This grant can be used to fund play equipment and materials to enhance all areas of child development , toys ( **the purchase of second hand toys will not be funded**) , safety equipment, storage and furniture, rent, promotional materials and advertising, membership fees for umbrella organisations and or insurance, As a rule the grant will be no more than £500.00.

To apply for this grant you must:

 Be a non-registered parent and toddler group.

 Have three or more committee members involved in the running of the group

 Have a governing document, e.g. Constitution

 Have a bank account in the name of the group with at least two non-related people to sign cheques or withdrawals.

**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 modd defnyddio’r grant hwn i dalu am offer a deunyddiau chwarae i wella pob maes o ddatblygiad plentyn, teganau (ni fyddwn yn ariannu teganau ail law o gwbl) , offer diogelwch, storio a dodrefn, rhent, deunyddiau hyrwyddo a hysbysebu, ffioedd aelodaeth i sefydliadau ambarél ac / neu yswiriant. Fel rheol, bydd y grant yn cynnig dim mwy na £500.00.

I wneud cais am y grant hwn, rhaid i chi fodloni’r canlynol:

 Bod yn grŵp rhiant a phlant bach heb ei gofrestru.

 Bod â thri neu fwy o aelodau ar y pwyllgor sy’n rhedeg y grŵp

 Bod â dogfen lywodraethu, e.e. cyfansoddiad

 Bod â chyfrif banc yn enw’r grŵp gydag o leiaf dau berson nad ydynt yn gysylltiedig yn llofnodi sieciau neu’n tynnu arian.

**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**

£ .

Amount applied for / Swm y cais:

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

Parent and Toddler Group Details / Manylion Grŵp Rhieni a Phlant bach

|  |  |
| --- | --- |
| Group name / Enw'r grŵp  |   |
| Contact name / Enw cyswllt  |   |
| Group address / Cyfeiriad y grŵp |   |
| Correspondence address / Cyfeiriad at ddiben gohebu  |   |
| Contact telephone number / Rhif ffôn cyswllt  |   |
| Contact email address / Cyfeiriad e-bost cyswllt  |   |
| When was the group set up?Pryd gafodd y grŵp ei sefydlu?  |   |

1. What day and times does the group run / Pa ddiwrnod ac amser mae'r grŵp yn cael ei gynnal?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Days Dyddiau | Monday Dydd Llun  | Tuesday Dydd Mawrth  | Wednesday Dydd Mercher  | Thursday Dydd Iau  | Friday Dydd Gwener  |
| Times Amser |   |   |   |   |   |
| Average number of children attending Nifer y plant sy’n mynychu ar gyfartaledd |   |   |   |   |   |

2. How many people are involved in the running of your group?

Faint o bobl sydd ynghlwm wrth y gwaith o redeg eich grŵp?

Committee members Volunteers

Aelodau pwyllgor Gwirfoddolwyr

 3. Please name the three key members and their positions

 Enwch y tri prif aelod a’u swyddi

|  |  |
| --- | --- |
| Name / Enw  | Position / Swydd  |
|    |   |
|   |   |
|   |   |

4. Will the group continue after the grant has been spent /

 Fydd y grŵp yn parhau ar ôl i’r grant cael ei wario?

Yes / Bydd No / Na fydd

If no, please give details / Os na fydd, rhowch fanylion

If yes, please explain how this will continue / Os bydd, esboniwch sut y bydd yn parhau

 5. 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 |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |

6. Have you received any other sources of funding / Ydych chi wedi cael 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  |
|   |   |   |
|   |   |   |
|   |   |   |
|  |  |  |

**Additional Information / Gwybodaeth ychwanegol**

7. Are you a member of a professional childcare organisation / Are Ydych chi’n aelod o sefydliad gofal plant proffesiynol?:

 Yes / Ydym No / Nac ydym

 Os ydych, nodwch pa un:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Wales Pre-School Providers Association Cymdeithas Darparwyr Cyn-ysgol 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  |
|   |   |   |   |   |

If not your information will be passed to your relevant professional childcare organisation

Os nad ydych, bydd eich gwybodaeth yn cael ei hanfon ymlaen i’r sefydliad gofal plant proffesiynol sy'n berthnasol i chi

8. 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 / Nac ydy 

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

**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,*
* *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 (scanned or electronic) 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 be 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**

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.