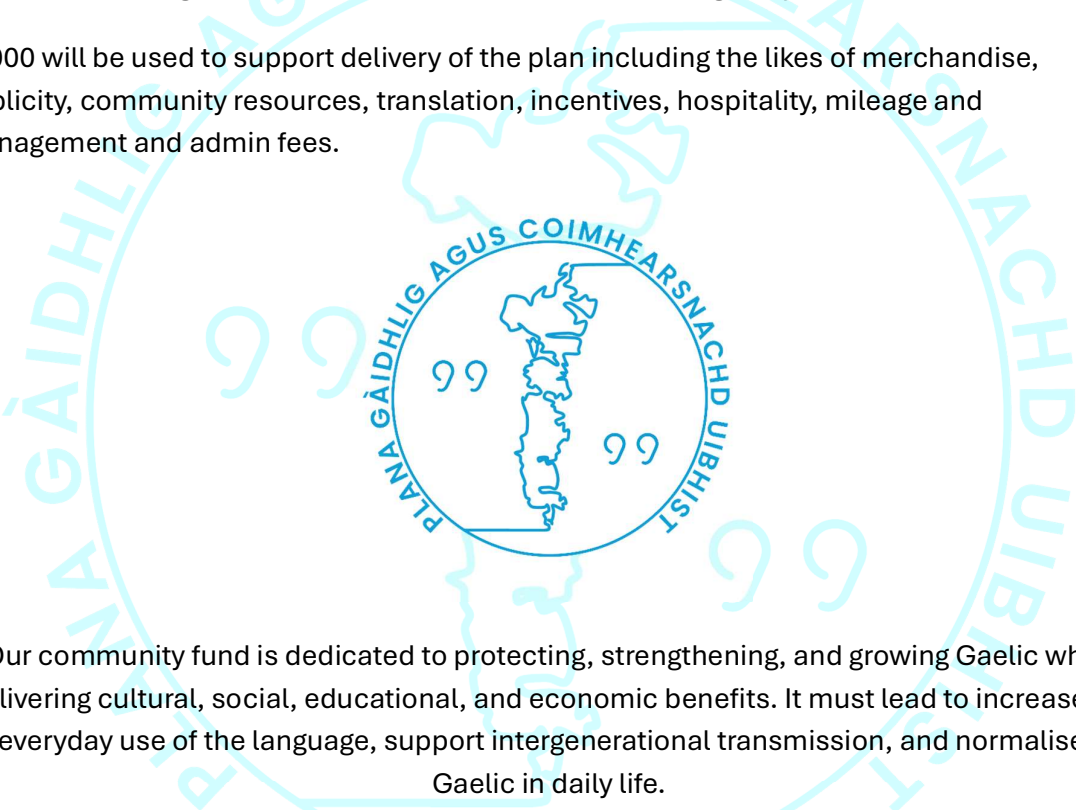


# **Maoin Plana Gàidhlig Uibhist Application Guidance Notes**

Plana Gàidhlig Uibhist has been awarded a total of £30,000 by Bòrd Na Gàidhlig to advance its aims and objectives and to support the delivery of the actions set out in the Uist Gaelic and Community Plan.

Of this allocation £24, 000 will be used to deliver the Gaelic Uist Plan Community Fund – *Maoin Plana Gàidhlig Uibhist*. Community members and groups across Uist are invited to submit applications for initiatives and projects that will protect, strengthen, and promote the growth of Gaelic, in line with the fund’s eligibility criteria.

£6000 will be used to support delivery of the plan including the likes of merchandise, publicity, community resources, translation, incentives, hospitality, mileage and management and admin fees.



Our community fund is dedicated to protecting, strengthening, and growing Gaelic while delivering cultural, social, educational, and economic benefits. It must lead to increases in everyday use of the language, support intergenerational transmission, and normalises Gaelic in daily life.

Our fund strengthens community identity and pride, encourages local ownership of initiatives in partnership with national bodies such as Bòrd Na Gàidhlig, and builds confidence among speakers and learners.

Our fund can empower local groups, widen participation, and support education and skills development. At the same time, it stimulates local economic activity, attracts further investment, and supports sustainable community development.

Ultimately, it enables the practical delivery of our local language plan and creates long-term structures for sustained growth — placing resources directly in the hands of our community to shape the future of Gaelic.



## Maoin Plana Gàidhlig Uibhist

### Terms and Conditions

If you accept a grant from Maoin Plana Gàidhlig Uibhist, it will be on the understanding that you have agreed the following general terms and conditions, which will apply for a period of two years from the date of the final release of grant, unless otherwise stated:

1. Payment of grant is conditional on confirmation that all the funding for the project has been secured, and that our funding is sufficient to meet the actual costs of the project.
2. No changes to the project will be made without our agreement. You must also inform us immediately of any proposed change relating to grant expenditure or the organisation. You must also inform us of any changes to the project even if you have not yet drawn down any grant.
3. You must provide information to enable us to prepare a project completion form, this will take place at the end of your project as indicated on your application.
4. You should keep accurate and comprehensive financial records of the spending for the project and provide these when the project completion form is being prepared at the end of the project. The grant should also be specifically acknowledged within your annual accounts for the year in which it was received.
5. We will use your name in our publicity material, along with images and some project information such as available through case studies. You consent to the use of this information which will be used purely for promotional purposes in accordance with any reasonable requests that you may make, for example, to protect confidential or sensitive details.
6. Any part of the grant that is not required for the purpose approved must be refunded to us.
7. We reserve the right to withhold a grant or require repayment if: we find that any false information is supplied deliberately; the work undertaken is not the work for which the grant was approved (and if we have not been informed of and approved these changes);

your organisation becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose.

8. We expect you to operate with good management practice and a commitment to Equal Opportunities principles and practices in relation to your workers, volunteers and users.
9. We expect that you will have public liability insurance if you are holding events that are open to the public.
10. We expect that you will have a Safeguarding and Safety Policy if you are working with children.
11. We reserve the right to share the information you have provided with relevant parties (e.g. OSCR) where appropriate. This will be in accordance with our Privacy Policy, a copy of which can be provided on request.

We will sometimes add additional conditions to an individual grant to take account of circumstances. These will be included in the grant offer letter.

You will need to sign one copy of these terms and conditions and return it to us; this will act as confirmation that the money will be spent on the purpose approved.

Grant Ref:

Organisation:

Name:

Position:

Signed:

Date:

Please retain one copy for your records and return one signed copy to us.

[ceiteag@ceolas.co.uk](mailto:ceiteag@ceolas.co.uk)

Useful Information



Awards	<p>Small awards: up to £500 which will be scored and approved by two members of the assessor's panel . Money can be paid in full ahead of project. Open all year 100% funded ahead of project</p> <p>Large awards: Over £500 will be scored and agreed by assessor panel of 4. Agreed stages of payment may be required. Open all year</p> <p><i>A cap may be put on the amount of projects receiving funding linking to one of these three priorities Youth, Heritage and Workplace if there is significant demand levels</i></p>
Criteria for applications	<p>To be eligible for funding, the application must directly link to the primary aims of the Uist Gaelic and Community Plan, which are protecting, growing and strengthening Gàidhlig in Uist. The application must demonstrate the project will do at least one of the following :</p> <ul style="list-style-type: none"> <li>• Increase the use of spoken Gaelic</li> <li>• Increase the amount of Gaelic heard</li> <li>• Increase the visibility of Gaelic</li> <li>• Support social wellbeing through Gaelic-rich activities within the community</li> <li>• Support the expansion of Gaelic usage in the workplace</li> <li>• Bring benefits that impact on young people and families</li> </ul>
Linking to the plan	<p>Groups will tick on a database each of the actions contained within the Uist Gaelic and Community plan the application links to.</p>
Who will be eligible?	<ul style="list-style-type: none"> <li>• community organisations</li> <li>• charities</li> <li>• social enterprises</li> <li>• sole traders</li> <li>• individuals</li> <li>• limited companies.</li> </ul>
Expressions of interest	<p>Potential applicants should arrange an initial expression of interest meeting with the Gaelic Plan Officer in order to gain approval to submit an application in line with the required criteria and to receive access to the PGCU database link. Support to complete the application will be offered.</p> <p>The Plana Gàidhlig agus Coimhearsnachd Uibhist steering group recommends that applicants seek joint funding or include an income stream for projects, to ensure best value from the Plana Gàidhlig Uibhist grant.</p>

Application form	<ul style="list-style-type: none"> <li>The application form is available on the website <a href="https://gaidhliguibhist.scot/">https://gaidhliguibhist.scot/</a></li> <li>A word copy can be issued on request.</li> </ul>
What will not be eligible for funding	<p>The funding cannot be used</p> <ul style="list-style-type: none"> <li>for capital costs (such as buildings, vehicles, or other high-cost equipment).</li> <li>projects that do not link to the plan</li> <li>Activities or items already funded by <b>Bòrd na Gàidhlig</b>.</li> <li>Salaries</li> <li>Ongoing day to day running costs</li> </ul> <p><b>Money can not be paid into a personal bank account.</b></p>

## Maoin Plana Gàidhlig Agus Coimhearsnachd Uibhist Governance Guidance

### How will your application be assessed?

Projects must have clear and measurable outcomes and deliver on at least one of the actions contained in the Uist Gaelic and Community Plan.

Organisations should ensure they can tick more than one action in the PGCU data base.

Assessment of applications under £500 will be based on the following three key criteria as well as the ability to deliver outcomes that will meet the priorities listed above. A scoring matrix will be used by two members of the independent assessment panel to inform decisions.

<b>Usage</b>	Will an award of funding help to build confidence and normalise the use of Gaelic?
<b>Visibility</b>	Will an award of funding increase the visibility and audibility of Gaelic in everyday life?
<b>Evidence of benefit</b>	Do the expected benefits of the project submitted link to actions within the Uist Gaelic and Community Plan?

Assessment of applications above £500 will be based on above three key criteria and the additional criteria below. A scoring matrix completed by any 4 members of the independent assessment panel will be used to inform decisions.

<b>Organisation and capacity to deliver the project to completion</b>	Does the organisation have a range of members, experienced personnel/team to take the project through to completion, a previous track-record, good community engagement and a sustainable operating model with income generating potential?
<b>Value for Money</b>	Do the costs involved appear to be proportionate to the benefit/
<b>Families and young children</b>	Will the project benefits positively impact young people and families?
<b>Gaelic in the workplace</b>	Will the project support the expansion of Gaelic usage in the workplace?

The score that an application needs for us to fund it will vary depending on the amount and quality of the applications we receive, expected benefits and the amount of monies available at the time. Each application will be assessed on its own merits and the amount of grant awarded may differ from the amount applied for. Applications will be assessed by the

The evaluation panel consists of members of the community.

Eligibility of assessor panel members

- Strong connection to Uist
- Willing to Commit to supporting the primary objectives of the Uist Gaelic and Community Plan
- Experience on managing a non-domestic budget in a professional or voluntary capacity

Applications will be accepted at any time throughout the year. Decision can be expected within 10 days after application.

### **How will an application be made?**

Applications will be accepted via the online application or as a Word documents via email to [ceiteag@ceolas.co.uk](mailto:ceiteag@ceolas.co.uk)

### **What happens to an application?**

The assessment panel will score the application under the criteria laid out in the terms and conditions.

Funding decisions will be made known to the applicant by e-mail or phone call.

Any application in which inaccurate information is given will be rescinded

### **How will the grant be paid out?**

Grants will be paid into the Bank account via BACS detailed in the application form applicants will be informed by e-mail.

### **What are the conditions of the grant award if an applicant is successful?**

If your application is successful, you will be sent an offer by email containing all relevant information on payment and monitoring of the scheme grant.

This offer will be a legal contract, and the conditions of this contract must be adhered to. Any portion or all the grant may be rescinded or recalled if any of the terms or conditions of the contract are infringed on.

All spending must be approved in advance. No grants will be paid retrospectively

# Appendix 1

## Key Elements of Good Governance in place

### 1. Clear Purpose and Direction

- Defined mission and objectives
- Activities aligned with the charity's purpose
- A simple strategic overview

### 2. Strong Leadership and Oversight

- Governance provided by a steering group of appointed Gaelic ambassadors
- Clear roles and responsibilities
- Regular meetings with recorded decisions

### 3. Financial Accountability

- Proper budgeting and financial controls provided by Ceòlas staff
- Accurate record-keeping
- Transparent reporting to Bòrd na Gàidhlig

### 4. Legal and Ethical Compliance

- Compliance with relevant charity laws
- Conflict-of-interest policy in place
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### 5. Transparency and Accountability

- Open communication with stake holders and beneficiaries
- Reporting on how funds are used
- Willingness to be evaluated and improve

## Appendix 2

- **Why is good governance important to us?**

It matters to us to ensure we

- Provide best value for Gaelic public funding
- Meet the requirements of Bòrd na Gàidhlig
- Protect staff and volunteer
- Maintain public trust
- Ensure ethical and lawful operation

**Person Verification:** To help reduce the risk of fraud we may use the name, home address and date of birth of the named contact in your application, or change of personal details form, to carry out some basic identity checks. If your named contact change during the life of a grant we may conduct the same checks on these people. We cannot make a grant or make grant payments to your organisation unless we can verify your named contact.

### **What Does the Uist Gaelic and Community Plan officer expect from an Organisation Applying to the Maoin Plana Gàidhlig Uibhist ?**

When applying for the Maoin Plana Gàidhlig Uibhist, it is expected your organisation or project will be well organised, transparent, and properly managed.

#### **Key Expectations**

- **Read Everything Carefully**  
Make sure you fully understand the guidance notes, application form, and terms and conditions.  
Accepting a grant is a legally binding agreement, so you must know what is required.
- **Complete Forms Correctly**  
Fill in all forms clearly and accurately.  
Use consistent names and addresses.  
Forms must be completed by your organisation, not a third party.
- **Use the Correct Organisation Address**  
Provide your current registered address

- **Maintain Correct Bank Details**

Bank account details must match those in your application and personal bank account details will not be accepted

- **Correct Signatories**

Only authorised individuals should sign documents, using their registered legal names.

We acknowledge the support of Bòrd Na Gàidhlig and The Scottish Government in giving us the funding. We also acknowledge and wish to thank Urras Oighreachd Ghabhsainn, Fèisean Nan Gàidheal and The Western Isles Development Trust for sharing their expertise on running a community fund.

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**If You Have Further Questions**

Please contact [ceiteag@ceolas.co.uk](mailto:ceiteag@ceolas.co.uk)

