity (promotional materials, posts, press releases)
- *Communicate bilingually with the public (emails, press releases, phone call letters)
- *Collaborate with partners who promote the Welsh language (Mentrau Iaith, Urdd, Welsh for Adults)
- *Ensure that there is a workforce with Welsh language skills, or other arrangements in place, that will enable activity in accordance with the Standards
- *Provide services in person or online in Welsh
- *Demonstrate consideration of the linguistic nature of the geographical area

<https://www.carmarthenshire.gov.wales/media/1223639/the-welsh-language-in-business.pdf>

These are examples of commitments that the applicant may make in order to provide in accordance with the Standards. **This list is not exhaustive but rather offers suggestions, and the candidate could suggest other commitments if they so wish.**

Applicants will be expected to consider the relevance of the below to the work they want to achieve through the grant and to commit to as much as possible in line with the size of the organisation's turnover, and the size of the funding application.

Please note however that any organisation employing more than 50 members will be expected to make a significant commitment to the Welsh language, aiming to achieve what is in the list below. Every situation will be considered individually, and advice and support will be available to candidates.

Applicants will be expected to set out their commitments to the Welsh language in their answer the questions on the application form and, once agreed with the grant officer, they will be included as terms and conditions for the successful applicant.

1.The organisation

We will map the organisations current capacity to deliver in Welsh
We will strive to increase the organisations capacity to provide in Welsh either by employing staff with Welsh language skills, by using volunteers with Welsh language skills or by working in partnership with another organisation who can provide in Welsh
We will ensure that we have arrangements in place to provide materials in Welsh
We will consider Welsh language provision from the outset, when planning the provision

We have a Welsh Language Policy or Action Plan that outlines our commitment to the Welsh language in everything that we do

We are a Welsh medium organisation that administer and deliver through the medium of Welsh

2.Publicity

We will publish all publicity materials in Welsh, electronically and on paper. We will ensure that the Welsh promotional materials go out at the same time as English, to the same standard and with the Welsh language in a position in which it will be read first

We will promote our provision / service to a Welsh-speaking audience clearly indicating that there is a Welsh or bilingual provision available

We will encourage Welsh speakers to get involved / use our service / project through the medium of Welsh

We will promote the Welsh language in all activity

Our organisation's Welsh speakers will wear badges that indicate that they can speak Welsh and encourage people to speak Welsh

We will create a Welsh or bilingual identity for my project / service.

3.Public engagement

We will communicate general message with the public bilingually

We will offer to communicate in Welsh with individuals and then communicate with them in the language they require

We will provide our activity in Welsh

We will deliver our activity bilingually, ensuring that Welsh is treated as favourably as English

If an element of the activity cannot be provided in Welsh for lack of personnel, we will make every effort to ensure that Welsh is treated equally favourably as English, using Welsh facilitators or simultaneous translation for example, or by working in partnership with other organisations

We will promote the Welsh elements of our provision

4.Ensuring a positive impact on the Welsh language

We have an understanding of the linguistic situation of the county and we understand the need to promote the Welsh language
We will offer Welsh language provision rather than waiting for someone to request it
We will be engaging with Welsh-speaking communities (geographical or otherwise)
We will ensure that our provision does not have a negative impact on overall Welsh language use in the county, including ensuring that our provision does not encourage Welsh speakers to engage with each other in English because of our provision
We will ensure the use of Welsh in all our provision including by those who are less fluent
Our activity will provide an opportunity for people to use their Welsh language or develop their Welsh skills
We will collaborate with partners who promote the Welsh language (Enterprises, Urdd, Young Farmers, Meithrin, Cymraeg i Blant, Welsh medium Schools, Welsh for adults, chapels, choirs, local newspapers, forums and networks that promote the Welsh language)