

## **Welsh Language Standards – Applications for Grants and Financial Assistance**

Under the Welsh Language [Wales] Measure 2011 the University has a statutory duty to comply with 5 Standards in relation to applications for grants or financial assistance. These Standards are in place to provide members of the public the right to choose whether to use Welsh or English language when applying for a grant or financial assistance from the University.

### **Grants/Financial Assistance**

All documents relating to applications for grants or financial assistance must:

- be available in Welsh
- state that applications may be submitted in Welsh and that Welsh language applications will be treated in the same way as English language applications.
- have the same closing date for applications in Welsh and English
- have the same target deadline for responding to Welsh and English applications.

If you receive an application that has been submitted in Welsh and it is necessary for you to interview the applicant in order to assess the application you should:

- ask if they would like to use Welsh in the interview
- hold the interview in Welsh if they wish to use Welsh  
or
- arrange simultaneous translation to enable them to use Welsh in the interview.

If an application has been submitted in Welsh you should

- relay your decision about the application in Welsh.

### **Useful templates**

#### **Statement for application form for grants or financial assistance**

*Mae croeso i chi gyflwyno'ch cais yn Gymraeg. Bydd unrhyw gais a gyflwynir yn Gymraeg yn cael ei thrin yn union yr un modd â chais a gyflwynwyd yn Saesneg.*

*You are welcome to submit your application in Welsh. Any application submitted in Welsh will be treated in the same way as applications submitted in English.*

**Clause to use in invitation to interview when the application has been submitted in Welsh.** (This message would be in Welsh only)

*Mae croeso i chi ddefnyddio'r Gymraeg yn y cyfweiliad. Er mwyn ein helpu ni i drefnu gwasanaeth cyfieithu ar y pryd os bydd angen, byddwn yn ddiolchgar petaech yn rhoi gwybod a fyddai'n well gennych ddefnyddio'r Gymraeg neu'r Saesneg yn y cyfweiliad.*

*TICIWCH: Ar gyfer y cyfweiliad hwn hoffwn ddefnyddio'r :*

Gymraeg  Saesneg