

Stiùireadh Sgeama Oifigearan Gàidhlig 2022/23 Gaelic Officers Scheme 2022/23 Funding Guidelines

Mu dheidhinn na Maoine

'S e maoin ùr a th' anns an Sgeama Oifigearan Gàidhlig aig Bòrd na Gàidhlig airson taic a chumail ri buidhnean gu coimhearsnachd airson obair leasachaidh Gàidhlig a dhèanamh.

Thathar a' cur fàilte air iarrtasan bho buidhnean treas-roinn a tha airson dreuchd ùr a stèidheachadh, no airson sìneadh a thoirt air dreuchd leasachadh Gàidhlig.

Tha sinn gu sònraichte airson taic a chumail ri dreuchdan ann an coimhearsnachdan no roinnean far a bheil solar nas lugha de dh'oifigearan leasachaidh Gàidhlig an taca ri coimhearsnachdan is roinnean eile. [Gheibhear mapa an seo](#) le fiosrachadh air far a bheil oifigearan air am maoineachadh le airgead Bhòrd na Gàidhlig mar-thà.

Anns an iarrtas agaibh, tha sinn airson 's gum mìnich sibh mar a bhios am pròiseact agaibh a' freagairt air na h-amasan seo, a' cur taic ris [an iomairt #cleachdi againn](#), agus a' cumail taic ris na prìomhachasan ro-innleachdail ann am [Plana Corporra Bòrd na Gàidhlig 2018-23](#):

- Barrachd dhaoine a' cleachdadh agus a' faighinn buannachd às a' Ghàidhlig aig an obair, aig an taigh agus sa choimhearsnachd
- Barrachd chothroman aig daoine na sgilean Gàidhlig aca a leasachadh aig aois sam bith
- Barrachd dhaoine ann an Alba deimhinneach mu chànan is cultar na Gàidhlig

Feumaidh gach pròiseact a gheibh taic a bhith a' leantainn lagh is stiùireadh bho Riaghaltas na h-Alba a thaobh sgaoilidhean a' choròna-bhiorais fad na h-ùine, agus bu chòir iarrtasan cuideachd a bhith mothachail air cuingealachaidhean a dh'fhaodadh a bhith ann ri linn sgaoilidhean a' choròna-bhiorais.

Ann a bhith a' measadh an iarrtais agaibh, bidh sinn a' coimhead gu sònraichte air:

- Mar a tha an t-iarrtas a' sealltainn feum airson na dreuchd
- Dè cho soilleir is a tha an t-iarrtas a thaobh obair a bhios an t-oifigear ris agus dè a' bhuidhe a bhios ann dhan choimhearsnachd/gnìomhachas

About the Fund

Bòrd na Gàidhlig's Gaelic Officers scheme is a new fund to support organisations to employ an officer to undertake Gaelic development work.

Applications are welcomed from third-sector organisations looking to create a new post, or to extend an existing Gaelic development post.

We are particularly looking to support officer posts in communities or sectors which currently have a comparative lack of provision in terms of Gaelic development officers. A map showing the location of existing Gaelic officers that Bòrd na Gàidhlig funds [can be found here](#).

In your application we expect you to expand on how your project meets these aims, supports our initiative #cleachdi and supports the strategic priorities in [Bòrd na Gàidhlig's Corporate Plan 2018-23](#):

- More people are using and benefiting from Gaelic at work, at home and in the community
- Opportunities for people to develop their Gaelic skills at any age have increased
- More people in Scotland are positive about Gaelic language and culture

All projects that receive support must comply at all times with laws and guidance from the Scottish Government relating to coronavirus outbreaks, and applications should consider restrictions that may be in place due to coronavirus outbreaks.

In assessing your application, we will be primarily looking at:

- How your application demonstrates a need for the post
- How clearly your application defines what the officer will work on, and what the impact will be for the community/sector
- How your proposed post would fill a gap in existing Gaelic development provision (either in terms of a

- Mar a bhios an dreuchd a tha sibh a’ moladh a’ lìonadh bèarn ann an solar leasachadh na Gàidhlig an-dràsta (a thaobh coimhearsnachd no gnìomhachas), no far a bheil an t-iarrtas ann airson sineadh a thoirt air dreuchd a th’ ann mar-thà, fianais air buaidh na dreuchd gu ruige seo is planaichean airson leudachadh is neartachadh na buaidh seo san àm ri teachd
- Comas na buidhne agaibh stiùir is taic a chumail ris an oifigeir gu soirbheachail
- Neart nam planaichean agaibh gus buaidh obair an oifigeir a mheasadh
- Luach an airgid a tha ga shealltainn leis a’ phròiseact

Gheibhear stiùireadh nas mionaidiche air mar a thèid iarrtasan a mheasadh [air làrach-lìn Bòrd na Gàidhlig](#).

community or sector), or where the application is for the continuation of an existing post, the evidence of the post’s impact to date and plans to expand and enhance this impact in future

- The ability of your organisation to manage and support the officer successfully
- The strength of your plans to assess the impact of the officer’s work
- The value for money demonstrated by the project

Detailed guidance as to how applications will be assessed can be found [on Bòrd na Gàidhlig’s website](#).

Riaghailtean airson Phròiseactan

Project Requirements

Co dh’fhaodas tagradh a chur a-steach?

Tha a’ mhaoin seo fosgailte do bhuidhnean san treas roinn a tha ag obair ann an Alba. Chan fhaod buidhnean poblach, ùghdarrasan ionadail no Buidhnean Com-pàirteach Lìbhrigidh Bhòrd na Gàidhlig iarrtas a chur a-steach leis gun urrainn dhaibh iarrtas a chur a-steach tro sgeamaichean eile aig Bòrd na Gàidhlig, ach tha fàilte air na buidhnean seo airgead maidsidh a chur a-steach a dh’ionnsaigh iarrtasan bho carthannasan.

Chan fhaod buidhnean ach aon iarrtas a chur a-steach dhan chuairt maoineachaidh seo (airson aon dreuchd).

Dè eile a thathar a’ sùileachadh?

Thathar a’ sùileachadh gum bi oifigearan ag obair a dh’ionnsaigh pròiseact no gnìomhan buidhne a thèid a libhrigeadh tro mheadhan na Gàidhlig.

Feumaidh sibh dreach tuairisgeul-obrach a chur a-steach còmhla ris an iarrtas airson gearr-iomradh a thoirt seachad air gnìomhan a bhios an t-oifigeir a’ coileanadh is na sgilean/comasan a tha riatanach.

Feumaidh a h-uile dreuchd a thèid a mhaoineachadh tron sgeama seo a bhith air an sanasachd le Gàidhlig mar sgil riatanach is feumar neach fileanta sa Ghàidhlig a chur dhan dreuchd.

Feumaidh an t-iarrtas agaibh cur an cèill gu soilleir dè na toraidhean is buaidh a bhios ann aig deireadh ùine an tabhartais.

Who can apply?

This fund is open to third-sector organisations operating in Scotland. Public bodies, local authorities and Bòrd na Gàidhlig Delivery Partners cannot apply through this scheme as such organisations can apply through other Bòrd na Gàidhlig schemes, however match funding from these organisations towards applications from charities are welcomed.

Organisations may submit a maximum of one application in this funding round (for one post).

What else is expected?

Officers will be expected to work towards delivery of a project or functions of an organisation that will be delivered through the medium of Gaelic.

A draft job description must be submitted along with the application to show a summary of tasks the officer will undertake, and the skills/abilities required.

All positions funded through this scheme must be advertised as Gaelic-essential roles and a fluent Gaelic speaker appointed.

Your application must clearly define what the outcome and impact will be at the end of the funded period.

Clàr-ama a' Phròiseict

Thathar a' cur fàilte air iarrtasan a chumas taic ri dreuchdan a mhaireas suas ri 12 mìosan, is faodar taic a shireadh airson dreuchdan làn-thìde no pàirt-thìde.

Thathar an dùil, ma tha sibh soirbheachail leis an iarrtas agaibh, gum bi cuideigin san dreuchd (no sìneadh air dreuchd a th' ann a-cheana) ro 1 Lùnastal 2022 (ach bidh sùbailteachd ann mura h-eil fastadh dhan dreuchd soirbheachail).

Dè na cosgaisean a gheibh taic?

'S e £250,000 am buidseat ris a bheilear an dùil airson an sgeama seo. Faodar iarrtasan airson pròiseactan a chur a-steach airson suas ri **£40,000** agus feumaidh buidhnean airgead suas ri **co-dhiù 20%** de chosgaisean a chur a-steach (is faodaidh seo gabhail a-steach taic-airgid bho thùsan eile, leithid bhuidhnean poblach/ùghdarrasan ionadail).

Faodar taic a shireadh airson tuarastal, cosgaisean ceangailte (m.e. Àrachas Nàiseanta, peinnsein, cosgaisean stiùiridh) agus buidseat an oifigeir airson pìosan obrach a leasachadh no a libhrigeadh.

Tha cosgaisean neo-ionmhasail/saor-thoileach ceadaichte mar phàirt de chosgaisean iomlan a' phròiseict (a' gabhail a-steach ùine stiùiridh airson taic a chumail ris an oifigeir, cosgaisean rianachd/IT msaa.)

Bu chòir dhuibh dèanamh cinnteach nach eil pàirt sam bith eile de bhuidseat a' phròiseict air a mhaoinachadh tro sgeamaichean maoineachaidh eile aig Bòrd na Gàidhlig, a' Mhaoin Choimhearsnachdan Gàidhlig aig Fearann Coimhearsnachd Alba no [Buidhnean Com-pàirteach Lìbhridh Bhòrd na Gàidhlig](#).

Bu chòir gach pròiseact a tha a' pàigheadh thuarastalan no cìsean dhan fheadhainn a tha a' libhrigeadh a' phròiseict a bhith a' pàigheadh co-dhiù [Tuarastal Bith-beò na h-Alba \(a tha £9.90 san uair an-dràsta\)](#) agus bhiomaid a' sùileachadh gum biodh buidhnean soirbheachail a' leantainn [poileasaidh "Obair Chothromach" Riaghaltas na h-Alba](#).

Ma tha an t-iarrtas agaibh soirbheachail, mar as tric gheibh sibh 80% den tabhartas iomlan a chaidh aontachadh aig toiseach a' phròiseict, leis an 20% mu dheireadh air a phàigheadh às dèidh dhuibh aithisg adhartais iomchaidh a thoirt seachad.

Project Timeframe

Applications are welcome for posts that will last for up to 12 months, and support can be requested for posts that are full-time or part-time.

It is expected that if your application is successful that a person must be in post (or the extension of the current post begins) by 1 August 2022 (although discretion will be provided in the event that recruitment is unsuccessful).

What costs are supported?

The estimated budget allocated to this fund is £250,000. Applications may be made for up to a maximum of **£40,000** and organisations must contribute **at least 20%** of total costs (which can include match funding from other sources, including from public bodies/local authorities).

Support can be requested for salary, on-costs (e.g. National Insurance, pension costs, management costs) as well as a budget related to the officer to develop or deliver work.

In-kind/volunteer costs are permitted as part of a contribution towards total project costs (including management time to support the officer, IT/admin costs etc.)

You must ensure that no other part of the project's budget is funded by money from other Bòrd na Gàidhlig funding schemes, Community Land Scotland's Gaelic Communities Fund or [Bòrd na Gàidhlig's Delivery Partners](#).

All applications must budget for a salary that is at least the [Scottish Living Wage \(currently £9.90 per hour\)](#) and all successful organisations will be expected to adhere to [the Scottish Government's "Fair Work First" policy](#).

If your application is successful, you will typically receive 80% of the total approved funding amount after signing and returning the funding agreement, with the final 20% payable on submission of a satisfactory progress report.

Ag aithneachadh taic

Mar bhuidheann poblach, tha e cudromach dhuinn gu bheil fios aig a' phoball air mar a tha sinn a' cleachdadh an cuid airgid againn, is mar sin tha e cudromach gu bheil sibh ag aithneachadh gun tug Bòrd na Gàidhlig taic-airgid dhan phròiseact agaibh (far a bheil sin iomchaidh). Bidh sinn a' faighneachd san fhoirm-iarrtais mar a bhios sibh an dùil seo a dhèanamh tron phròiseact ma tha an t-iarrtas agaibh soirbheachail.

Airson tuilleadh fiosrachaidh, nach toir sibh sùil air an [Stiùireadh Aithneachaidh](#) is [Stiùireadh Brann](#) air an làrach-lìn againn.

Sgrùdadh is measadh air a' phròiseact

Ma tha an t-iarrtas agaibh soirbheachail, bidh agaibh ri sgrùdadh is measadh a dhèanamh air mar a thèid am pròiseact agaibh a libhrigeadh agus a' bhuaidh aige a shealltainn san aithisg dheireannaich.

Aig a' char as lugha, bidh sinn ag iarraidh oirbh clàradh cia mheud duine a tha a' gabhail pàirt sa phròiseact agus faighneachd de chom-pàirtichean (no sampall de na chom-pàirtichean airson tachartasan/pròiseactan mòra) mar a bha am pròiseact na bhuannachd dhaibh a thaobh:

- Cothroman Gàidhlig a chleachdadh nas trice
- Leasachadh nan sgilean Gàidhlig aca
- Piseach a thoirt air an sunnd aca

Thèid iarraidh oirbh san fhoirm-iarrtais mar a bhios sibh an dùil sgrùdadh a dhèanamh air a' phròiseas, mar a bhios sibh a' measadh an robh am pròiseact soirbheachail is mar a bhios sibh a' trusadh fiosrachaidh bho chom-pàirtichean.

Gheibhear teamplaid airson aithisg dheireannaich na phròiseact a bhios sinn ag iarraidh ort lionadh [air làrach-lìn a' Bhùird](#) neo le bhith a' cur post-d gu tabhartas@gaidhlig.scot

Àrainneachd, Co-ionannachd, Iomadachd & Inghabhalachd

Tha dleasan aig Bòrd na Gàidhlig gus cur air adhart deagh chleachdadh ann a bhith:

- A' lùghdachadh buaidh air an àrainneachd
- A' brosnachadh co-ionannachd chothroman do dhaoine le feart dìonta a rèir Achd Co-Ionannachd 2010
- A' brosnachadh chothroman do dhaoine òga a tha, no a tha air a bhith, fo chùram a rèir Achd na Cloinne is nan Daoine Òga (Alba) 2014

Acknowledgment

As Bòrd na Gàidhlig is a public body, it is important that the public knows where our funding is spent. This is why it is important that you acknowledge regularly that Bòrd na Gàidhlig provided funding for your project. We will ask you in the application how you will acknowledge our support throughout the project if your application is successful.

For further information please read our [Acknowledgement Guidance](#) and our [Brand Guidance](#) on our website.

Project monitoring and evaluation

If your application is successful you will need to monitor and evaluate your project delivery and show the impact of the project in the final report.

At a minimum we will ask all projects to note how many people take part in the project and to ask participants (or a sample of participants for large events/projects) how the project benefitted them in terms of:

- Their opportunity to use Gaelic more often
- Developing their Gaelic skills
- Improving their wellbeing

In the application form we'll ask you how you intend to monitor the project, how you'll assess whether the project is successful, and how you will gather feedback from participants.

A template for the final project report we'll ask you to complete [can be found on Bòrd na Gàidhlig's website](#) or upon emailing tabhartas@gaidhlig.scot

Environment, Equalities, Diversity & Inclusion

Bòrd na Gàidhlig has a responsibility to promote good practice in:

- Reducing impact on the environment
- Promoting equality of opportunity for those with a protected characteristic under the Equalities Act 2010
- Promoting opportunities for young people who are, or have been, in care under the Children and Young People (Scotland) Act 2014

Bu mhath leinn gum bi na buidhnean is pròiseactan a tha a' faighinn maoin eachadh bhuainn cuideachd a' cur ris na h-amasan seo, is bidh sinn ag iarraidh oirbh san fhoirm-iarrtais mar a tha sibh an dùil gum bi am pròiseact agaibh a' dèanamh seo.

Airson tuilleadh fiosrachaidh, nach leugh sibh fiosrachadh tro na ceanglaichean gu h-ìosal:

- [Fiosrachadh air àireamhachadh is lùghdachadh eimiseanan carbon bho Creative Carbon Scotland](#)
- [Fiosrachadh mu na feartan dìonnte a rèir Achd Co-Ionannachd 2010](#)
- [Mu dheidhinn Pàrantan Corporra & Ro-innleachd is Plana Gniomha Bhòrd na Gàidhlig airson Pàrant Corporra 2018-2021](#)

We would like the organisations and projects that we fund to also consider how their work can contribute to these aims and will ask in the application form how your proposed project will seek to do so.

For further information, please consult the links below:

- [Information on how to calculate and reduce carbon emissions via Creative Carbon Scotland](#)
- [Information about the protected characteristics under the Equalities Act 2010](#)
- [About Corporate Parenting & Bòrd na Gàidhlig's Corporate Parenting Strategy & Action Plan 2018-2021](#)

A' cur iarrtas a-steach

Bu chòir dhuibh bruidhinn ri Bòrd na Gàidhlig cho luath 's as urrainn ma tha ceistean agaibh mu dheidhinn a' phròiseict no iarrtas agaibh air post-d gu tabhartas@gaidhlig.scot.

Tha am foirm-iarrtais ri fhaighinn ann an [cruth Word](#) agus [cruth PDF](#).

Nuair a tha sibh a' cur an iarrtais a-steach, feumaidh sibh na **sgriobhainnean-taic riatanach** a leanas a chur còmhla ris (no ceangal thuca a thoirt dhuinn):

Riatanach

- Dreach tuairisgeul-obrach airson na dreuchd
- Bonn-stèidh no Meòrachan agus Artaigilean Companaidh
- Na Cunntasan Bliadhnaile mu dheireadh (no 3 cunntasan-banca mu dheireadh, no mas e buidheann ùr a th' annaibh, litir bhon bhanca a' dearbhadh gu bheil cunntas agaibh air fhosgladh)
- Poileasaidh Dìon Chloinne no Barantachaidh (ma tha dùil gum bi an t-oifigeair ag obair air pròiseactan far am bi clann an sàs)
- Liosta de bhuill a' bhùird no comataidh

Air am moladh (ma tha iad rim faighinn)

- An Aithisg Bhliadhnaile mu dheireadh
- Poileasaidh Gàidhlig
- Poileasaidh Co-ionannachd Chothroman
- Poileasaidh no aithris àrainneachd

Feumaidh cunntas-banca san RA a bhith aig a' bhuidheann agaibh cuideachd, fo ainm a' bhuidheann, nuair a tha sibh a' cur an iarrtais a-steach.

Submitting an application

You should talk to Bòrd na Gàidhlig as soon as possible if you have any questions about your project or application via email at tabhartas@gaidhlig.scot.

The application form is available in [Word format](#) or [PDF format](#).

When submitting your application, you must include (or provide a link to) the **required supporting documents**, as follows:

Essential

- A draft job description for the post
- Constitution or Memorandum and Articles of Association
- Most recent annual accounts (or the 3 most recent bank statements, or if a new organisation, a letter from your bank confirming that you have opened an account)
- Child Protection or Safeguarding policy (if the officer will be expected to undertake projects that work with children)
- List of board or committee members

Recommended (if available)

- Latest annual report
- Gaelic policy
- Equal opportunities policy
- Environmental policy or statement

It is also essential that your organisation has an active UK bank account, in the name of the organisation, at the time of applying.

Mur eil na sgrìobhainnean a bharrachd a tha a dhìth air an cur a-steach còmhla ri iarrtas bidh an t-iarrtas neo-cheadaichte agus cha tèid a mheasadh.

Feumaidh iarrtasan a bhith aig Bòrd na Gàidhlig tro phost-d **ro 3f air Dimàirt 15 Gearran 2022**. Cha tèid beachdachadh air iarrtasan a thig a-steach às dèidh a' chinn-uidhe sin ach ma tha cead air toirt seachad bho oifigearan Bhòrd na Gàidhlig ro làimh ann an sgrìobhadh.

Cuimhnichibh, dh'fhaodadh gun iarr Bòrd na Gàidhlig tuilleadh fiosrachaidh no soilleireachadh air a' phròiseact bhuaibh às dèidh dhuibh iarrtas a chur a-steach.

Applications which do not provide the required supporting documents will be declared ineligible and will not be assessed.

Applications must be submitted to Bòrd na Gàidhlig by email no later than **3pm on Tuesday 15 February 2022**. Applications submitted after this deadline will not be considered except if prior permission has been provided in writing by Bòrd na Gàidhlig officers.

Please note, Bòrd na Gàidhlig may request additional information or clarification of project details after the application has been submitted.

Mar a nì sinn measadh air an iarrtas

Gheibh sibh fios bho Bhòrd na Gàidhlig taobh a-staigh 2 latha-obrach a' dearbhadh gun d' fhuair sinn an t-iarrtas agaibh. Mur am faigh sibh an dearbhadh seo taobh a-staigh dà latha-obrach, cuiribh fios gu tabhartas@gaidhlig.scot gus dearbhadh gun deach an t-iarrtas agaibh fhaighinn.

An uair sin thèid sgrùdadh a dhèanamh air iarrtasan le oifigearan Bhòrd na Gàidhlig gus dearbhadh gu bheil iad a' leantainn riaghailtean na maoine agus a thoirt seachad fiosrachadh a tha a dhìth. Ma thathar den bheachd nach eil an iarrtas agaibh ceadaichte, thèid iarraidh oirbh seo a chur ceart taobh-a-staigh 10 làithean-obrach no gun tèid an iarrtas agaibh a dhiùltadh.

Thèid gach iarrtas ceadaichte air a mheasadh le pannail de dh' oifigearan aig Bòrd na Gàidhlig a rèir [an stiùireadh-measaidh](#), agus bidh iad a' moladh iarrtasan dhan Sgioba Stiùiridh airson aontachadh.

Thèid innse dhuibh mu cho-dhùnaidhean air an iarrtas agaibh tràth sa Mhàirt 2022.

How we will assess your application

You will receive an acknowledgment within 2 working days to confirm that Bòrd na Gàidhlig have received your application. If you do not receive this confirmation within two working days, please email tabhartas@gaidhlig.scot to ensure your application has been received.

Bòrd na Gàidhlig officers will then screen applications to ensure they comply with the rules of the fund and have provided necessary information. If your application is deemed ineligible, you will be asked to correct this within 10 working days, or your application will be declined.

All eligible applications will be assessed by a panel of Bòrd na Gàidhlig officers according to [the assessment guidance](#), and they will recommend to the Senior Management Team which applications to approve.

You will be informed of the result of your application in early March 2022.

Tuilleadh fiosrachaidh

Airson tuilleadh fiosrachaidh mun a' mhaoin seo, tadhail air [làrach-lìn Bòrd na Gàidhlig](#) no cuiribh fios gu tabhartas@gaidhlig.scot.

Gheibhear fiosrachadh mu [phrìobhaideachd a thaobh ar sgeamaichean maoineachaidh air an làrach-lìn againn](#).

More information

For more information about this fund, please visit the [Bòrd na Gàidhlig website](#) or contact Bòrd na Gàidhlig at tabhartas@gaidhlig.scot.

Privacy information [relating to our funding schemes can be found on our website](#).