

Stiùireadh air am foirm-iarrtais pròiseactan Colmcille 2023/24 Colmcille 2023/24 project application form guidance

'S e stiùireadh a bharrachd a tha seo airson pròiseactan fon sgeama Colmcille 2023/24 air na tha Bòrd na Gàidhlig sùileachadh mar freagairtean airson gach ceist san foirm-iarrtais.

This document provides extra guidance as to what Bòrd na Gàidhlig expect as answers to questions in the application form for the projects under the Colmcille 2023/24 funding scheme.

Tha sinn a' moladh gu mòr gu bheil sibh leughadh [stiùireadh na maoin](#) cuideachd airson fios fhaighinn air na riaghailtean airson na sgeama. Faodaidh sibh cuideachd [stiùireadh-measaidh a leughadh](#) a tha toirt fios seachad air mar a thèid an iarrtas agaibh a mheasadh.

We strongly recommend reading the [general fund guidance](#) also to find out about the rules of the scheme. You can also view [assessment guidance](#) which details how your application will be assessed.

Bu chòir dhuibh iarrtas a chur a-steach tro phortal iarrtasan Fluxx aig [bng.fluxx.io](#), is feumaidh sibh an iarrtas a chur a-steach do Bhòrd na Gàidhlig ro **3f air Diardaoin 16 Gearran 2023**.

Applications should be submitted via our Fluxx application portal at [bng.fluxx.io](#) and the application must be submitted to Bòrd na Gàidhlig by **3pm on Thursday 16 February 2023**.

Comhairle san fharsaingeachd

General guidance

Tha stiùireadh fhaclan ann airson a' mhòr-chuid de na ceistean gus beachd a thoirt dhuibh air an uiread mion-fhiosrachaidh a dh'fheumas sibh a thoirt seachad. Ma tha e nas fhasa faodar puingean peileir a chleachdadh gus gearr-chunntas a dhèanamh air bhur freagairt, ach dèanaibh cinnteach gu bheil fiosrachadh gu leòr air innse.

There are word guidelines for most of the questions to help guide how much detail you need to provide. If it is easier to use bullet points to summarise your answer feel free to do so but ensure that there is enough detail provided.

Cuirear fàilte air tagraidhean ann an Gàidhlig no Beurla, ged a tha sinn gur brosnachadh tagradh a dhèanamh sa Ghàidhlig mas urrainn dhuibh.

Applications are welcomed in Gaelic or English, although we'd encourage you to apply in Gaelic if you can.

Ma tha ceist sam bith agaibh mu gin de na ceistean, no ma tha feum agaibh air tuilleadh taic le bhith a' lionadh an fhoirm iarrtais, cuiribh fios thugainn aig tabhartas@gaidhlig.scot agus nì sinn ar dìcheall bhur cuideachadh.

If you have any queries about any of the questions, or require further support with completing the application form, please feel free to get in touch with us at tabhartas@gaidhlig.scot and we will do our best to assist you.

Geàrr-iomradh air a' phròiseict

Summary of the project

Ainm a' phròiseict

Project name

Is e seo an t-ainm bu chòir a bhith againn air bhur pròiseact. Tha e nas fheàrr ainm goirid ach dealbhach a thaghadh a chuireas an cèill na tha sibh an dòchas a choileanadh. Cha leig e leas gur e seo an t-ainm a bhios agaibh nuair a bhios am pròiseact a' ruith, ach ma shoirbhicheas leis an tagradh agaibh is e seo a chleachdas sinn nuair a bhios sinn a' foillseachadh fiosrachadh.

This is what we should call your project. It's best to choose a succinct but descriptive name that captures what you hope to achieve. This doesn't have to be the final name you use when the project is running, but if your application is successful this is what we shall use when publishing information.

Gearr-iomradh air a' phròiseict

Tha sinn a' coimhead airson gearr-chunntas goirid air na tha am pròiseact agaibh a' dèanamh, dè a nì sibh agus na choileanas sibh. Bu chòir seo a bhith cho goirid 's a ghabhas gus sealltainn dhuinn gu bheil lèirsinn shoilleir ann airson a' phròiseict agus mar a bheir e buannachd do chleachdadh no ionnsachadh na Gàidhlig.

Project summary

We are looking for a quick summary of what your project is about, what you will do and what you will achieve. This should be as succinct as possible to show us that there's a clear vision for the project and how it will benefit Gaelic usage or learning.

Càite am bi am pròiseact a' tachairt?

Tha sinn airson faighinn a-mach càite an tachair gnìomhachd a' phròiseict, agus bu chòir a bhith cho sònraichte 's as urrainn dhuibh aig an ìre seo (m.e. Talla-baile Steòrnabhagh, air-loidhne tro Zoom, ionadan air feadh Ghlaschu msaa) Leigidh seo leinn barrachd fhaighinn a-mach mu na coimhearsnachdan a bhios a' gabhail pàirt anns a' phròiseact agaibh.

Where will the project take place?

We want to know where the activity of the project will happen, and for you to be as specific as you can be at this stage (e.g., Stornoway Town Hall, online via Zoom, venues across Glasgow etc.) This lets us know more about the communities that will be taking part in your project.

Clàr-ama

Tha sinn airson faighinn a-mach cuin a bhios a' gnìomhachd a' tachairt. Tha e cudromach gum bi am pròiseact a' freagairt ri clàr-ama na maoinne – ma tha latha tòiseachaidh a' phròiseict ro thràth is dòcha nach bi ùine gu leòr agaibh airson bhur pròiseact a dhealbhadh stèidhichte air tabhartas sam bith a bheir sinn seachad, agus ma tha an deireadh ro fhadalach is dòcha nach bi sinn comasach air taic a thoirt don phròiseact sa chuairt maoinneachaidh seo. Bidh sinn cuideachd a' cleachdadh an latha crìochnachaidh gus dearbhadh cuin a bu chòir dhuibh an aithisg dheireannach agaibh a chur a-steach. Bu chòir dhuibh a bhith reusanta leis a' chlàr-ama agus dèanamh uiread feum de chlàr-ama na maoinne 's a dh'fheumas sibh gus am pròiseact a lìbhrigeadh gu soirbheachail.

Timeline

We want to know when the activity will take place. It's important that the project fits within the timeline of the fund – if the project start date is too early you might not have enough time to plan your project based on any award we provide, and if the end date is too late we might not be able to support the project in this funding round. We also use the end date to determine when you should send in your final report. We encourage you to be realistic with the timeline and make as much use of the timeline of the fund as you might need to deliver the project successfully.

Cia mhead seisean, tachartas, clas?

Mas e ruith sreath de thachartasan, chlasaichean no gnìomhachd eile a th' anns a' phròiseact agaibh, tha sinn airson faighinn a-mach co mhead a tha sibh an dùil a chumail tro bheatha a' phròiseict (m.e. 1 clas san t-seachdain = timcheall air 35 clas).

Bheir seo beachd dhuinn air co mhead gnìomh a bhios a' dol air adhart leis a' mhaoineachadh againn ma tha an tagradh agaibh soirbheachail.

How many sessions, events, classes?

If your project is about running a series of events, classes or other activities, we want to know how many you expect to hold through the life of the project (e.g., 1 class per week = approx. 35 classes).

This gives us an idea of how many activities will take place with our funding if your application is successful.

Pròiseact ùr no leantainneach

Mas e leantainn air pròiseact a tha sinn air a mhaoineachadh roimhe seo a th' ann is urrainn dhuinn adhartas a mheasadh gu ruige seo, agus tha sinn an-còmhnaidh a' coimhead airson pròiseactan a bhith a' coileanadh barrachd gach bliadhna gus an urrainn dhuinn luach an airgid nas fheàrr fhaighinn. An seo bu chòir dhuibh innse dhuinn mar a dh'ionnsaich sibh bho ìrean nas tràithe den phròiseact agus mar a choileanas sibh barrachd am-bliadhna.

New or continuation project

If this is a continuation of a project we've previously funded we can assess progress so far, and we're always looking for projects to achieve more each year so we can achieve better value for money. Here you should let us know how you have learned from previous phases of the project and how you will achieve more this year.

Prìomhachasan na sgeama

Seo far an urrainn dhuibh barrachd innse dhuinn mun phròiseact agaibh agus mar a tha e a' freagairt ris na tha sinn a' sireadh. Faodaidh sibh gach fear de na h-amasan maoinne a fhreagairt fear mu seach no freagairt a thoirt dhaibh uile còmhla, a rèir dè as fheàrr leibh. Chan fheum bhur pròiseact gach amas maoinne a choileanadh. Ann an cuid de shuidheachaidhean tha e nas fheàrr aon amas a choileanadh gu h-iomlan seach beagan anns gach amas, ach feuchaibh ri beachdachadh an urrainn dhuibh cur ri uiread de na h-amasan sa ghabhas.

Cuimhnichibh coimhead ris [a' Phlana Chorporra 2018-23](#) againn agus na h-amasan a th' againn mar bhuidheann, leis gu bheil sinn nas dualtaiche pròiseactan a mhaoineachadh a tha gu soilleir gar cuideachadh gus na toraidhean sin a libhrigeadh.

Faodaidh freagairtean an seo a bhith suas ri 500 facal, ach faodaidh sibh mìneachadh mar a choileanas sibh amasan na maoinne tro phuingean peileir no le bhith a' ceangal sgrìobhainn taice eile ma tha sin nas fhasa.

Priorities of the fund

This is where you can tell us more about your project and how it fits with what we are looking for. You can answer each of the fund aims one-by-one or answer them all together, depending on what you prefer. Your project doesn't need to fulfil all of the aims of the fund, in some instances it is better to fulfil one aim very well rather than a bit from each aim, but try to consider if you can contribute to as many of the aims as possible.

Remember to consult our [Corporate Plan 2018-23](#) and the aims that we have as an organisation, as we're more likely to fund projects that clearly help us deliver those outcomes.

Answers here can be up to 500 words, but if it's easier to outline how you meet the aims of the fund through bullet points or by linking to another supporting document please feel free to do so.

A' libhrigeadh is sgrùdadh a' phròiseict

Sgioba a' phròiseict

Tha sinn airson faighinn a-mach cò a bhios an sàs sa phròiseact agus fianais fhaicinn gum faod iad na tha sibh an dùil a dhèanamh a libhrigeadh gu soirbheachail. Tha eòlas sam bith air libhrigeadh pròiseict na bhuanachd, agus b' fheàrr leinn gum biodh na tachartasan air an stiùireadh le daoine a tha fileanta sa Ghàidhlig no Gaeilge gus dèanamh cinnteach gu bheil cleachdadh na chànanan cho math 's a ghabhas. Ma tha sibh airson tuilleadh fiosrachaidh a thoirt seachad na ghabhas a thoirt seachad anns an fhreagairt an seo, smaoinich air pàipearan fa leth a chur an cois an iarrtas.

Delivering and monitoring the project

Project team

We want to know about who'll be involved in the project and see evidence that they can successfully deliver what you are setting out to do. Any previous experience of project delivery is a bonus, and ideally, we'd like to know that the events will be led by fluent Gaelic or Irish speakers to ensure usage of the languages is as high as possible. If you'd like to provide further information than can be provided in the answer here, consider attaching separate documentation.

Dè an uiread den phròiseact a tha a' gabhail àite sa Ghàidhlig/Gaeilge?

Tha sinn ag iarraidh beachd air an uiread gum bi gnìomhachd a' phròiseict a' tachairt tro mheadhan na Gàidhlig no Gaeilge, ma gheibh e maoinneachadh. Tha sinn a' tuigsinn nach urrainn, ann an cuid de shuidheachaidhean, a h-uile càil tachairt anns a' Ghàidhlig no sa Ghaeilge, ach is e amas na maoinne cleachdadh na chànanan seo a mheudachadh far an gabh sin dèanamh.

How much of the project takes place in Gaelic/Irish?

We want an idea of how much the project activity will take place through the medium of Gaelic or Irish if it is funded. We appreciate in some circumstances not everything can take place in Gaelic or Irish, but the aim of the fund is to maximise usage of these languages wherever possible.

Sgrùdadh is Measadh a' phròiseict

Project monitoring & evaluation

Co mheud neach a ghabhas pàirt?

Bu mhath leinn beachd fhaighinn air co mheud neach a bhios a' libhrigeadh no a' gabhail pàirt sa phròiseact gus tuigse fhaighinn air meud. Le 'libhrigeadh a' phròiseict' tha sinn a' ciallachadh neach sam bith a tha an sàs ann an eagrachadh no ruith eileamaidean den phròiseact (a' gabhail a-steach rianachd, oideachadh, luchd-ealain msaa) agus le 'gabhail pàirt' tha sinn a' ciallachadh an fheadhainn a gheibh buannachd bhon phròiseact (m.e. oileanaich air turas clas, luchd-èisteachd, daoine a' frithealadh clas Gàidhlig). Tha sinn a' tuigsinn gur e tuairmse a bhios an seo ann an cuid de chùisean, ach bidh an tomhas as fheàrr agaibh feumail.

How many people will take part?

We'd like an idea of how many people will be delivering or taking part in the project to give us a sense of scale. By delivering the project we mean anyone who is involved in organising or running elements of the project (including admin, tuition, artists etc.) and by participating we mean those that receive the benefit of the project (e.g. students on a class trip, audience members, people attending a Gaelic class). We understand this will be an estimate in some cases, but your best guess will be helpful.

Mar a nì sibh measadh air an obair agaibh

Bidh sinn ag iarraidh air a h-uile pròiseact measadh a dhèanamh air adhartas às dèidh dha tighinn gu crìoch, mar sin an seo bu mhath leinn beachd fhaighinn air mar a nì sibh measadh air an adhartas agaibh fhad 's a tha am pròiseact agaibh a' dol air adhart. Faodaidh sibh targaidean a shuidheachadh aig an ìre seo, no a ràdh dè an toradh no na builean a tha sibh an dùil a thig às.

Ma shoirbhicheas leis an tagradh agaibh, nì sinn coimeas eadar an t-adhartas agaibh aig deireadh a' phròiseict agus na bha sibh an dòchas a choileanadh.

How you will assess your work

We ask all projects to evaluate progress after project completion, so here we'd like an idea of how you will assess your progress as your project develops. You can set targets at this stage, or say what result or outcomes you expect will happen because of it.

If your application is successful, we'll compare your progress at the end of the project to what you hoped to achieve here.

Mar a chruinnicheas sibh fios air ais

Tha e cudromach dhuinn gum bi sibh a' tional fios air ais bho chom-pàirtichean a' phròiseict a thaobh mar a bhrosnaich am pròiseact iad gu bhith a' cleachdadh no ag ionnsachadh na Gàidhlig, gus am bi fios againn gu bheil na pròiseactan a tha sinn a' maoineachadh a' coileanadh ar n-amasan agus airson barrachd fhaighinn a-mach mu na rudan a bu chòir dhuinn a mhaoineachadh san àm ri teachd. An seo bu mhath leinn gun innseadh sibh dhuinn ciamar a nì sibh conaltradh le com-pàirtichean (tro shuirbhidhean, buidhnean fòcais no foirmean fios-air-ais mar eisimpleir) agus mar a gheibh sibh am fiosrachadh sin thugainn. Bu chòir seo bhur cuideachadh le bhith a' dealbhadh pròiseactan san àm ri teachd.

How you will gather feedback

It's important to us that you gather feedback from project participants as to how the project encouraged them to use or learn Gaelic, so that we know that the projects we fund are achieving our aims and to know more about what things we should fund in future. Here we'd like you to let us know how you will engage with participants (through surveys, focus groups or feedback forms for example) and get that information for us. This should also help you plan for projects in the future.

Ionmhais

Finance

Cosgaisean iomlan

Dè cosgais iomlan a' phròiseict agaibh, a' toirt a-steach cosgaisean agus taic neo-airgeadach uile. Bheir seo beachd dhuinn air meud a' phròiseict agaibh.

Total costs

What will be the overall cost of your project, including all costs and in-kind support. This gives us a sense of the scale of your project.

Iarrtas maoineachaidh

Is e seo an t-suim a tha sibh ag iarraidh bho Bhòrd na Gàidhlig agus na chleachdas sinn gus an tagradh agaibh a mheasadh. Cuimhnichibh nach urrainn dhuinn ach suas ri 80% de chosgaisean iomlan a' phròiseict no £5,000 a mhaoineachadh, mar sin dèanaibh cinnteach gu bheil an t-suim seo nas ìsle na 80% den t-suim san ceist roimhe no dh'fhaodadh gun tèid an tagradh agaibh a dhiùltadh gun mheasadh. Mar as ìsle an àireamh sa cheud de na cosgaisean iomlan a dh'iarras sibh is ann as fheàrr.

Funding request

This is the sum that you are requesting from Bòrd na Gàidhlig and what we will use to assess your application. Remember that we can only fund up to 80% of total project costs or £5,000, so make sure this sum is lower than 80% of the sum in the previous question or your application might be rejected without assessment. The lower the percentage of total costs that you request the better.

Teachd-a-steach/cosgaisean

An seo tha sinn airson barrachd fhaighinn a-mach mu na diofar rudan air a bheil dùil agaibh airgead a chosg, agus cò às a thig maoineachadh. Tuigidh sinn gum faod sin atharrachadh thar ùine, ach mas urrainn dhuibh a bhith cho sònraichte 's a ghabhas cuidichidh sin sinn le bhith a' measadh an tagraidh. Tha taic neo-airgeadach ceadaichte, agus ma tha rudeigin ann a tha air a thoirt seachad mar thabhartas neo-airgeadach (leithid ùine shaor-thoileach) bu chòir luach airgid seo a chur anns na colbhan teachd-a-steach agus caiteachais gus am bi iad a' maidseadh. Tha e cudromach gum bi an caiteachas agus an teachd-a-steach iomlan a tha san amharc ionann, leis nach urrainn dhuinn barrachd maoineachaidh a thoirt seachad na thèid iarraidh agus ma tha pròiseact a' coimhead mar nach biodh teachd-a-steach gu leòr aige chan urrainn dhuinn taic a thoirt dha nas motha. Ma tha e nas fhasa dhuibh cruth eadar-dhealaichte a chleachdadh (leithid cliath-dhuilleag Excel) faodaidh sibh sin a chleachdadh an àite a' chlàir an seo.

Income/expenditure

Here we want to know more about the different items you are expecting to spend money on, and where funding will come from. We understand that these can change over time, but if you can be as specific as you can that will assist us in assessing the application. In-kind support is allowed, and if there is something that is being contributed as in-kind (such as volunteer time) we'd ask you to include the monetary value of this in both the income and expenditure columns so that they match up. It's important that the planned total expenditure and planned total income are the same, as we can't provide more funding than is required and if a project looks as though it will not have enough income we can't support it either. If it's easier for you to use a different format (such as an Excel spreadsheet) you can use this instead of the table here.

Notaichean air a' bhuidseat

Ma tha dad ann a bu mhaith leibh innse dhuinn no mìneachadh a bharrachd mun bhuidseat nach deigheadh sa chlàr leigibh fios dhuinn an seo.

Notes on the budget

If there's anything you would like to let us know or explain further about the budget that couldn't fit on the table please let us know here.

Àrainneachd, Co-ionannachd, Iomadachd & Inghabhalachd

Mar bhuidheann phoblach tha e mar dhleastanas oirnn seasamhachd àrainneachd a bhrosnachadh, cho math ri cothroman do dhaoine òga a tha, no a bha, fo chùram agus dèanamh cinnteach gu bheil pròiseactan fosgailte do dhaoine de gach cùl-raon.

Anns a' cheist seo tha sinn airson gun smaoinich sibh air mar a bheireadh bhur pròiseact buaidh air na trì raointean sin agus dè as urrainn dhuibh a dhèanamh gus cuideachadh.

Gheibh sibh tuilleadh a-mach bho [Creative Carbon Scotland](#) mu mar as urrainn dhuibh bhur sgaoilidhean carboin a lùghdachadh, agus innealan airson mion-sgrùdadh agus aithris a dhèanamh air oidhirpean na buidhne agaibh.

Environment, Equalities, Diversity & Inclusion

As a public body we have a duty to promote environmental sustainability, opportunities for young people who are, or have been, in care and to ensure projects are open to people of all backgrounds.

In this question we want you to consider how your project would impact on these three areas and what you can do to help.

You can find out more from [Creative Carbon Scotland](#) about how to reduce your carbon emissions and tools for analysing and reporting on your organisation's efforts.

Gheibh sibh tuilleadh a-mach mu na dleasan againn gu taic a thoirt do chlann a tha, no a bha, fo chùram air làrach-lìn [Pàrant Corporra](#).

You can find out more about our duties to support children who are, or have been, in care on the [Corporate Parenting website](#).

Gheibh sibh teampalaid de phoileasaidh Co-ionannachd, Iomadachd & In-ghabhalachd [air làrach-lìn ACAS an seo](#).

You can find a template Equality, Diversity and Inclusion policy [on ACAS' website here](#).

A' toirt aithne do thaic maoinachaidh

Acknowledging funding support

Mar bhuidheann phoblach tha e cudromach dhuinn gu bheil fios aig a' mhòr-shluagh càite bheil ar maoinachadh ga chaitheamh, agus is ann air sgàth sin a tha e cudromach gun comharraich sibh, far a bheil sin iomchaidh, gun tug Bòrd na Gàidhlig maoinachadh don phròiseact agaibh. An seo tha sinn ag iarraidh oirbh mìneachadh mar a tha sibh am beachd seo a dhèanamh (agus tha stiùireadh coileanta ri fhaighinn anns an Stiùireadh Aithneachaidh againn a thaobh na tha sinn a' dùileachadh).

As a public body it's important to us that the public know where our funding is spent, and that's why it's important that you acknowledge where appropriate that Bòrd na Gàidhlig provided funding for your project. Here we're asking for you to explain how you intend to do this (and comprehensive guidance is available in our Acknowledgment Guidance as to what we'd expect).

Barrachd fiosrachaidh

Further information

Ma tha dad sam bith eile a bu mhath leibh innse dhuinn mun pròiseact agaibh no a bu mhath leibh soilleireachadh san tagradh, faodaidh sibh am bogsa seo a chleachdadh. Chan fheum sibh seo a dhèanamh, agus faodaidh uiread de dh'fhiosrachadh a bhith ann 's a ghabhas. Cuimhnichibh, ma tha sibh airson sgrìobhainnean taice eile a chur ris an tagradh, faodaidh sibh iad sin a chur suas san earrann sgrìobhainnean aig deireadh am foirm.

If there's anything else you would like to tell us about your proposed project or to clarify in the application you can use this box. You don't need to complete this, and can include as much info as possible. Remember that if you want to include other supporting documents that these can be uploaded in the documents section at the end.

Dearbhadh

Confirmation

Tha an earrann seo ann airson dearbhadh gu bheil sibh air riaghailtean na sgeama a' leantainn is gu bheil sibh riaraichte leis mar a thèid am fiosrachadh agad a chleachdadh.

This section is to ask you to confirm that you have complied with the rules of the scheme and that you are satisfied with how your information will be processed.

Feumaidh sibh gabhail ris a seo no chan urrainn dhuinn an iarrtas agad a mheasadh.

You must confirm this, or we will be unable to assess your application.

Ma tha ceist sam bith agaibh mu gin de na ceistean, no ma tha feum agaibh air tuilleadh taic le bhith a' lionadh an fhoirm iarrtais, cuiribh fios thugainn aig tabhartas@gaidhlig.scot agus nì sinn ar dicheall bhur cuideachadh.

If you have any queries about any of the questions, or require further support with completing the application form, please feel free to get in touch with us at tabhartas@gaidhlig.scot and we will do our best to assist you.