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| **Logo, company name  Description automatically generated** | **Bòrd na Gàidhlig**  **Sgeama Oifigearan Gàidhlig 2022/23**  **Gaelic Officers Scheme 2022/23**  **Foirm-iarrtais / Application Form** |

**Gheibh sibh** [**stiùireadh air an sgeama mhaoineachaidh seo air an làrach-lìn againn**](https://www.gaidhlig.scot/wp-content/uploads/2022/01/stiuireadh-oifigearan-gaidhlig-2022-23.pdf)**, agus tha sinn a moladh gu mòr gun leugh sibh sin mus tòisich sibh air an iarrtas seo. Ma tha ceistean sam bith agaibh mun iarrtas seo, cuiribh fios gu** [**tabhartas@gaidhlig.scot**](mailto:tabhartas@gaidhlig.scot)**.**

**Cuiribh am foirm-iarrtas seo air ais do Bhòrd na Gàidhlig le post-d gu** [**tabhartas@gaidhlig.scot**](mailto:tabhartas@gaidhlig.scot)**. Feumaidh iarrtasan a bhith aig Bòrd na Gàidhlig ro 3f air Dimàirt 15 Gearran 2022.**

You can find [guidance for this funding programme on our website](https://www.gaidhlig.scot/wp-content/uploads/2022/01/stiuireadh-oifigearan-gaidhlig-2022-23.pdf) and we strongly recommend reading this before starting your application. If you have any questions about this application, please contact [tabhartas@gaidhlig.scot](mailto:tabhartas@gaidhlig.scot)

Please return this completed form to Bòrd na Gàidhlig via email to [tabhartas@gaidhlig.scot](mailto:tabhartas@gaidhlig.scot). Applications must be submitted to Bòrd na Gàidhlig no later than **3pm on Tuesday 15 February 2022**.

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| 1. **Fiosrachadh mun Tagraiche /** Applicant Information | | | | | |
| **A1** | **Ainm na buidhne** / Organisation name | | |  | |
| **A2** | **Ainm an dreuchd airson a bheilear sireadh taic-airgid** Title of post for which funding is sought | | |  | |
| **Luchd-conaltraidh airson na phròiseact** Project contacts | | | | **Prìomh Neach** Primary Contact | **Dàrna Neach** Secondary Contact |
| **A3** | **Ainm /** Contact name | | |  |  |
| **A4** | **Dreuchd anns a’ bhuidhinn** Contact’s position in organisation | | |  |  |
| **A5** | **Seòladh is còd-puist airson an iarrtais** Contact address & postcode | | |  |  |
| **A6** | **Àireamh fòn /** Telephone number | | |  |  |
| **A7** | **Seòladh post-dealain /** E-mail address | | |  |  |
| **A8** | **Làrach-lìn is Cunntasan meadhanan sòisealta na buidhne (roghainneil)**  Website & organisational social media accounts (optional) | | **Làrach-lìn** Website: |  | |
| **Twitter:** | @ | |
| **Facebook:** |  | |
| **Instagram:** | @ | |
| **Eile/Other:** |  | |
| **A9** | | **Structar Laghail, m.e: Comann Neo-chorporraichte, Companaidh Earranta le Barantas, SCIO, Companaidh Earranta le Earrannan, Com-pàirteachas, no Eile (innsibh dè an structar)**  Legal structure, e.g.: Unincorporated Association, Company Limited by Guarantee, SCIO, Company Limited by Shares, Partnership, or Other (please specify) | |  | |
| **Àireamh chlàraichte a’ Chompanaidh (ma tha sin iomchaidh)** Company Registration number (if applicable): | |
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| **A10** | | **Àireamh carthannais clàraichte** Registered charity number | |  | |
| **A11** | | **Thoiribh iomradh goirid air obair is amasan na buidhne agaibh san fharsaingeachd (mu thimcheall air 150 faclan)** Please provide a short summary of the work and aims of your organisation in general (in around 150 words) | | | |
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**Dèanaibh cinnteach gu bheil na pàipearan a leanas an cois an iarrtais agaibh (no thoiribh ceangal-lin far am faighear iad), far a bheil iad a dhìth no iomchaidh.**

Please ensure the following supporting documents are enclosed with your application (or provide a web link where they can be found) where required or appropriate.

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| **FIOSRACHADH-TAICE A BHARRACHD /** SUPPORTING INFORMATION | | | |
| **A12** | **Dreach tuairisgeul-obrach airson na dreuchd** Draft job description for the post | **Riatanach**  Essential |  |
| **Bonn-stèidh no Meòrachan** Constitution or Memorandum and Articles of Association |  |
| **Liosta le Buill a’ Bhùird no na Comataidh** List of Board or Committee Members |  |
| **Na Cunntasan Bliadhnail mu dheireadh (no airson bhuidhnean ùra litir bhon banca a dhearbhadh gu bheil cunntas air fhosgladh)** Most recent Annual Accounts (or for new organisations a letter from bank to confirm account opening) |  |
| **Poileasaidh Dìon Chloinne no Barantachaidh (ma tha clann no daoine so-leònta an sàs sa phròiseact)** Child Protection or Safeguarding Policy (if your project involves children or vulnerable people) |  |
| **An Aithisg Bhliadhnail mu dheireadh** / Latest Annual Report | **Air am moladh (ma tha iad agaibh)**  Recommended (if available) |  |
| **Poileasaidh Gàidhlig** / Gaelic Policy |  |
| **Poileasaidh Co-ionannachd Chothroman** Equal Opportunities Policy |  |
| **Poileasaidh no Aithris Àrainneachd**  Environmental Policy or Statement |  |
| 1. **Geàrr-iomradh air an dreuchd** / Post summary | | | |
| **B1** | **Thoiribh geàrr-iomradh (mu thimcheall air 250 facal) air an dreuchd dha bheil sibh a’ sireadh taic-airgid bho Bhòrd na Gàidhlig agus na prìomh dhleastanasan aig an oifigear.**  Please briefly describe (in around 250 words) the post for which you are applying and the main functions the officer will undertake. | | |
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| **B2** | **Càite am bi an dreuchd stèidhichte, no càite am bi buaidh aig obair an oifigeir?** Where will the post be based, or where will the post have an impact? |  | |
| **B3** | **A bheil sibh an dùil gum bi an dreuchd làn-thìde no pàirt-thìde (is thoiribh seachad àireamh FTE mas e pàirt-thìde)**  Do you expect the role to be full-time or part-time (and provide the Full-time Equivalent if part-time) |  | |
| **CLÀR-AMA NA DREUCHD /** PROJECT TIMEFRAME | | | |
| **B4** | **Cuin a tha sibh an dùil gum bi an dreuchd (no a’ phàirt a thèid a mhaoineachadh) a’ tòiseachadh is a’ crìochnachadh?** When do you expect the post (or the part of the post funded) to start and end? | **A’ tòiseachadh**  Starting |  |
| **A’ crìochnachadh**  Ending |  |
| **B5** | An e dreuchd ùr a tha seo, no pròiseact leantainneach? Mas e dreuchd leantainneach a th’ ann, innsibh dhuinn carson a tha sibh ag iarraidh leantainn oirbh leis a' phròiseact, cò tha ga mhaoineachadh an-dràsta, agus ciamar a bhios sìneadh a’ togail air toraidhean na buidhne agaibh gu ruige seo (mu thimcheall air 200 facal).  Is this a new post or the continuation of an existing one? If this is a continuation of an existing post, please explain why you want to extend it, who funds it currently, and how an extension will help your organisation build and improve upon your results to date (in around 200 words). | | |
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| 1. **A’ coileanadh amasan na maoine** / Achieving the aims of the fund |

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| **C1** | **Dè an fhianais a th’ agaibh gu bheil oifigear a dhìth airson an obair seo a choileanadh sa choimhearsnachd no gnìomhachas agaibh? (mu thimcheall air 200 facal)**  What evidence do you have that an officer is required to undertake this work in your community or sector? (in around 200 words) |
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| **C2** | **Dè bhios ùr is ùr-ghnàthach mu dheidhinn na h-obrach a bhios an t-oifigear a’ coileanadh a thaobh leasachadh na Gàidhlig? (mu thimcheall air 200 facal)**  What would be new or innovative about what the officer would achieve in your community or sector in terms of Gaelic development? (in around 200 words) |
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| **C3** | **Dè a’ bhuaidh a tha sibh an dùil a bhios ann a thaobh cleachdadh, ionnsachadh no cur air adhart na Gàidhlig dhan choimhearsnachd no gnìomhachas agaibh ma tha oifigear ann airson an obair seo a choileanadh? (mu thimcheall air 200 facal)**  What impact do you expect in terms of Gaelic usage, learning or promotion in your community or sector if an officer is employed to carry out this work? (in around 200 words) |
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| 1. **Lìbhrigeadh na dreuchd** / Delivering the project |

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| **D1** | **Cò bhios a’ toirt stiùireadh-sreatha no comhairle dhan neach san dreuchd is dè an t-eòlas a th’ aca air a bhith a’ lìbhrigeadh obair Ghàidhlig is stiùireadh luchd-obrach? (mu thimcheall air 200 facal)**  Who will be providing line-management or guidance to the postholder and what experience do they have in delivering Gaelic work and managing staff? (in around 200 words) | | | | | |
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| **D2** | **Dè an uimhir de dh’obair an oifigeir a thèid a lìbhrigeadh tro mheadhan na Gàidhlig?**  How much of the officer’s work will be delivered through the medium of Gaelic? | **Air fad** All | **A’ mhòr-chuid** Most | **Lethach** Half | **A’ bheag-chuid** Some | **Cha bhi idir** None |
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| 1. **Sgrùdadh agus Measadh na dreuchd** / Project Monitoring & Evaluation | | | |
| **E1** | **Cia mheud duine a tha sibh an dùil a bhios a’ faighinn buannachd bho obair an oifigeir?**  How many people do you expect will benefit from the work of the officer? |  | |
| **E2** | Ciamar a bhios sibh a’ tomhas an robh obair an oifigeir soirbheachail, gu sònraichte a thaobh àrdachadh cleachdaidh, ionnsachadh no mothachas air a’ Ghàidhlig? (mu thimcheall air 150 facal)  How will you assess if the officer’s work has been successful, particularly in terms of increasing Gaelic usage, learning or awareness of Gaelic? (in around 150 words) | | |
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| **E3** | Ciamar a bhios sibh a’ tional bheachdan bho luchd-ùidh air mar a tha an dreuchd air buannachd a thoirt dhaibh? (mu thimcheall air 150 facal)  How will you gather feedback from stakeholders about how the project has benefitted them? (in around 150 words) | | |
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| 1. **Ionmhas** / Finance | | | |
| **F1** | **Dè a’ chosgais iomlan a bhios aig an dreuchd?** What will be the total cost of the post? | | £ |
| **F2** | **Dè an t-suim a tha sibh a’ sireadh bho Bhòrd na Gàidhlig?** What amount are you requesting from Bòrd na Gàidhlig? | | £ |

**Thoiribh seachad fiosrachadh air cosgaisean agus teachd-a-steach iomlan airson na dreuchd, a’ gabhail a-steach taic neo-ionmhasail sam bith anns gach colbh. Thoiribh fa-near gum bi iarrtasan taic-airgid a tha a’ sireadh thairis air £40,000 no còrr is 80% de chosgaisean iomlan air am measadh neo-cheadaichte. Cuimhnichibh gum feum gach dreuchd a bhith a’ toirt seachad tuarastal de cho-dhiù Tuarastal Bith-beò na h-Alba (£9.90 gach uair). Faodaidh sibh buidseat nas mionaidiche a thoirt dhuinn mar sgrìobhainn fa leth ma thogras sibh.**

Please give a breakdown of the expected total costs and income for the post, including any in-kind costs in both columns. Please note that applications for funding that request over £40,000 or more than 80% of total costs will be deemed ineligible. Remember that all posts must provide a salary of at least the Scottish Living Wage (£9.90 per hour). You may also provide a more detailed budget separately if you wish.

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| **F3** | **COSGAISEAN /** COSTS | | **F4** | **TEACHD-A-STEACH /** INCOME | |
| Tuarastal / Salary | | £ | Bòrd na Gàidhlig | | £ |
| Àrachas Nàiseanta / National Insurance | | £ |  | |  |
| Peinnsein / Pension | | £ |  | |  |
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| **Gu h-iomlan** / Total | | £ | **Gu h-iomlan** / Total | | £ |

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| **F5** | **Nòtaichean sam bith air a’ bhuidseat (ma tha seo a dhìth)**  Any notes on the budget (if required) |
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| 1. **Àrainneachd, Co-ionannachd, Iomadachd & In-ghabhalachd** / Environment, Equalities, Diversity & Inclusion | |
| **Leig fios dhuinn (mu thimcheall air 200 facal) mar a bhios a’ bhuidheann agaibh:**   * **Ag amas air buaidh air an àrainneachd a lùghdachadh** * **A’ brosnachadh co-ionannachd chothroman dhaibhsan aig a bheil feart dìonta** * **A’ brosnachadh chothroman do dhaoine òga a tha, no a tha air a bhith, fo chùram** | Let us know (in in around 200 words) how your organisation will:   * Aim to reduce its environmental impact * Promote equality of opportunity for those with a protected characteristic * Promote opportunities for young people who are, or have been, in care |
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| 1. **Aithneachadh taic-airgid** / Acknowledging funding support | |
| **Thoiribh fios dhuinn air mar a bhios sibh ag aithneachadh taic-airgid Bòrd na Gàidhlig an lùib sanasachd na dreuchd is sanasachd obair an oifigeir agaibh (mu thimcheall air 150 facal). Tha comhairle ri faighinn air seo san** [**Stiùireadh Aithneachaidh**](https://www.gaidhlig.scot/wp-content/uploads/static/stiuireadh-aithneachaidh.pdf) **againn.**  Please let us know how you will acknowledge Bòrd na Gàidhlig’s funding in the post advertisement and through publicity of the officer’s work (in around 150 words). Advice on this is available via our [Acknowledgement Guidance](https://www.gaidhlig.scot/wp-content/uploads/static/acknowledgement-guidance.pdf) | |
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| 1. **Fiosrachadh sam bith eile /** Any further information | |
| **Thoiribh fios dhuinn air rud sam bith eile a tha sibh airson a ràdh mu dheidhinn na dreuchd no airson taic a chur ris an iarrtas agaibh. Ma tha sibh air faidhlichean-taic a bharrachd a chur ris an iarrtas, nach bheir sibh iomradh orra an seo.**  Please let us know if there is anything else you would like to tell us about your project or to support your application. If you have included any additional documents to support your application please provide an overview of these here. | |
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| 1. **Dearbhadh** / Confirmation | |
| **Tha mi a’ dearbhadh gu bheil mi air stiùireadh na maoine a leughadh agus gu bheil am fiosrachadh a thug mi seachad san fhoirm seo ceart cho fhad ’s as aithne dhomh agus gu bheil cead agam às leth na buidhne agam an t-iarrtas seo a chur a-steach.**  **Tha mi a’ tuigsinn gun cleachd Bòrd na Gàidhlig am fiosrachadh san fhoirm seo** [**a rèir na h-Aithris Prìobhaideachd aige**](https://www.gaidhlig.scot/wp-content/uploads/2018/08/Fiosrachadh-Pr%C3%ACobhaideach-ri-linn-Sgeamaichean-Maoineachaidh.pdf)**, agus gum faodadh seo a bhith a’ gabhail a-steach fiosrachadh pearsanta (mar a tha air a mhìneachadh fo Achd Dìon Dàta 2018 agus fon Riaghailt Choitcheann airson Dìon Dàta (GDPR)), gus dèiligeadh ris an iarrtas seo airson tabhartas. Ma shoirbhicheas leis an iarrtas agaibh, dh’fhaodte cuideachd gun tèid am fiosrachadh a chleachdadh ann a bhith a’ dèanamh cinnteach gun tèid teirmichean agus cumhachan a’ chùmhnaint maoineachaidh a choileanadh agus gun tèid cumail ri dleastanasan laghail.**  **Tha mi a' tuigsinn gum feum Bòrd na Gàidhlig cumail ri Achd Saorsa an Fhiosrachaidh (Alba) 2002, agus mar sin dh'fhaodadh gum feum sibh fiosrachadh a tha co-cheangailte ris an iarrtas seo fhoillseachadh gu poblach mura h-eil bacadh sònraichte air.**  **Tha mi a’ tuigsinn ma thèid aontachadh taic-airgid a thoirt dhan phròiseact gum faod Bòrd na Gàidhlig fios mun phròiseact a shealltainn an cois fiosrachaidh a thèid fhoillseachadh mu thabhartasan a thugadh seachad, a’ gabhail a-steach ainm na buidhne agus an t-sùim a fhuair iad.** | I confirm that I have read the fund guidelines and that the information provided on this form is correct to the best of my knowledge and that I am authorised on behalf of my organisation to make this application.  I understand that Bòrd na Gàidhlig will use information provided on this form in line [with its privacy notice](https://www.gaidhlig.scot/wp-content/uploads/2018/08/Fiosrachadh-Pr%C3%ACobhaideach-ri-linn-Sgeamaichean-Maoineachaidh.pdf), which may include personal data (as defined by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR)), for the purposes of processing this application for assistance. Where the application is successful, information may also be used to manage the funding contract terms and conditions as well as comply with legal obligations.  I understand that Bòrd na Gàidhlig is subject to the Freedom of Information (Scotland) Act 2002, and therefore may be required to make information relating to this application publicly available unless it is subject to an exemption.  I understand that if funding is agreed for this project that Bòrd na Gàidhlig may include this project in information published about grants awarded, including the organisation’s name and the amount awarded. |

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| **Neach-dearbhaidh** / Signatory | |
| **Ainm /** Name |  |
| **Ainm-sgrìobhte /** Signature |  |
| **Ceann-latha /** Date |  |

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| **Cead margaidheachd (neo-riatanach) /** Marketing consent (optional) | | | | | |
| **Bu thoigh leam fiosrachadh iomchaidh fhaighinn tro phost-d a chuidicheas mi le bhith a’ ruith na buidhne agam, fiosrachadh mu sgeamaichean coltach ris an fhear a chuir mi a-steach air a shon, no mu phròiseactan no iomairtean eile às am faodadh mi fhìn no a’ bhuidheann agam buannachdan fhaighinn. Tha mi tuigsinn gun urrainn dhomh an cead seo a thoirt air falbh aig àm sam bith.**  I would like to receive information by email that is relevant to helping me manage my organisation, similar schemes, and other projects or initiatives that may be of benefit to me or my group. I understand that I can withdraw this consent at any time. | | | | |  |
| **Ciamar a chuala tu mu dheidhinn na maoine seo? (neo-riatanach) /** How did you hear about this fund? (optional) | | | | | |
| **Meadhanan sòisealta**  Social media | **Pàipear-naidheachd**  Newspaper | **Cuairt-litir post-d**  Email newsletter | **Beul air bheul**  Word of mouth | **Eile (Leig fios càite)**  Other (Tell us where) | |
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