The grant is designed to support childcare settings that are experiencing financial difficulties which without financial assistance may affect the provisions ability to operate. Funding could assist towards the cost of wages, rent, safety equipment and sustaining good quality provision.

As a rule sustainability grants will be no more than £2000.00

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

 Your setting is fully registered with Care Inspectorate Wales (CIW)

 You are registered on Dewis Cymru with the Family Information Service (FIS)

 All supporting documents are provided (See conditions on page 8)

**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.**

Diben y grant yw cefnogi lleoliadau gofal plant sy’n wynebu anawsterau ariannol a allai, heb gymorth ariannol, effeithio ar allu’r darpariaethau i weithredu. Gallai’r nawdd helpu gyda chostau cyflogau, rhent, offer diogelwch a sicrhau darpariaeth o ansawdd da.

Fel rheol, ni fydd grantiau cynaliadwyedd yn fwy na £2000.00

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

 Bod eich lleoliad wedi’i gofrestru’n llawn gydag Arolygiaeth Gofal Cymru (AGC)

 Eich bod wedi’ch cofrestru gyda'r Gwasanaeth Gwybodaeth i Deuluoedd

 Bod yr holl ddogfennau ategol wedi'u darparu (Mae'r amodau ar dudalen 8)

**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.**

Name of setting / Enw’r lleoliad:

Amount applied for / Swm y cais:

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

£

**Childcare Setti**

**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 |  |
| CIW Registration Number / Rhif cofrestru AGC |  |
| Number of children registered for /  Nifer y plant y cofrestrwyd ar ei gyfer |  |

**Have you applied for or been in receipt of any other support grant relating to COVID-19, and the effect on your business i.e C-CAS, Flying Start, Child Care Offer, Business grant, Furlough funding, Distruption Loan, etc.**

**If YES: Please detail what and how much received.**

**Ydych chi wedi gwneud cais am neu wedi derbyn unrhyw grant cymorth arall yn ymwneud â COVID-19, a’r effaith ar eich busnes** **e.e CCGPC, Dechrau’n Deg, Y Cynnig Gofal Plant, Grant busnes, Cyllid Ffyrlo, Benthyciad rhwygiad? .**

**Os YDYCH, nodwch beth a faint dderbyniwyd.**

1. What type of setting do you operate? Pa fath o leoliad sydd gennych chi?

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |
| 2. When are you open? / Pa bryd rydych 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 |  |

3.Date setting opened / Dyddiad agor y lleoliad

4. Age of children catered for / Oedran y plant

5. Number of children currently using the setting / Nifer y plant sy’n defnyddio’r lleoliad ar hyn o bryd

6. Current average attendance for / Presenoldeb ar gyfartaledd ar hyn o bryd

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

7. Days and hours you are open and how many children attend each day

Dyddiau ac oriau agor, a faint o blant sy’n dod bob dydd

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Days  Dyddiau | Monday  Dydd Llun | Tuesday  Dydd Mawrth | Wednesday  Dydd Mercher | Thursday  Dydd Iau | Friday  Dydd Gwener | Saturday  Dydd Sadwrn | Sunday  Dydd Sul |
| Hours / Oriau |  |  |  |  |  |  |  |
| No of children  Nifer y plant |  |  |  |  |  |  |  |

8. Provide attendance trends over the last 12 months / Nodwch y tueddiadau o ran presenoldeb yn ystod y 12 mis diwethaf

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

9. Please give details of your following fees Rhowch fanylion eich ffioedd canlynol

|  |  |
| --- | --- |
| Per hour / Yr awr |  |
| Per session / Y sesiwn |  |
| Per day / Y Dydd |  |

**Grant Application / Cais am Grant**

10. Please detail what you need the funding for and why

Disgrifiwch ar gyfer beth mae angen y nawdd, a pham

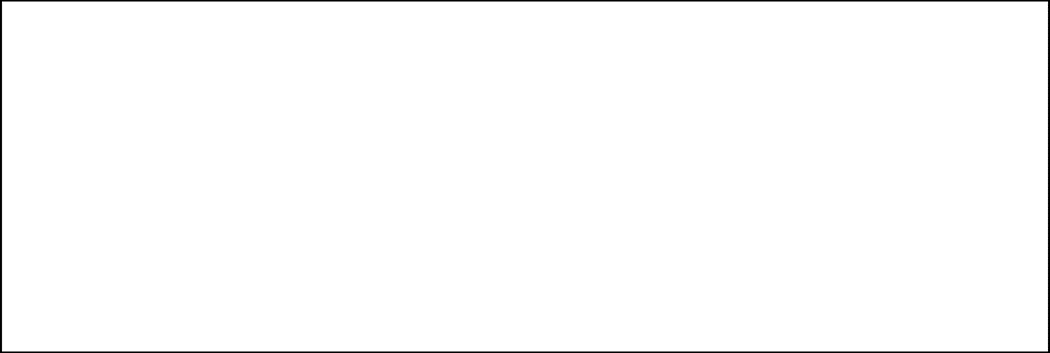
11. Please give a specific breakdown of how the money will be spent

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

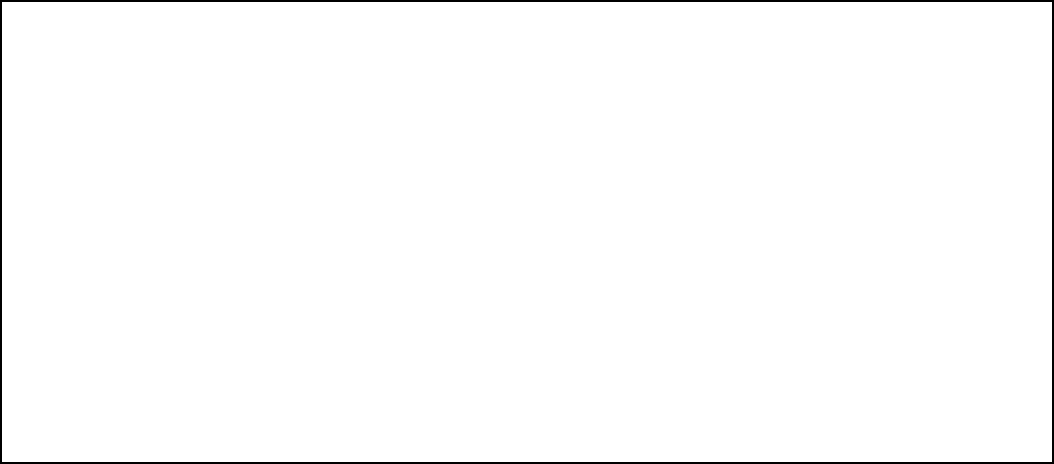
|  |  |  |
| --- | --- | --- |
| Item Eitem | Quotes / Catuloges / Shop  Dyfyniadau / Catalog / Siop | Cost Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**\* Please attach all quotes and any additional information of costings \***

**\* Atodwch yr holl gosod pris ac unrhyw wybodaeth ychwanegol am gostiadau \***



12. Please give details of the circumstances that have created the need for this application Rhowch fanylion yr amgylchiadau sydd wedi arwain at lunio’r cais hwn



13. Please detail what the outcome of the setting be if the application was unsuccessful Beth fyddai’r canlyniad i’r lleoliad pe na fyddai’r cais yn llwyddo

14. Please detail the steps you have in place to safeguard the future of your setting without future funding Pa gamau sydd gennych chi ar waith i ddiogelu dyfodol eich lleoliad heb nawdd yn y dyfodol

**Additional information / Gwybodaeth ychwanegol**

15. 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 | Purpose  Diben |
|  |  |  |
|  |  |  |
|  |  |  |

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

Yes / Ydym No / Nac ydym

If yes please state which one:

Os ydych, nodwch pa un:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Early Years Wales  Blynyddoedd 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 |
|  |  |  |  |  |

17. In the last term what training courses have yourself and / or staff attended provided by the Early Years and Childcare Unit?

Yn ystod y tymor diwethaf, pa gyrsiau hyfforddi rydych chi a / neu eich staff wedi bod arnynt sydd wedi'u darparu gan yr Uned Gofal Plant a Blynyddoedd Cynnar?

|  |  |  |  |
| --- | --- | --- | --- |
| No of staff attended  Nifer y staff fu ar y cwrs | Course  Cwrs | Provider  Darparwr | Date  Dyddiad |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

18. When did you last apply for a grant from the Early Years and Childcare Unit? **This does not include the capital grant from the Child Care Offer Team.**

Pa bryd oedd y tro diwethaf i chi wneud cais am grant gan yr Uned Gofal Plant a Blynyddoedd Cynnar? **Nid yw hyn yn cynnwys y Grant Cyfalaf gan y tîm Y Cynnig Gofal Plant.**

How much was the grant for? Faint o arian oedd y grant?

What was the grant used for? Sut cafodd y grant ei ddefnyddio?

19. Please confirm that every member of staff / volunteer/ student in your setting has an up to date DBS certificate

A fyddech cystal â chadarnhau bod gan bob aelod o staff / gwirfoddolwr / myfyriwr yn eich lleoliad dystysgrif DBS gyfredol

|  |  |  |  |
| --- | --- | --- | --- |
| Yes / Oes |  | No/ Nac oes |  |

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

20. . 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

21. 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

**You must enclose all of the following with your grant application form:**

* **Copy of last year’s annual accounts**
* **Copy of last 3 months banks statements**
* **Completed business plan attached**

**Rhaid i chi roi pob un o’r canlynol gyda’ch ffurflen gais am grant:**

* **Copi o gyfrifon blynyddol y llynedd**
* **Copi o ddatganiadau banc y 3 mis diwethaf**
* **Cynllun busnes cyflawn**

**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

1. *Think Family Partnership*
2. *Pacey Cymru*
3. *Early Years Wales*
4. Clybiau Plant Cymru Kids Club
5. *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 2020, 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 2020). 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, ac rwy’n 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

1. *Partneriaeth Teulu’n Flaena*
2. *Pacey Cymru*
3. *Blynyddoedd Cynnar Cymru*
4. Clybiau Plant Cymru Kids Club
5. *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**](mailto: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**](mailto: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**

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

1. Do you provide Flying Start places?

Ydych chi’n cynnig llefydd Dechrau’n Deg?

|  |  |
| --- | --- |
| Yes / Ydych |  |
| No / Nac ydych |  |
| How many F/S spaces? / Sawl lle D/D? |  |
| How many generic spaces? / Sawl lle generig? |  |

**Staffing / Staff**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  | Qualifications  Cymwysterau |  |
| 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 |  |

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 olds  3-7 oed | 8-12 year olds  8 –12 oed |
|  |  |  |  |

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

Rhowch strwythur eich staff (gan gynnwys oriau contract a chyflogau pob aelod o staff heb roi enwau’r staff)

6. What is the vision for the setting?

Beth yw’r weledigaeth ar gyfer y lleoliad?

**SWOT analysis / Dadansoddiad SWOT**

7. 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?* |
|  |  |

8. 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**

**9**. How does your setting address the issue of equal opportunities?

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

**Promotional Plan / Cynllun hyrwyddo**

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

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

**Evaluation and monitoring / Gwerthuso a monitro**

11. How will you monitor the progress of your key objectives and your promotional plan?

Sut byddwch chi’n monitro’r cynnydd o ran eich prif amcanion a’ch cynllun hyrwyddo?

14. Does the setting hold sufficient reserves e.g. profits, savings, that can be accessed?

Oes ddigon o gronfeydd wrth gefn gan y lleoliad e.e elw, cynilion, y gellir eu cyrchu?

|  |  |
| --- | --- |
| No / 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: |  |

13. What are the systems in place for late payment of fees and how is this managed?

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

12. Does 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?

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 yr arian yma?

**Income and Expenditure**

 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 \***

**Incwm a Gwariant**

 Llenwch y daenlen ganlynol ar Incwm ac Gwariant

 Rhowch gopi o’ch strwythur ffioedd

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

**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** |  |  |  |  |  |  |  |  |  |  |  |  |