

FAO:
Responsible Officer



June 2017

Dear Responsible Officer

Welsh Language Support Grant: General and Vocational Qualifications Financial Year 2017-18

This letter is an invitation to submit an Expression of Interest (EOI) for the Welsh Language Support Grant Financial Year 2017-18 for both general and vocational qualifications.

The letter covers:

- Applying for the funding
- Scoring criteria and eligible costs for funding
- The EOI submission process
- The key contacts for Qualifications Wales

Applying for the Funding

Qualifications Wales will only consider applications from recognised awarding bodies. We will not consider multiple applications from any one awarding body under the same category (see below).

We separate applications into two categories:

- For awarding bodies who are looking to **make a qualification available through the medium of Welsh for the first time** and will therefore be awaiting funding before beginning the work:
 - An EOI is compulsory; the submission deadline is **Friday 4 August 2017**;
 - Full applications must be submitted **no later than Friday 20 October 2017**;
 - Claims can only be made for work completed in the 2017-18 financial year;
 - Supporting evidence and invoices must reach Qualifications Wales **no later than Wednesday 21 March 2018**.

- For awarding bodies who **are currently providing Welsh medium assessment** and are seeking financial support for ongoing translation work:
 - An EOI is compulsory; the submission deadline is **Friday 4 August 2017**;
 - Full applications must be submitted no later than **Friday 15 December 2018**;
 - Claims can only be made for work completed in the 2017-18 financial year;
 - Supporting evidence and invoices must be received by Qualifications Wales **no later than Wednesday 21 March 2018**.

You can find more information about this process and the rationale behind it below.

N.B We encourage awarding bodies to submit their application as soon as possible, as the process of reviewing and awarding grants is a rolling one, and begins once the first application is received. Both categories are awarded out of the same fund.

Scoring Criteria and Eligible costs for Funding

We will assess all completed applications against the following key areas:

- **Demand** – Awarding bodies will be expected to provide evidence demonstrating the level of demand/likely demand for the qualification(s).
- **Policy and Initiatives** – Awarding bodies must demonstrate how the Welsh medium provision of the qualification(s) answers specific policies or initiatives.
- **Quality Assurance** – Awarding bodies will be expected to provide evidence of their ability to quality assure their grant activities. Internal Quality Assurance process documents can support this, but will not provide enough detail on their own.
- **Sustainability** – Awarding bodies will be expected to evidence how they plan to support the qualification(s) in the long term.

Funding claimed can be used exclusively for the following purposes:

- Those that are **over and above equivalent English-medium costs**.
 - For example, if printing 500 Welsh-medium examination papers costs £x, whilst adding 500 to the English-medium print run would cost £y, Qualifications Wales will be willing to support the extra costs incurred in printing the Welsh-medium papers i.e. £x-£y.
- Administration costs **which are over and above the equivalent English-medium costs** which may include direct staff costs – editorial officers, subject clerks, word processor operators.

- Translation costs that fall within the range of £70-£90 per 1,000 words, as per the Welsh Government National Procurement Service framework agreement for Welsh translation.
- Translating documents such as (but not limited to) learner case studies, qualification guides and titles, qualification units, marker guidance, learner workbooks, specifications, live assessments, learner responses, learner work.

Expression of Interest Submission Process

We remind awarding bodies wishing to claim for the Welsh Language Support Grant that the submission of an EOI is **compulsory**.

What must be included in the EOI:

- Estimated total costs, for all work that the awarding body wishes to undertake in financial year 2017-18 that is eligible for Welsh Language Support Grant funding.
- Clear indication of the titles of the qualification(s) intended for translation.
- Payment profile(s) that will be made against the claim period(s) outlined below.
- Key contact details for three lead personnel at the awarding body.

Key points for awarding bodies applying to make a qualification available through the Medium of Welsh for the first time:

- An EOI **must** be submitted.
- Application packs will be sent to awarding bodies after the EOI deadline of **Friday 4 August 2017**.
- Deadline for full application submission: **Friday 20 October 2017**.
- Claim period(s): **If claiming below £10,000**, the awarding body must highlight a claim period between November 2017 and March 2018 when they will submit the claim with all accompanying evidence and financials. **If claiming over £10,000**, the awarding body must highlight a maximum of **two** periods between November 2017 and March 2018 when they will submit the claims with all accompanying evidence and financials.
- Awarding bodies are not committed to estimated costs stated in the EOI; however, Qualifications Wales will not expect claims to be significantly higher than estimated.

N.B A claim period is defined as one calendar month. If an awarding body highlights March as one claim period, the period is defined as 1-21 March as per the deadline for all submissions for Financial year 2017-18.

Key points for awarding bodies applying for support with ongoing translation work that they are committed to providing:

- An EOI **must** be submitted. Application packs will be sent to awarding bodies after the EOI deadline of **Friday 4 August 2017**.
- Deadline for full application submission: **Friday 15 December 2017**.
- Claim period(s): **If claiming below £10,000**, the awarding body must highlight a claim period between November 2017 and March 2018 when they will submit the claim with all accompanying evidence and financials. **If claiming over £10,000**, the awarding body must highlight a maximum of **two** claim periods between November 2017 and March 2018 when they will submit the claims with all accompanying evidence and financials.
- Awarding bodies are not committed to estimated costs stated in the EOI; however, Qualifications Wales will not expect claims to be significantly higher than estimated.

Submitting your EOI:

Deadline – Friday 4 August 2017

Please submit your organisation's EOI using the form attached to this letter and send it, using the title ***EOI Welsh Language Support Grant: General and Vocational Qualifications 2017-18***, to:

Qualifications Wales, Q2 Building, Pencarn Lane, Imperial Park, Coedkernew, Newport, NP10 8AR

Or e-mail it to Grants@qualificationswales.org

Qualifications Wales – Key contacts

- Grant Manager – Craig Prosser
- Budget Holder – Daniel Tromans
- Grant Sponsor – Kate Crabtree

Grant Manager

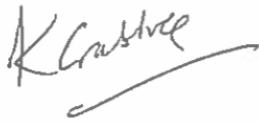
Please direct your queries to the Grant Manager in the first instance:

email: Craig.Prosser@qualificationswales.org

phone: 0333 077 2778

If you would like to contact Qualifications Wales to discuss anything contained within this letter, or the associated documents, then please do so and we will be happy to help.

Kind regards

A handwritten signature in black ink, appearing to read 'K Crabtree', with a long horizontal flourish extending to the right.

Kate Crabtree

Executive Director of Policy and Research, Qualifications Wales