

## Stiùireadh-measaidh Iarrtasan Sgeama Oifigearan Gàidhlig 2025-28 Gaelic Officers Scheme 2025-28 Application Assessment Guidance

### Sgrùdadh ro-mheasaidh air iarrtasan / Pre-assessment application screening

Bu chòir gun tèid gach iarrtas a sgrùdadh mus tèid e airson measadh gus dearbhadh gu bheil e a' leantainn riaghailtean an sgeama mar [a tha ann san stiùireadh](#). Mur eil e a' leantainn nan riaghailtean a leanas, bu chòir gun tèid iarraidh air an neach-iarrtais na mearachdan a cheartachadh ro **10m air Diardaoin 12 Ògmhios 2025** no faodar an t-iarrtas a dhiùltadh gun mheasadh. Bu chòir measadh sònraichte a dhèanamh a bheil an tagradh a' leantainn nan riaghailtean a leanas:

Each application should be screened before assessment to ensure it follows the rules of the scheme set out [in the guidance](#). If it does not follow the rules below, the applicant should be asked to correct any errors by **10am on Thursday 12 June 2025** or the application may be declined without assessment. There should be special assessment whether the application follows the following rules:

- Iarrtas taic-airgid airson £40,000 sa bhliadhna no nas lugha
- Teachd-a-steach agus cosgaisean slàn airson a' phròiseict ri fhaighinn
- Fiosrachadh-taice riatanach air a chur a-steach
- Ainm air a chur ris an iarrtas le neach iomchaidh bhon bhuidhinn is dearbhadh air fhaighinn air coileanadh Obair Chothromach (a' gabhail a-staigh pàigheadh an Fhìor Thuarastail Bith-beò)
- Funding request of £40,000 p.a. or less
- Full projected income and expenditure outlined
- Required supporting documentation submitted
- Application signed by an appropriate person from the organisation and confirmation provided of Fair Work compliance (including payment of the real Living Wage)

### Molaidhean airson sgòradh fa-leth / Individual scoring recommendations

Bu chòir gach ball den phannal nochdadh aig a' chiad chothrom com-pàirt sam bith ann an gin de na h-iarrtasan tron sgeama. Ma tha com-pàirt aig ball ann an gin de na h-iarrtasan, cha bu chòir dhaibh an t-iarrtas sin a mheasadh.

Bu chòir gach ball den phannal na h-iarrtasan a sgòradh ann am Fluxx a rèir an stiùiridh gu h-ìosal. Thathar an dùil gum bi sgòr de **cho-dhiù 60% gu h-iomlan** a dhìth airson iarrtas a bhith airidh air moladh taic-airgid.

Bu chòir gach puing-measaidh a bhith air a sgòradh a-mach à 5, le stiùireadh gu h-ìosal air na tha gach sgòr a' comharrachadh. Ma tha stiùireadh sònraichte ann airson puing-measaidh, bu chòir sin a bhith ga mheas mar phrìomhachas.

Any panel member should register any interest they may have in any of the scheme's application as soon as possible. If a panel member has an interest in any application, they should not assess that application.

Each individual panel member should score applications via Fluxx in accordance with the guidance below. It is expected that a score of **at least 60% overall** will be required for an application to be eligible for a funding recommendation.

Each assessment criteria should be scored out of 5, with guidance below on what each score represents. However, if there is specialist guidance provided then that should be considered as a priority.

| 5                            | 4               | 3           | 2          | 1                       |
|------------------------------|-----------------|-------------|------------|-------------------------|
| Gu math làidir / Very strong | Làidir / Strong | Math / Good | Lag / Weak | Gu math lag / Very weak |

| Buidh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |
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| Inbhe agus freagarrachd na dreuchd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Post suitability and quality |
| <ul style="list-style-type: none"> <li>A bheil an dreuchd a' cumail taic ris na prìomh amasan air an cur an cèill san stiùireadh: <ul style="list-style-type: none"> <li>Cumail taic ri cleachdadh làitheil den Ghàidhlig ann an coimhearsnachdan</li> <li>Leasachadh air cur air dòigh is cur an gnìomh planaichean Gàidhlig coimhearsnachd</li> <li>Cumail taic ri ionadan Gàidhlig is tachartasan annta</li> <li>A' dol an sàs ann an obair ann an com-pàirt eadar buidhnean a tha lìbhrigeadh seirbheisean Gàidhlig</li> </ul> </li> <li>Dè cho soilleir is a tha an t-iarrrtas a thaobh nan gnìomhan is toraidhean a bhios an dreuchd a choileanadh?</li> <li>A bheil an t-iarrrtas a' mìneachadh gu soilleir dè a' choimhearsnachd ris am bi an dreuchd a' frithealadh, is a bheil seo de mheud freagarrach?</li> <li>A bheil an dreuchd a' cumail taic ri amasan eile ann am Plana Corporra Bòrd na Gàidhlig 2023-28 agus/no ann am Plana Nàiseanta na Gàidhlig 2023-28?</li> </ul> |  | <ul style="list-style-type: none"> <li>Is the post supporting the key aims set out in the guidance of: <ul style="list-style-type: none"> <li>Support day-to-day use of Gaelic in communities</li> <li>Further develop the rollout and implementation of community Gaelic language plans</li> <li>Support Gaelic centres and activity within them</li> <li>Engage in partnership working between organisations in delivering Gaelic services</li> </ul> </li> <li>How clearly does the application set out what activities and outcomes the post will deliver?</li> <li>Does the application clearly define the community that the post will serve, and that this is an appropriate size?</li> <li>Does the post support other aims in the <a href="#">Bòrd na Gàidhlig Corporate Plan 2023-28</a> and/or the <a href="#">National Gaelic Language Plan 2023-28</a>?</li> </ul> |                              |
| Buidh sa choimhearsnachd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Community impact             |
| <ul style="list-style-type: none"> <li>A bheil e follaiseach dè an diofar a dh'fhaodadh a bhith ann a thaobh cleachdadh na Gàidhlig sa choimhearsnachd air sgàth obair an oifigeir seo?</li> <li>A bheil an t-iarrrtas a' sealltainn mar a bhios obair an oifigeir a' cur ri gnìomhachd Ghàidhlig.</li> <li>A bheil an t-iarrrtas a' sealltainn mar a bhios atharrachadh bliadhna-air-bliadhna ann mar phàirt den dreuchd?</li> <li>A bheil an dreuchd (ma tha i ann a-cheana) air buaidh a shealltainn sa choimhearsnachd aige a thaobh na Gàidhlig?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |  | <ul style="list-style-type: none"> <li>Is it clear how there will be a change in community Gaelic usage because of the officer's post?</li> <li>Does the application show how it the officer's work will increase Gaelic activity?</li> <li>Does the application show year-on-year change as part of the post?</li> <li>Has the post (if it exists already) shown an impact in its community in terms of Gaelic?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
| Com-pàirteachas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | 15%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Community partnerships       |
| <ul style="list-style-type: none"> <li>A bheil e soilleir san iarrrtas mar a bhios an t-oifigear/buidheann ag obair ann an com-pàirteachas le buidhnean eile sa choimhearsnachd?</li> <li>A bheil e soilleir san iarrrtas mar a bhios an t-oifigear ag obair le oifigearan Gàidhlig eile gu nàiseanta far a bheil seo iomchaidh?</li> <li>A bheil planaichean ann a' bhuidheann seo a bhith ag obair còmhla ri buidhnean eile a tha air iarrrtas a chur a-steach?</li> <li>A bheil a' bhuidheann air sealltainn roimhe gu bheil iad comasach is deònach a bhith ag obair ann an com-pàirteachas le buidhnean eile (a' gabhail a-staigh frithealadh/dol an sàs ann an Lìonra nan Oifigearan Gàidhlig)?</li> </ul>                                                                                                                                                                                                                                                                           |  | <ul style="list-style-type: none"> <li>Does the application clearly show how the officer/organisation will work in partnership with other organisations in the community?</li> <li>Does the application clearly show how the officer will work with other Gaelic officers nationally where appropriate?</li> <li>Are there plans for joint-working between this organisation and other applicant organisations?</li> <li>Has the organisation shown in the past that it is able and willing to work in partnership with other organisations (including attendance/involvement in the Gaelic Officers Network)?</li> </ul>                                                                                                                                                                                                                                                       |                              |

| Lìbhrigeadh              |     | Delivery                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|-----|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comas lìbhrigidh         | 15% | Ability to deliver        | <ul style="list-style-type: none"> <li>Does the application demonstrate that the postholder and their support team has sufficient skills and knowledge to deliver the work effectively?</li> <li>Has the organisation successfully performed Bòrd na Gàidhlig funding contracts previously?</li> <li>How much of the officer's work will be delivered through the medium of Gaelic?</li> <li>Does the officer/line manager/team have good Gaelic ability?</li> <li>Is it clear from the application what the officer's activity will entail?</li> <li>Is the budget reasonable to deliver the project fully?</li> <li>If the organisation has received Bòrd funding previously, have they fulfilled their duties in acknowledging funding?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sgrùdadh is measadh      | 10% | Monitoring and evaluation | <ul style="list-style-type: none"> <li>Are there suitable outcomes defined for the post?</li> <li>Does the applicant have clear and achievable targets that will demonstrate how outcomes will be evaluated?</li> <li>Is it clear how the applicant will collect feedback from the community and how they will use this to impact on their work?</li> <li>Has the organisation performed its duties in terms of returning reports and providing to Bòrd na Gàidhlig for posts/projects that have previously received funding?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ionmhais/Luach an airgid | 20% | Finance/Value for money   | <p><b><i>Mur eil taic-airgid ann bho thùs eile airson na dreuchd cuideachd, 's e 3 an sgòr as àirde.</i></b></p> <ul style="list-style-type: none"> <li>A bheil an t-sùim air iarraidh freagarrach airson dreuchd an oifigeir, uairean san t-seachdain is am prògram a tha iad ag amas lìbhrigeadh?</li> <li>A bheil taic-airgid iomchaidh ann bho thùs eile?</li> <li>A bheil an t-iarrtas a' sealltainn gu bheil nas lugha taic a dhìth an taca ri iarrtasan roimhe / a bheil am buidheann ag amas air an dreuchd àbhaisteachadh taobh a-staigh na buidhne aca?</li> <li>Ma tha taic air iarraidh airson dreuchd a th' ann an-dràsta nach eil air a mhaoineachadh le BnG, a bheil adhbhar freagarrach ann carson a bu chòir taic a chumail rithe?</li> <li>A bheil buidseat airson prògram an oifigeir reusanta is a bheil e ag amas air cosgaisean ìsleachadh far a bheil sin comasach?</li> <li>A bheil e soilleir gu bheil buaidh na dreuchd ann an co-rèir ris an t-sùim air iarraidh?</li> </ul> <p><b><i>If there is no match funding noted for the post, the maximum score is 3.</i></b></p> <ul style="list-style-type: none"> <li>Is the sum requested appropriate for the officer's role, hours per week and the programme they hope to carry out?</li> <li>Is there appropriate match-funding in place from other sources?</li> <li>Does the application show that a reduced level of support is required compared with previous applications / is the organisation trying to mainstream the post?</li> <li>If support is requested for an existing post not funded by BnG, is there good justification for why support should be provided?</li> <li>Is the budget for the officer's programme reasonable and does it look to minimise costs where possible?</li> <li>Is it clear that the post's impact is commensurate with the sum being requested?</li> </ul> |

- Am bi am maoinneachadh seo air a stiùireadh is air a chleachdadh ann an dòigh èifeachdach?

#### Dleastanasan sòisealta

5%

- Dè cho mòr 's a bhios a' bhuaidh aig an dreuchd air an àrainneachd (gu h-àraid a thaobh siubhail)?
- A bheil an t-iarrtas a' sealltainn mar a bhios a' bhuidheann a' gabhail cothrom gus a' bhuaidh air an àrainneachd a lùghdachadh?
- A bheil poileasaidh no aithris àrainneachd aig a' bhuidhinn?
- Am bi obair na dreuchd a' toirt chothroman do dhaoine òga fo chùram agus, ma bhios, dè cho math 's a tha e a' freagairt nam feumalachdan aca?
- A bheil an t-iarrtas a' nochdadh aire air dleastanasan co-ionannachd agus a' toirt chothroman do dhaoine le feartan dìante a bhith a' dol an sàs leis a' Ghàidhlig?

*Mur eil freagairt sam bith ann, thoir seachad sgòr de 1.*

*Ma tha an t-iarrtas a' sealltainn gu bheil iad air aire a thoirt do na ceistean ach nach bi am pròiseact a' tabhann chothroman gu sònraichte a thaobh Pàrantan Corporra is co-ionannachdan, thoir seachad sgòr de 3.*

*Mur eil an t-iarrtas a' beachdachadh air na riatanasan uile a thaobh àrainneachd, co-ionannachd agus Pàrantan Corporra, 's e an sgòr as àirde a dh'fhaodar toirt seachad 4.*

- Will this funding be managed and used effectively?

#### Social responsibilities

- How much of an environmental impact will the post have (particularly with regard to travel)?
- Does the application show how the organisation will attempt to minimise its environmental impact?
- Does the organisation have an environmental policy or statement?
- Will the officer's work provide opportunities for young people in care, and if so, how well does it consider their needs?
- Does the application show awareness of responsibilities in terms of equalities and provide opportunities to engage with Gaelic for people under protected characteristics?

*If no answer is provided score 1.*

*If the application shows appropriate consideration of the questions but that it will not specifically offer opportunities in relation to Corporate Parenting and equalities, then score 3.*

*If the application does not consider all of the environment, equalities and Corporate Parenting the maximum score is 4.*

**Bidh sgòr iomlan an uair sin air a dhèanamh le Fluxx le bhith ag iomadachadh sgòr a-mach à 5 airson gach slat-tomhais le cuideam gach slat-tomhais, agus iad seo a chur còmhla, mar a chithear san eisimpleir gu h-ìosal.**

A final score is then calculated by Fluxx by multiplying each criterion's score out of 5 by the weight of each criteria, and adding these together, as exemplified below:

| Slat-tomhais / Criteria                                                | Sgòr / Score | Cuideam / Weight | Sgòr le cuideam / Weighted score |
|------------------------------------------------------------------------|--------------|------------------|----------------------------------|
| Inbhe is freagarrachd na dreuchd / Quality and suitability of the post | 5/5          | 15%              | 15%                              |
| Buaidh sa choimhearsnachd / Community impact                           | 4/5          | 20%              | 16%                              |
| Com-pàirteachasan coimhearsnachd / Community partnerships              | 3/5          | 15%              | 9%                               |
| Luach an airgid / Value for money                                      | 3/5          | 20%              | 12%                              |
| Comas lìbhrigidh / Ability to deliver                                  | 3/5          | 15%              | 9%                               |
| Measadh is sgrùdadh / Monitoring and evaluation                        | 2/5          | 10%              | 4%                               |
| Dleastanasan sòisealta / Social responsibilities                       | 2/5          | 5%               | 2%                               |
| <b>IOMLAN / TOTALS</b>                                                 |              | <b>100%</b>      | <b>67%</b>                       |

### Measadh mar phannal / Panel assessment

Às dèidh do bhuill a' phannail na h-iarrtasan a mheasadh fa-leth, thig iad còmhla gus aonta a ruighinn air:

- A bheilear a' moladh taic-airgid dhan iarrtas?
  - Ma tha:
    - Dè an t-sùim airgid a thathar a' moladh?
    - A bheil cumhaichean no prìomh chomharran coileanaidh (PCCan) ri mholadh airson an aonta
  - Mura h-eil, carson nach eil an t-iarrtas freagarrach?

Thèid na molaidhean seo, is sgòr iomlan chuibheasach na h-iarrtasan thairis air buill a' phannail, a chur dhan Sgioba Stiùiridh.

After the panel members have assessed each application individually, they will meet to reach an agreement on:

- Whether support is recommended for the application?
  - If so:
    - What sum is being recommended?
    - Are there any conditions or key performance indicators (KPIs) to be recommended for the agreement?
  - If not, why is the application not suitable?

These recommendations, along with the average total score of the application across the panel members, will be put to the Senior Management Team.

**Airson gach iarrtais a tha am pannal-measaidh a' moladh dhan Sgioba-stiùiridh, faodaidh iad moladh gum bithear a' tabhann sùim taic-airgid a tha nas lugha na an t-sùim a chaidh iarraidh chun na h-ìre a tha am pannal den bheachd gum bi an t-sùim:**

- 1) **A' toirt seachad luach an airgid do Bhòrd na Gàidhlig**
- 2) **Fhathast a' leigeil leis a' bhuidhinn an dreuchd a chumail a' dol**

For each application that the assessment panel recommends to the Senior Management Team, they may recommend a funding offer that is lower than the requested sum to the extent that the panel believes the amount provided:

- 1) Delivers value for money for Bòrd na Gàidhlig
- 2) Will still allow the post to continue

### **Co-dhùnidhean Sgioba Stiùiridh / Senior Management Team decision**

Nì an Sgioba Stiùiridh lèirmheas air molaidhean a' phannail is ma tha barrachd taic-airgid air a mholadh do dhreuchdan na tha comasach a thaobh buidseat, bu chòir na molaidhean dhan Bòrd-stiùiridh a bhith air an dèanamh a rèir sgòr iomlan a' phannail agus adhbharan iomchaidh sam bith eile (m.e. dearbhadh gu bheil farsaingeachd de dhreuchdan ann a rèir cruinne-eòlas, farsaingeachd iomchaidh de sheòrsaichean dhreuchdan).

The Senior Management Team will review the panel's recommendations and if more funding is recommended for posts than budget will allow, the recommendations to the Board should be made on the basis of the panel's total score for projects and any other relevant factors (including, but not limited to, ensuring a proportionate range of posts geographically, a proportionate range of different types of post).

### **Co-dhùnidhean Bòrd-stiùiridh / Board decision**

Bidh Bòrd-stiùiridh Bhòrd na Gàidhlig a' tighinn gu co-dhùnadh air na h-iarrtasan uile, a thaobh a bheilear a' toirt seachad taic-airgid no nach eil, agus ma tha an t-iarrtas soirbheachail dè an t-sùim a bhithear a thabhann is cumhaichean no PCCan ri chur san aonta.

Faodaidh na co-dhùnidhean seo dol an-aghaidh molaidhean a' phannail/Sgioba Stiùiridh, gu tur no ann am pàirt, is chan eil e riatanach a bhith leantainn prìomhachas air na h-iarrtasan air a chur an cèill leis a' phannal.

Bòrd na Gàidhlig's Board will make the final decision on all applications, whether to award funding, what sum to award, and any conditions or KPIs for successful applications.

These decisions may disagree with recommendations of the panel/SMT, either in full or in part, without being required to follow the priority of applications set out by the panel.

| Eachdraidh Faidhle / Version History |                                |                      |
|--------------------------------------|--------------------------------|----------------------|
| v1                                   | Air fhoillseachadh / Published | 1 Cèitean / May 2025 |