

ARFOR PROGRAMME

Grants to Support the Use of the Welsh Language in Business on Anglesey



Creu Gwaith - Cefnogi'r Iaith



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL



Guidance Notes

Updated 13.08.2020

Guidance for the Anglesey ARFOR Grants

Background

The ARFOR programme operates across Anglesey, Gwynedd, Ceredigion and Carmarthenshire, and involves a combination of local plans and activities across the four areas.

It is an experimental scheme which aims to create more and better jobs in the strongholds of the Welsh language and support the growth of the language.

The programme has four key aims : -

- promote enterprise and support business growth in areas with a high proportion of Welsh-speakers
- secure better and better-paid jobs to retain local people in these areas and encourage those who have left Anglesey to return
- **promote the value of bilingualism and the Welsh language in businesses**
- **encourage businesses and people who move to Welsh speaking areas to value and make use of the Welsh language**

More information is available on the website: <https://www.rhaglenarfor.cymru/>

Arfor Schemes on Anglesey

This guidance relates to the language funding pot set up through the Arfor scheme on Anglesey only. Any investment will need to be completed and claimed before the end of the current programme in December 2020.

Language Fund - A fund to support businesses to make the Welsh language more visible / audible within their businesses, e.g. signage, bilingual menus, materials, staff skills, events etc. Grants up to £2,000 may be awarded to fund up to 80% of eligible costs.

Business Fund – This fund has come to an end.

Objectives

Applicants who submit bids for support through the Arfor fund should be able to contribute towards one or more of the objectives below:

- supporting economic growth in Welsh speaking areas
- Promoting the use of the Welsh language and bilingualism in business, by introducing or developing Welsh in the business

Who is eligible?

The Language pot above will be open to any financially viable business which is trading or intends to trade and which meets the definition of a Small to Medium-sized Enterprise (less than 250 staff and an annual turnover of less than £50 million), including:

- Limited companies
- A Community Interest Company
- Sole traders
- Trading arms of Registered Charities

What is eligible?

Arfor cannot fund the purchase of property / land, or statutory activities. See below examples of potentially eligible items and services:

- Language Training
- Introduce, adapt or improve the use of Welsh in the business

An officer within Menter Iaith Môn can provide further advice on the types of items and services which should qualify.

Does my business need a Welsh language assessment?

Yes, all prospective applicants must have a Welsh language assessment completed. You will be referred to an officer from Menter Iaith Môn who will complete the Welsh language assessment with you.

Who makes the decisions?

A Grants Panel will meet regularly to assess applications to the fund, and make recommendations on these.

An independent officer from Menter Iaith Môn (not the officer who advised on your application) will verify whether or not the applications are eligible. The panel will comprise officers from Anglesey County Council and Menter Môn.

The panel may ask for further information or clarification before being able to make a decision. If your application is not successful, an Officer from Menter Iaith Môn may be able to help you to revise your application, taking the panel's comments into consideration. Unless there are basic eligibility issues, will be able to submit a revised application if you wish, which will be subject to the same assessment procedure.

If the application is successful, how will the funding be obtained?

If successful, an offer letter will be sent for your attention which gives a full explanation on how to claim the funds. **Do not order or pay for anything before you receive and return the offer letter.** You must purchase and pay for items and services before you will be able to claim any grant. Remember to ensure that your cash-flow is sufficient to pay, and that you submit your claim (with evidence of the expenditure - a copy of the invoice and bank statement showing the payment), for your claim to be processed and for the Arfor funds to reach your bank.

Do not pay for anything with cash. If you wish to use a credit card, a copy of the card's statement will be required in order to show the payment.

Will I be monitored?

Should your application be successful, you will be monitored closely in order to :

- ensure that the grant is being spent on what was approved
- ensure that the project is proceeding / has happened in accordance with this
- ensure that grant funded items remain in place / use
- to ensure that Arfor grants achieve their purpose
- to collect information regarding the activities and outputs from the grant

NB - this may be in the form of a visit at short notice by a representative of either Isle of Anglesey County Council, Welsh Government of Menter Iaith Môn/Menter Môn, in order to examine your bursary at any time during which your initiative takes place, or following its completion.

If Menter Iaith Môn / Menter Môn, Isle of Anglesey County Council or Welsh Government is of the view that the money has not been spent in accordance with the purpose agreed, or if the project is markedly different to what was permitted, it is possible that the grant, or a relevant proportion of it will be reclaimed.

You will be monitored for up to 2 years after the grant is paid to you.

Do I need to obtain competitive prices for each item?

You are required to follow the guidelines on inviting quotations when seeking prices for individual items/services within your plan, and to include all the evidence with your application.

Quotation requirements
One written quotation for each item

You are required to note the details of each item bought with grant support.

Additional Information about the Arfor Language Fund.

- Every applicant must be prepared to commit to equal opportunities in terms of language, race, sex, sexual orientation, belief, age or, as far as is practicable, disability.
- There can be no payment / contribution for work that has already begun, nor equipment that has already been purchased.
- No support will be provided for: sustaining a business as it is, renewing existing equipment, implementing change in order to comply with legislation or regulations.
- The grant cannot be used to fund any statutory activity.
- You will have to declare that you have not received more than €200,000 in support from the European Commission ("de minimis") over a three-year period.
- All grant recipients must be economically and financially viable. Anglesey County Council, or Menter Môn (as its agent), retains the right to investigate the credit status of any grant recipient through a Credit Reference Agency. This instruction may be given in response to a specific enquiry, or on the basis of random checks.
- You must create and maintain an inventory of all goods purchased with grant support, along with a record of all serial numbers or other identifiers where relevant. A copy of this list must be submitted with your grant claim.
- Any grants awarded must be spent and claimed in full by the end of December 2020.
- Every grant will be conditional upon fulfilling any statutory requirements (such as planning permission, food & environmental regulations, licensing requirements) and providing evidence that the applicant has obtained all relevant rights and permissions eg from the property owner.
- We cannot support projects, organisations, businesses, or activities that conflict with the Welsh Government's Arfor funding eligibility conditions (copy available on request), or conflict with Welsh Government or Anglesey County Council policies or regulations.
- Arfor grant recipients must acknowledge the support from Arfor in related publicity.
- It is expected that all successful applicants will prepare and provide evidence of any outputs / outcomes from the Arfor supported project.

- You will be required to complete and return an evaluation form about the Arfor grant received and an officer will contact you about this.