The New Development and Expansion Grant is an initiative to support the setup of new settings or those expanding their current Neath Port Talbot setting i.e. increasing registered places or to accommodate the growing need for childcare.

As a rule new developments will be no more than a flat rate of £500.00 in addition to £50.00 per registered place.

Expansion grants will be paid at £25.00 per registered place with no flate rate payment.

Funding can be used towards:

* Rent and staffing costs
* Resources
* Internal and external building work and membership

**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.**

Menter yw’r grant ehangu a datblygiadau newydd. Mae'r grant ar gael i helpu i sefydlu lleoliadau newydd neu helpu’r rheini sydd wrthi’n ehangu eu lleoliad presennol; h.y. cynyddu nifer y llefydd cofrestredig, yng Nghastell-nedd Port Talbot, i ddarparu ar gyfer yr angen cynyddol am ofal plant.

Fel rheol, ni fydd y grantiau ar gyfer datblygiadau newydd yn fwy na'r gyfradd safonol o £500.00 yn ogystal â £50.00 am bob lle cofrestredig.

Bydd grantiau ehangu’n talu ar gyfradd safonol o a £25.00 am bob lle cofrestredig.

Mae modd defnyddio'r arian ar gyfer:

* rhent, costau staff,
* adnoddau,
* gwaith adeiladu mewnol ac allanol, ac aelodaeth

**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.**

New Development / Datblygiad newydd Expansion / Ehangu

Number of places the new development / expansion will provide:

Nifer y llefydd y bydd y datblygiad newydd / ehangu yn eu darparu:

Amount applied for / Swm y cais:

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

£ .

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

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

1. What type of setting will / do you operate? (Please tick all that apply) / Pa fath o leoliad sydd /fydd gennych chi? (Ticiwch bob un sy’n berthnasol)

|  |  |  |  |
| --- | --- | --- | --- |
| Day nursery / Meithrinfa ddydd  |   | Childminder / Gwarchodwr plant  |   |
| Playgroup/ Cylch chwarae  |   | Cylch Meithrin / Cylch Meithrin  |   |
| Wrap around / Grŵp amlap  |   | Afterschool club / Clwb ar ôl ysgol  |   |
| Holiday club / Clwb gwyliau  |   |   |   |
| Will / are you open:  | Fyddwch chi /ydych chi ar agor: |  |   |
| Term time only / Yn ystod y tymor yn unig  | Holidays only / Yn ystod y gwyliau’n unig  | All year / Drwy'r flwyddyn  |   |

2. Date setting opened / is expected to open / Dyddiad agor y lleoliad/dyddiad mae disgwyl i’r lleoliad agor:

3. Age of children catered for / Oedran y plant:

4. Days and times you will be /are open / Dyddiau ac amseroedd y byddwch chi/rydych chi ar agor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MondayDydd Llun | Tuesday Dydd Mawrth | Wednesday Dydd Mercher  | Thursday Dydd Iau  | FridayDydd Gwener  | Saturday Dydd Sadwrn  | Sunday Dydd Sul  |
|   |   |   |   |   |   |   |

5. Please give details of your following fees / / Rhowch fanylion eich ffioedd canlynol:

 Per hour / Yr awr

Per session / Y sesiwn

 Per day / Y dydd

6. Please provide details of your anticipated take up for the first 12 months or service.

 Rhowch y nifer rydych chi’n disgwyl ei chael yn ystod 12 mis cyntaf y gwasanaeth

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jan / Ion |   | Feb / Chwef  |   | March / Mawrth |   |
| April / Ebrill |   | May / Mai |   | June / Mehefin  |   |
| July / Gorffennaf  |   | August / Awst  |   | Sept / Medi  |   |
| October / Hydref  |   | Nov / Tach  |   | Dec / Rhag  |   |

**Evidence of Demand / Tystiolaeth o’r Galw**

7. Please provide details of the evidence of demand to determine the need for your service, including details of the number of families who have expressed an interest and how many children you estimate will attend the setting when opened / expanded.

Rhowch fanylion o unrhyw dystiolaeth o’r galw i weld a oes angen eich gwasanaeth, gan gynnwys nifer y teuluoedd sydd wedi dangos diddordeb, a faint o blant a fydd, yn ôl eich amcangyfrif chi, yn dod i’r lleoliad ar ôl ei agor/ehangu.

8. Explain how the childcare places you will provide meet the needs of local parents / carers. E.g. is the setting flexible? Esboniwch sut bydd y llefydd gofal plant y byddwch chi’n eu darparu yn diwallu anghenion rhieni / gofalwyr lleol. e.e. ydy’r lleoliad yn hyblyg?

9. Please provide details of your competitors i.e. who they are, where they are located and competitive pricing.

Explain your plan to attract parents / carers to choose your childcare setting over your competitors.

Rhowch fanylion eich cystadleuwyr h.y. pwy ydyn nhw, ymhle maen nhw wedi'u lleoli a’r prisiau cystadleuol.

Esboniwch eich cynllun i ddenu rhieni / gofalwyr i ddewis eich lleoliad gofal plant yn hytrach na lleoliad eich cystadleuwyr.

12. What steps have / will be taken to ensure that the childcare provided is of good quality?

Pa gamau sydd wedi /fydd yn cael eu cymryd i sicrhau bod y gofal plant a roddir o ansawdd da?

11. Please explain how you will maintain the childcare places funded by the grant in the future, e.g. income, fundraising, etc.

 Esboniwch sut byddwch chi’n cynnal y llefydd gofal plant sy’n cael eu hariannu gan y grant yn y dyfodol, e.e. incwm, codi arian ayb?

10. What knowledge and experience do you have of the industry you are looking to set up / expand?

Pa wybodaeth a phrofiad sydd gennych chi o’r diwydiant rydych chi’n bwriadu ei sefydlu / ehangu?

13. Please give a specific breakdown of how the money will be spent:

 Rhowch ddadansoddiad manwl o sut bydd yr arian yn cael ei wario:

|  |  |  |
| --- | --- | --- |
| Item Eitem | Quotes / Catuloges / ShopDyfyniadau / Catalog / Siop | Cost Cost |
|   |  |   |
|   |  |   |
|  |  |   |
|   |  |   |
|   |  |   |

**Additional Information / Gwybodaeth ychwanegol**

 14. Are you receiving any other sources of funding? / Ydych chi’n cael unrhyw nawdd o ffynonellau eraill?

 Yes / Ydym No / Nac ydym

 If yes, give details below/ Os ydych, rhowch y manylion isod:

|  |  |  |
| --- | --- | --- |
| Name of funder Enw’r noddwr | Amount Swm  | PurposeDiben  |
|   |   |   |
|   |   |   |
|   |   |   |

15. Do you intend to become / are you a member of a professional childcare organisation? /

Ydych chi’n bwriadu bod neu ydych chi’n aelod o sefydliad gofal plant proffesiynol?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Early Years WalesBlynyddoedd Cynnar Cymru  | Pacey Pacey  | Mudiad Meithrin Mudiad Meithrin  | Clybiau Plant Cymru Kids Club Clybiau Plant Cymru Kids Club  | National Day Nursery Association Cymdeithas Genedlaethol Meithrinfeydd Dydd  |
|   |   |   |   |   |

18. Is your setting registered with HMRC to accept Tax free childcare? & Childcare Offer?

 Ydy’ch lleoliad wedi'i gofrestru gyda CThEM i gael gofal plant di-dreth? & Y Cynnig Gofal Plant?

Tax Free Childcare Childcare Offer Neither

Gofal Plant di-dreth  Y Cynnig Gofal Plant  Ychwaith 

17. Are you registered and all details up to date with DEWIS Cymru and given permission for your service to be listed on [www.nptfamily.com](http://www.nptfamily.com) service search ?

Ydych chi wedi cofrestru gyda’r DEWIS Cymru a’r holl fanylion yn gyfredol ac wedi rhoi caniatâd i’ch gwasanaeth gael ei restru ar [www.nptfamily.com](http://www.nptfamily.com) ?

 Yes / Do  No / Na ddo 

If no, you will be required to complete a database form before applications will be considered

Os na, bydd yn rhaid i chi lenwi ffurflen cronfa ddata cyn bod modd ystyried ceisiadau

16. Please confirm that you have an up to date DBS certificate

A fyddech cystal â chadarnhau bod gennych chi dystysgrif DBS gyfredol?

Yes / Oes  No / Nac oes 

 If no please state why/ Os nac oes, nodwch pam:

**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 to 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,*
* *Early Years Wales,,*
* *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 2021, 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 2021). 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,*
* *Blynyddoedd Cynnar 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 (scanned or electronic) on the application

2. Completed applications and all relevant documents are to be emailed 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 wedi sganio neu electronig) ar eich ffurflen gais

2. Dylid dychwelyd ceisiadau cyflawn a phob dogfen berthnasol i’r ebost canlynol:

  **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.

**Business plan / Cynllun Busnes**

**Details of the Setting / Manylion y lleoliad**

Name of setting / Enw’r lleoliad

Address / Cyfeiriad

Telephone number Rhif ffôn

E-mail address / Cyfeiriad e-bost

Website / Gwefan

1. What is the organisational structure of your setting?

 Beth yw strwythur y sefydliad yn eich lleoliad?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Constituted by association Cymdeithas â chyfansoddiad  | Registered charity Elusen gofrestredig  | Company Limited by guarantee Cwmni cyfyngedig drwy warant  | Private provider Darparwr preifat  | Other Arall  |
|   |   |   |   |   |

Please give details / charity registration number

Rhowch fanylion / rhif cofrestru’r elusen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you provide Flying Start places? Ydych chi’n cynnig llefydd Dechrau’n Deg?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes / Ydym  |  | No / Nac ydym  |  | How many / Sawl lle |  |

3. Please give a brief description of the setting

Rhowch ddisgrifiad byr o’r lleoliad

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staffing / Staff

 3. Please complete the following information for the registered person and person in charge of the setting

|  |  |  |  |
| --- | --- | --- | --- |
| Registered person Person cofrestredig  |   | Person in charge Person â chyfrifoldeb  |   |
| Key responsibilities Prif gyfrifoldebau  |   | Key responsibilities Prif gyfrifoldebau  |   |
| Education / Training Addysg / Hyfforddiant  |   | Education / Training Addysg / Hyfforddiant  |   |
| Qualifications Cymwysterau  |   | QualificationsCymwysterau  |   |
| Experiences Profiadau  |   | Experiences Profiadau  |   |
| Additional information on experience to assist the role Gwybodaeth ychwanegol am brofiad i helpu yn y rôl  |   | Additional information on experience to assist the role Gwybodaeth ychwanegol am brofiad i helpu yn y rôl  |   |

Llenwch yr wybodaeth ganlynol ar gyfer y person cofrestredig a’r person sy’n gyfrifol am y lleoliad

4. What is your current child to adult ratios / Beth yw’r gymhareb bresennol o ran plentyn/oedolyn?:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Under 2’s O dan 2 oed |  | 2 year olds 2 oed |  | 3-7 year olds3-7 oed  |  | 8-12 year olds 8 –12 oed  |  |

5. Please provide your staff structure (including contracted hours & wages for each staff member)

 Rhowch strwythur eich staff (gan gynnwys oriau contract a chyflogau pob aelod o staff)

 **SWOT analysis / Dadansoddiad SWOT**

6. Please complete the SWOT analysis below / Llenwch y dadansoddiad SWOT isod

|  |  |
| --- | --- |
| Strengths /Cryfderau *What is unique about provision & what do you offer that others don’t? What areas are you confident in and are passionate about?* *Beth sy'n unigryw am eich darpariaeth a beth ydych chi'n ei gynnig i eraill? Ym mha feysydd ydych chi'n hyderus ac yn teimlo'n angerddol?* | Weaknesses / Gwendidau *Where could you make improvements? What training is required? Areas that you may lack confidence?* *Ble allech chi wneud gwelliannau? Pa hyfforddiant sydd ei angen? Meysydd y gallai fod gennych ddiffyg hyder ynddynt?* |
|      |   |
| Opportunities / Cyfleoedd *Are there any changes ahead – from CIW / Childcare Offer/ New qualifications? Is there increasing demand in your local area?**A oes unrhyw newidiadau o'n blaenau – o'r cynnig AGC/Cynnig Gofal Plant/Cymwysterau newydd? A oes galw cynyddol yn eich ardal leol?* | Threats / Bygythiadau *Is there a decline in demand? What are the main challenges that you face? Are there any new childcare providers?* *A oes gostyngiad yn y galw? Beth yw'r prif heriau sy'n eich wynebu? A oes unrhyw ddarparwyr gofal plant newydd?* |
|      |   |

7. Based on the SWOT analysis what are your key objectives for the next 12 months?

Ar sail y dadansoddiad SWOT, beth yw eich prif amcanion yn ystod y 12 mis nesaf?

|  |  |  |  |
| --- | --- | --- | --- |
|   | Objectives Amcanion  | Who’s responsible Pwy sy’n gyfrifol  | What difference will it make Pa wahaniaeth y bydd hyn yn ei wneud  |
| Short / Byr |   |   |   |
| Medium / Canolig  |   |   |   |
| Long / Hir |   |   |   |

**Equal Opportunities** / **Cyfle cyfartal**

**8**. How does / will your setting address the issue of equal opportunities?

 Sut mae/ bydd eich sefydliad yn mynd i’r afael â chyfle cyfartal?

**Promotional Plan / Cynllun hyrwyddo**

9. How will / do you promote your setting? / Sut ydych /byddwch chi’n hyrwyddo eich lleoliad?

|  |  |  |
| --- | --- | --- |
| **How** **Sut**  | **When** **Pryd** | **Where****Lle** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**Evaluation and monitoring / Gwerthuso a monitro**

10. How will you monitor the progress of your short, medium, long term objectives and your promotional plan?

Sut byddwch chi’n monitro’r cynnydd o ran eich amcanion tymor byr, tymor canolig a thymor hir, a’ch cynllun hyrwyddo?

**Income and Expenditure / Incwm a Gwariant**

 Please complete the attached Income and Expenditure spreadsheet

 Please enclose a copy of your fee structure

 \* **Please note that your application can not be considered without this information \***

 Llenwch y daenlen ganlynol ar Incwm ac Gwariant

 Rhowch gopi o’ch strwythur ffioedd

\* **Ni fydd modd ystyried eich cais heb yr wybodaeth hon \***

11. Does / will your income generated from fees cover the running cost of the service or is the setting reliant on grant/ fund raising? If so, who is responsible for these funds?

Fydd / ydy’r incwm sy’n cael ei greu o’r ffioedd yn ddigon i dalu costau rhedeg y gwasanaeth neu ydy’r lleoliad yn ddibynnol ar arian grant/ codi arian?? Os felly, pwy sy’n gyfrifol am y arian yma?

12. What systems are / will be in place for late payment of fees and how is this managed?

 Pa systemau sydd / bydd ar waith os bydd ffioedd yn hwyr yn cael eu talu, a sut mae hyn yn cael ei reoli?

13. Will / does the setting hold sufficient reserves?

 Bydd / oes digon o gronfeydd wrth gefn gan y lleoliad?

|  |  |
| --- | --- |
| No / Na fydd/Nac oes |  |
| Under / o dan £500  |  |
| £500 - £1,000 |  |
| £1,000 - £2,000 |  |
| £2,000 - £3,000 |  |
| £3,000 - £4,000 |  |
| £4,000 - £5,000 |  |
| Other/arall: |  |

**Early Years and Childcare Units Income and Expenditure Spreadsheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Income** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** |
| **Cash at Start of the Month** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Children's Fees |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Income |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Monthly Income |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expenditure** |  |  |  |  |  |  |  |  |  |  |  |  |
| Salaries and PAYE |  |  |  |  |  |  |  |  |  |  |  |  |
| Rent |  |  |  |  |  |  |  |  |  |  |  |  |
| Utility Bills |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurances |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment and Materials |  |  |  |  |  |  |  |  |  |  |  |  |
| Refreshments |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Monthly Expenditure |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cash at the End of the Month**  |  |  |  |  |  |  |  |  |  |  |  |  |

**Taenlen Incwm a Gwariant Unedau Gofal Plant a Blynyddoedd Cynnar**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Incwm** | **Ebrill** | **Mai** | **Mehefin** | **Gorffennaf** | **Awst** | **Medi** | **Hydref** | **Tachwedd** | **Rhagfyr** | **Ionawr** | **Chwefror** | **Mawrth** |
| **Arian ar ddechrau'r mis** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ffioedd plant |  |  |  |  |  |  |  |  |  |  |  |  |
| Incwm arall |  |  |  |  |  |  |  |  |  |  |  |  |
| Cyfanswm incwm misol |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gwariant** |  |  |  |  |  |  |  |  |  |  |  |  |
| Cyflogau a chynllun Talu Wrth Ennill |  |  |  |  |  |  |  |  |  |  |  |  |
| Rhent |  |  |  |  |  |  |  |  |  |  |  |  |
| Biliau cyfleustodau |  |  |  |  |  |  |  |  |  |  |  |  |
| Yswiriant |  |  |  |  |  |  |  |  |  |  |  |  |
| Offer a Deunyddiau |  |  |  |  |  |  |  |  |  |  |  |  |
| Lluniaeth |  |  |  |  |  |  |  |  |  |  |  |  |
| Arall  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cyfanswm Gwariant Misol |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arian ar ddiwedd y mis**  |  |  |  |  |  |  |  |  |  |  |  |  |