

Incorporating the Welsh language into your project



February 2009

Visit our website www.hlf.org.uk for copies of our application materials and to make an application online.

You can get more copies of this guidance by:

- downloading it from www.hlf.org.uk;
- emailing enquire@hlf.org.uk;
- phoning our helpline on 020 7591 6042;
- contacting us by textphone on 020 7591 6255; or
- using TextDirect 18001 020 7591 6042.

If you require a copy of this guidance in an alternative format (large print, braille, or audio version), or if your first language is not English, we can provide it in the appropriate format or language if you ask us. It is also available in Welsh.

Introduction

As a public funder in Wales, the Heritage Lottery Fund (HLF) is committed to treating the English and Welsh languages on an equal basis. In June 2007 our Welsh Language Scheme was approved by the Welsh Language Board. As a result we aim to ensure that the principle of language equality is reflected by the projects we fund. Incorporating the use of Welsh constitutes good practice and will ensure the project better meets the needs of Welsh speakers and learners.

We expect our grantees to make appropriate use of Welsh when undertaking projects in Wales. We strongly encourage you to adopt a bi-lingual approach when planning your heritage project in order to ensure that your project meets the linguistic needs of your target audience as well as the wider public, so that as many people as possible can benefit from our funding.

This guidance is designed to give you advice on good practice in developing and delivering a bilingual heritage project.

1. Understanding Welsh-language communities

When planning your project it is important to understand the linguistic profile of your area and the people you want to take part in and benefit from the project. This knowledge will improve the way you manage your project and help you meet the needs and interests of an audience that you might not otherwise reach. A national survey found that nearly half Welsh speakers would be more likely to use a service if it made an effort to use both Welsh and English (State of the Welsh Language 2000). These are some of the ways in which you can improve your links with the Welsh speaking community:

- The Lolfa produce a directory of contact details for Welsh language organisations, including magazines, 'papurau bro' (local papers) and media that could help when promoting or raising awareness of your project.
Website: www.ylolfa.com
- The Mentrau Iaith (Language Initiatives) who are located around Wales offer a range of language support services including a language profile of each local authority in Wales.
Tel: 01492 642357
Website: www.mentrauiath.com

2. Translation

Translation is an eligible cost under our grant programmes; please ensure that you include sufficient money in your project budget for translation. You should consider the following for translation:

- **printed material**, including booklets, leaflets, signs, posters, instructions, acknowledgments, publicity and display material.
- **websites**, including creating new websites or specific web pages / portals within an existing website.
- **activities** that involve the public such as talks, presentations and workshops. Eligible costs can include simultaneous translation, recruiting Welsh-speaking volunteers and training for staff and/or volunteers.
- **audio visual material such as** DVDs, CD-ROMs, oral history recordings, films and video, interactive displays, and presentations. Translations costs could include information provided bilingually through subtitles, transcripts or texts.

When producing information in different formats and media for people with disabilities (for example braille, large print, audio tours,) you should consider bilingual options as well. For more information see our guidance *Thinking about improving your project for disabled people*.

Please note that if you receive a grant, you must get at least three quotes for all goods, work and services worth £10,000 or more.

3. How and where to find translators

Useful resources include:

- Association of Welsh Translators has developed a bilingual directory where you can search for registered translators and interpreters throughout Wales.
www.welshtranslators.org.uk
- Welsh Language Board have a guide on their website on how to commission translation.
www.byig-wlb.org.uk/English/using/Pages/Howdolcommissiontranslation.aspx
- Linkline is a free service for small pieces of translation work funded by the Welsh Language Board: 0845 607 6070

4. Tips on translation

- Wales is a country rich in dialects, accents, phrases and vocabulary. It is therefore important to get a qualified, experienced translator to do the work.
- People who can write and/or speak in both Welsh and English are not always sufficiently skilled to translate/create work to a professional standard.
- Translated work should be proofread before being printed or produced. This applies especially to signs and names of organisations.
- For technical or specialist subject matter you should use a translator with expertise in the field.
- Remember that translation does not have to be literal and a good translator can be creative to create text that is suitable in both languages.
- Take into consideration that the translation should be appropriate to the nature of your project. For example, when translating an oral history project it is important to keep the authenticity of the recordings where slang or a mixture of Welsh and English might be used.

5. Design and presentation

- Remember that in anything bilingual, both languages should have parity in their presentation.
- You should proofread material from designers and printers as they may not have experience or knowledge of the Welsh language. This is important as text could be moved or lost during the design phase and the designer/printer might not notice.
- Remember when designing/printing that the Welsh language has different rules from the English language; symbols such as the circumflex need to be included for a correct representation of Welsh.
- You may find it useful to use a company who have experience in designing bilingual material. You can visit The Design Directory for Wales for a list of design companies in Wales at **www.designdirectorywales.org**
- The Welsh Language Board has produced a guide to bilingual design which is available at **www.byig-wlb.org.uk/English/publications/Publications/4920.pdf**

6. Other grants

Although you can include translation costs in your application you may want to take advantage of other grants available for some translation work. We encourage applicants to apply for match funding whenever possible.

You may find these sources of translation costs helpful:

- Welsh Language Board
www.byig-wlb.org.uk/English/services/Pages/PrifGynllunGrantiau'rBwrdd.aspx
- It is worth contacting your local authority as they may also have grants available.

7. Sources of advice

Sources of advice on the use of Welsh include:

Welsh Language Board

Tel: 029 2087 8000

Website: **www.bwrdd-yr-iaith.org.uk**

Association of Welsh Translators and Interpreters

Tel: 01248 371839

Website: **www.welshtranslators.org.uk**

Your local Menter Iaith (Welsh Language Initiative)

Tel: 01492 642357

Website: **www.mentrauiath.com**

Wales Council for Voluntary Action

Tel: 0800 2888 329

Website: **www.wcva.org.uk**

Design Wales

Tel: 0845 303 1400

Website: **www.designwales.org**

8. Quality

This guidance is designed to advise you on good practice in incorporating the Welsh language into your project. . Responsibility for the quality of the work is yours; if we consider the work to be of insufficient standard we reserve the right to ask for the work to be re-done, and the cost of this will have to be met by the applicant and not from within the HLF grant or from additional grant funding.

If you would like to know more about HLF's policy on the Welsh language, please read our Welsh Language Scheme, available on our website **www.hlf.org.uk**, or for a paper copy please call 029 2034 3413.

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