£ .

Amount applied for / Swm y cais:

Brief purpose of the grant / Crynodeb o ddiben y grant:

The Start-up Grant is currently being offered to newly registered/registering childminders to help with the costs of setting up a Childminding business. The Childcare Strategy Grant will fund provision of the Professional Association of Childcare and Early Years (PACEY) Quality Start Pack, CYPOP5 Childminding course and a grant to purchase of essential; Health and Safety equipment, or other equipment such as multi-cultural toys and storage facilities to enable new Childminders to set up a quality service.

As a rule the grant will up to the value of £200.00

In order to apply for this grant you must demonstrate that:

* You are a newly registered childminder
* You are in the final stages of becoming registered (Confirmation from CIW of your registration status).

**If you stop trading you are required to contact the Early Years and Childcare Unit before the closure date to discuss procedures for repayment of the grant, returning equipment or distributing equipment within Neath Port Talbot.**

Mae’r Grant Cychwyn yn cael ei gynnig ar hyn o bryd i warchodwyr plant sydd newydd gofrestru/sydd yn cofrestru i helpu gyda chostau sefydlu busnes gwarchod plant. Bydd Grant Strategaeth Gofal Plant yn ariannu Pecyn Cychwyn Ansawdd Cymdeithas Broffesiynol Gofal Plant a Blynyddoedd Cynnar (PACEY), cwrs gwarchod plant CYPOP5 a grant i brynu offer hanfodol; offer Iechyd a Diogelwch neu offer arall fel teganau aml-ddiwylliant a chyfleusterau storio er mwyn i warchodwyr plant newydd allu sefydlu gwasanaeth o ansawdd.

Fel rheol, bydd y grant hyd at £200.00

Er mwyn gwneud cais am y grant hwn, rhaid i chi ddangos:

* Eich bod yn warchodwr plant sydd newydd gofrestru
* Eich bod yng nghamau olaf y broses gofrestru (Cadarnhad gan AGC o’ch statws cofrestru).

**Os byddwch yn dod i ben, mae’n rhaid i chi gysylltu â’r Uned Gofal Plant a Blynyddoedd Cynnar cyn y dyddiad y dewch i ben er mwyn trafod y camau i ad-dalu'r grant, dychwelyd offer neu ddosbarthu offer yng Nghastell-nedd Port Talbot.**

**Childcare Setting Details / Manylion y Lleoliad Gofal Plant**

|  |  |
| --- | --- |
| Setting name / Enw'r lleoliad |  |
| Contact name / Enw cyswllt |  |
| Setting address / Cyfeiriad y lleoliad |  |
| Contact telephone number / Rhif ffôn cyswllt |  |
| Contact email address / Cyfeiriad e-bost cyswllt |  |

**Application / Cais**

|  |  |
| --- | --- |
| **Please specify what the grant is being used for below including costs****Nodwch a fydd y grant yn cael ei ddefnyddio ar gyfer yr isod gan gynnwys costau** | **Please ‘ X ‘ as appropriate****Rhowch ‘ X ‘ fel sy’n briodol** |
| IHC & PCP course / Cwrs gwarchod plant | XProvided / Wedi'i ddarparu  |
| Pacey Quality Start pack / Pecyn cychwyn Ansawdd Pacey  | XProvided / Wedi'i ddarparu  |
| Healthy and safety equipment / Offer iechyd a diogelwch  |  |
| Multicultural toys / Teganau aml-ddiwylliant  |  |
| Storage / Storio  |  |
| Other / Arall  |  |
| I will be catering for children with special needs and need to purchase the following equipment and/or undertake the following adaptations:Byddaf yn darparu ar gyfer plant ag anghenion arbennig a bydd angen i mi brynu’r offer canlynol a/neu wneud yr addasiadau canlynol: |  |

**Conditions of acceptance**

Please note that you must comply with the following conditions and have completed ALL questions in full in order to receive grant funding

1. Grants awarded must be used exclusively for the purposes set out in the application form.

2. You agree to submit photocopies of the relevant invoices/receipts by **31st March 2022** evidencing how the grant was used.

3. Grants must be spent within the same financial year as awarded (By 31st March 2022). If the entire grant is not spent within that period, the unspent amount must be returned.

4. In the event of closure you must inform the Early Years and Childcare Unit in writing of the situation within 28 days.

5. These conditions will prevail and remain in force until the grant monitoring visit has taken place and all relevant documentation has been received.

6. You have read and understood the privacy notice, which can be found on the following page.

**I have considered and understood the content of the grant conditions of acceptance and will abide by the above.**

Signature (Not typed)

Name (Printed)

Position

Date

**Privacy Notice**

1. In providing us with your personal information you hereby acknowledge that Neath Port Talbot County Borough Council is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).

2. The personal data which we collect from you via this form will be used by the Council (pursuant to it carrying out its various statutory and business functions) for the following purposes, to determine applications for grant funding*.*

3. As a Data Controller the Council is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;

i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(c) GDPR).

ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(e) GDPR).

4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the Council) in accordance with data sharing arrangements which we have in place with those third parties

* *Think Family Partnership,*
* *Pacey Cymru,*
* *Wales Pre-school Providers Association,*
* *Clybiau Plant Cymru,*
* *Mudiad Meithrin*

5. The personal information collected from you on this form will be held by the Council for a period of:

 *6 years after your application has been submitted.*

6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the Council being unable to provide you with a service and/or could render you liable to legal proceedings.

7. We would inform you that under Article 21 GDPR you have the right at any time to object to the Authority about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.

8. The Council will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.

9. The Council will not use your personal data for the purposes of automated decision making.

10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:

i. The right of access to their personal data held by a data controller.

ii. The right to have inaccurate data corrected by a data controller.

iii. The right to have their data erased (in certain limited circumstances).

iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).

v. The right to object to their data being used for direct marketing.

vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner’s website: www.ico.org.uk.

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the Council’s Data Protection Officer at the Directorate of Finance & Corporate Services, Civic Centre, Port Talbot, SA13 1PJ.

12. Please be advised that in the event that you make a request or a complaint to the Council’s Data Protection Officer (see 9 above) and you are dissatisfied with the Council’s response you are entitled to complain directly to the Information Commissioner’s Office. Details of the Commissioner’s Office contact details and further information on your rights may be obtained from the Commissioner’s website – [www.ico.org.uk](http://www.ico.org.uk).

**Amodau derbyn**

Rhaid i chi gydymffurfio â'r amodau canlynol, ac ateb POB cwestiwn yn llawn er mwyn cael yr arian grant.

1. Rhaid defnyddio’n grant a roddir yn llwyr at y dibenion a nodir yn y ffurflen gais.

2. Rydych yn cytuno i gyflwyno llungopïau o’r anfonebau/derbynebau perthnasol erbyn 31 Mawrth 2022, sy’n dangos sut cafodd y grant ei ddefnyddio.

3. Rhaid i’r grantiau cael eu gwario o fewn yr un flwyddyn ariannol ag y maent yn cael eu dyfarnu (erbyn 31 Mawrth 2022). Os na fydd y grant llawn wedi'i wario o fewn y cyfnod hwnnw, rhaid dychwelyd y swm heb ei wario.

4. Os bydd y lleoliad yn dod i ben, rhaid i chi roi gwybod am hynny yn ysgrifenedig i’r Uned Gofal Plant a Blynyddoedd Cynnar o fewn 28 diwrnod.

5. Bydd yr amodau hyn yn aros mewn grym nes bydd yr ymweliad monitro grant wedi digwydd a phob dogfen berthnasol wedi'i derbyn.

6. Rydych chi wedi darllen ac wedi deall yr hysbysiad preifatrwydd, sydd ar y dudalen ganlynol.

**Rwyf wedi ystyried ac wedi deall cynnwys amodau derbyn y grant, a byddaf yn cadw at yr uchod.**

Llofnod (heb ei deipio)

Enw (mewn print)

Swydd

Dyddiad

**Hysbysiad Preifatrwydd**

1. Wrth roi eich gwybodaeth bersonol i ni, rydych yn cydnabod drwy hyn mai Cyngor Bwrdeistref Sirol Castell-nedd Port Talbot yw Rheolydd Data yr holl wybodaeth bersonol rydych chi’n ei rhoi ar y ffurflen hon (at ddiben y Rheoliad Cyffredinol ar Ddiogelu Data 2016 (GDPR) a Deddf Diogelu Data 2018).

2. Caiff y data personol rydym ni’n ei gasglu gennych chi drwy'r ffurflen hon ei ddefnyddio gan y Cyngor (yn unol â'r Cyngor yn cyflawni ei swyddogaethau busnes a statudol amrywiol) at y dibenion canlynol, i benderfynu ynghylch ceisiadau am arian grant.

3. Fel Rheolydd Data, rhaid i’r Cyngor roi gwybod i chi yn unol â'r GDPR pa un o “Amodau Prosesu Data” Erthygl 6 y GDPR mae’n dibynnu arno i brosesu’ch data personol yn gyfreithlon. Yng nghyswllt hyn, o ran y data rydych chi wedi'i roi ar y ffurflen hon, rydym ni’n dibynnu ar y ddau amod canlynol yn Erthygl 6;

i. Mae'r prosesu data yn ofynnol er mwyn cydymffurfio â rhwymedigaeth gyfreithiol y mae’r rheolydd yn rhwym wrtho. (Erthygl 6(c) GDPR).

ii. Mae’r prosesu data yn ofynnol ar gyfer cyflawni tasg a wneir er budd y cyhoedd neu o ganlyniad i awdurdod swyddogol sydd wedi’i roi i'r rheolydd. (Erthygl 6(e) GDPR).

4. Efallai y byddwn yn rhannu eich data personol yn ddiogel gyda’r trydydd partïon canlynol (h.y. unigolion/cyrff/endidau y tu allan i’r Cyngor) yn unol â'r trefniadau rhannu data sydd gennym gyda’r trydydd partïon hynny

* *Think Family Partnership,*
* *Pacey Cymru,*
* *Cymdeithas Darparwyr Cyn-ysgol Cymru,*
* *Clybiau Plant Cymru,*
* *Mudiad Meithrin*

5. Bydd y Cyngor yn dal yr wybodaeth bersonol a gesglir gennych chi ar y ffurflen hon am gyfnod o:

 *6 blynedd ar ôl i chi gyflwyno’ch cais.*

6. Mae’n ofynnol i ni gasglu mathau penodol o ddata personol yn unol â gofynion statudol ac mewn achosion o’r fath, os na fyddwch chi’n darparu'r wybodaeth honno i ni, mae’n bosib na fydd y Cyngor yn gallu darparu gwasanaeth i chi a/neu gall hyn olygu y byddwch mewn perygl o gael achos cyfreithiol yn eich erbyn.

7. Byddem yn rhoi gwybod i chi yn unol ag Erthygl 21 y GDPR fod gennych chi’r hawl unrhyw bryd i gyflwyno gwrthwynebiad i'r Awdurdod ein bod yn prosesu eich data personol at ddibenion cyflawni tasg gyhoeddus neu ymarfer ein hawdurdod swyddogol.

8. Ni fydd y Cyngor yn trosglwyddo eich data personol y tu allan i’r Undeb Ewropeaidd. Bydd y gwaith o brosesu eich data personol gennym ni’n cael ei wneud yn y Deyrnas Unedig neu yng ngwledydd eraill yr Undeb Ewropeaidd.

9. Ni fydd y Cyngor yn defnyddio eich data personol at ddibenion gwneud penderfyniadau’n awtomatig.

10. Yn unol â'r GDPR, mae gan unigolion yr hawliau canlynol o ran eu data personol:

i. Yr hawl i gael mynediad at eu data personol sydd gan reolydd data.

ii. Yr hawl i gael data anghywir wedi’i gywiro gan reolydd data.

iii. Yr hawl i gael eu data wedi'i ddileu (o dan amgylchiadau cyfyngedig penodol).

iv. Yr hawl i gyfyngu ar brosesu eu data gan reolydd data (o dan amgylchiadau cyfyngedig penodol).

v. Yr hawl i wrthwynebu bod eu data yn cael ei ddefnyddio at ddibenion marchnata uniongyrchol.

vi. Yr hawl i gludo data (h.y. trosglwyddo data yn electronig i reolydd data arall).

Mae rhagor o wybodaeth am yr holl hawliau uchod ar gael ar wefan y Comisiynydd Gwybodaeth: www.ico.org.uk.

11. Os bydd gennych chi unrhyw ymholiadau am ein defnydd o’ch data personol, neu eich bod yn awyddus i gael mynediad i’r un data, neu eich bod am gwyno ynghylch prosesu eich data personol, cysylltwch â Swyddog Diogelu Data’r Cyngor yn y Gyfarwyddiaeth Gwasanaethau Corfforaethol a Chyllid, Y Ganolfan Ddinesig, Port Talbot, SA13 1PJ.

12. Os byddwch yn gwneud cais neu’n cyflwyno cwyn i Swyddog Diogelu Data'r Cyngor (gweler 9 uchod) ac nad ydych chi’n fodlon ag ymateb y Cyngor, mae gennych hawl i gwyno’n uniongyrchol i Swyddfa'r Comisiynydd Gwybodaeth. Mae manylion cyswllt Swyddfa’r Comisiynydd a rhagor o wybodaeth am eich hawliau ar gael ar wefan y Comisiynydd – [www.ico.org.uk](http://www.ico.org.uk).

**What happens next?**

1. We require a hard signature on the application

2. Completed applications and all relevant documents are to be returned to:

 **eycu@npt.gov.uk**

3. All grant applications are taken to a panel for consideration, which are held termly.

4. All successful applications will be sent a grant acceptance letter, if your application hasn't been successful you will be notified in writing.

5. All grant acceptance letters need to be returned so payment can be processed

6. Development officers will in touch the term after funding has been received to arrange a grant monitoring visit.

**Beth fydd yn digwydd nesaf?**

1. Mae angen llofnod caled ar eich ffurflen gais

2. Dylid dychwelyd ceisiadau cyflawn a phob dogfen berthnasol i:

 eycu@npt.gov.uk

3. Bydd panel yn dod ynghyd pob tymor i ystyried pob cais am grant.

4. Bydd pob cais llwyddiannus yn cael llythyr i dderbyn y grant. Os na fydd eich cais yn llwyddiannus, fe gewch wybod hynny’n ysgrifenedig.

5. Mae angen dychwelyd pob llythyr derbyn grant er mwyn gallu prosesu’r taliad.

6. Bydd swyddogion datblygu yn cysylltu yn ystod y tymor ar ôl i chi gael yr arian i drefnu ymweliad monitro grant.