

**CYNLLUN GRANTIAU BACH
CYNNIG GOFAL PLANT
CYNGOR SIR CAERFYRDDIN:
CANLLAWIAU YCHWANEGOL**

**CARMARTHENSHIRE COUNTY COUNCIL
CHILDCARE OFFER SMALL GRANT SCHEME:
ADDITIONAL GUIDANCE**

Dylid cyfeirio pob ymholiad at y canlynol: All enquiries should be directed to the:

**Y Tîm Gwybodaeth i Deuluoedd, Gofal
Plant a Chwarae**
Adeilad 2,
Parc Dewi Sant,
Heol Ffynnon Job,
Caerfyrddin
SA31 3HB

**Family Information, Childcare & Play
Team**
Building 2,
Parc Dewi Sant,
Jobs Well Road,
Carmarthenshire
SA31 3HB

Ffôn / Tel: 01267 246555

E-bost / E-mail: smallgrantscheme@carmarthenshire.gov.uk

Dyfarnu Cyllid mewn perthynas â Rhaglen Grant Cyfalaf y Cynnig Gofal Plant

Gweler canllawiau ychwanegol isod wrth wneud cais am Gynllun Grantiau Bach y Cynnig Gofal Plant. Mae'n bwysig bod y canllawiau ychwanegol hyn yn cael eu darllen ar y cyd â Chynllun Grantiau Bach y Cynnig Gofal Plant: Canllawiau ac Amodau.

Hefyd nodir isod wybodaeth am gylch cyllid ychwanegol y gall lleoliadau wneud cais amdano i sicrhau eu bod yn ddiogel o ran Covid.

Award of Funding in relation to Childcare Offer Capital Grant Programme

Please find below additional guidance when applying for the Childcare Offer Small Grant Scheme. It is important that this additional guidance is read in conjunction with the Childcare Offer Small Grant Scheme: Guidance and Conditions.

Please also find below information regarding an additional round of funding which settings can apply for to ensure they are Covid-secure.

Ffurflen Gais

O dan Adran D cwestiwn 23, mae'n ofynnol i lleoliadau nodi'n glir ar y ffurflen gais bod o leiaf un o'r amodau canlynol yn cael ei fodloni:

1. Cynyddu nifer y lleoedd y gall y lleoliad eu cynnig i blant 3 a 4 oed sy'n manteisio ar y Cynnig Gofal Plant;
2. Gwella ansawdd cyfleusterau y mae eich lleoliad yn eu cynnig; neu
3. Gostwng ystod oedran eu darpariaeth i gynnwys plant 3 a 4 oed

Mae'n bwysig bod lleoliadau'n esbonio'n glir sut mae'r adnoddau/gwaith cyfalaf y gwneir cais amdanynt/amdano yn bodloni o leiaf un o'r datganiadau uchod.

Hoffem atgoffa lleoliadau i sicrhau bod eich cais a'ch dogfennau ategol yn gwbl gyflawn cyn cyflwyno'ch cais. Sicrhewch fod y dogfennau canlynol yn cael eu cyflwyno gyda'ch cais:

Application Form

Under Section D question 23, settings are required to be clear in the application form that at least one of the following conditions is being met:

1. To increase the number of places the setting is able to offer to 3 and 4 year old children accessing the Childcare Offer;
2. To improve the quality of the facilities your setting offers; or
3. To lower the age range of their provision to include 3 and 4 year olds

It is important that settings explain clearly how the resources/capital works being applied for meet a minimum of one of the above statements.

We would like to remind settings to ensure your application and supporting documentation is fully complete before submitting your application. Please ensure the following documents are submitted along with your application:

<ol style="list-style-type: none"> 1. Amgawch gopi o'ch cyfansoddiad, os yw'n berthnasol 2. Amgawch gopi o'ch cynllun busnes diweddaraf y mae'n rhaid iddo gynnwys rhagolwg llif arian a sicrhau bod unrhyw ffioedd a gynhwysir yn gyson â'r ffioedd yn eich Datganiad Diben 3. Amgawch gopi o'ch cyfrifon archwiliedig diweddaraf a 3 mis o gyfriflenni banc neu gyfrifon blynyddol os ydych yn warchodwr plant 4. Amgawch gopi o ddatganiad diben cyfredol y lleoliad. Dylai hwn fod yn unol â gofynion AGC a chynnwys ffioedd eich lleoliad a gwybodaeth am y cynnig gofal plant 5. Os yw adeilad lleoliad yn cael ei brydlesu, amgawch dystiolaeth o ddeiliadaeth am o leiaf 5 mlynedd. Os ydych yn berchen ar yr adeilad, darparwch brawf o berchnogaeth 6. Os yw'n berthnasol, caniatâd ysgrifenedig gan y landlord am unrhyw waith sydd i'w gwblhau 7. Dyfynbrisiau: <ol style="list-style-type: none"> a. Os yw gwaith / adnoddau y gwnaed cais amdanynt gan un cyflenwr yn is na £4999 dim ond 1 dyfynbris sydd ei angen. b. Os yw gwaith / adnoddau y gwnaed cais amdanynt yn fwy na £5000 gan un cyflenwr, dylid darparu 3 dyfynbris o'r un fanyleb ar bapur pennawd busnes c. Gwnewch yn glir yn eich cais pa ddyfynbris a ddewisir gennych. Rhowch resymau dros y dyfynbris a ddewisir gennych os nad dyna'r un lleiaf drud 8. Unrhyw brawf i ddangos bod y gwaith yn ofynnol gan AGC neu 	<ol style="list-style-type: none"> 1. Enclose a copy of your constitution, if applicable 2. Enclose a copy of your most recent business plan which must include a cashflow forecast and ensure any fees included are consistent with fees in your Statement of Purpose 3. Enclose a copy of your most recent audited accounts and 3 months of bank statements or annual accounts if a childminder 4. Enclose a copy of the setting's current statement of purpose. This should be in line with CIW requirements and include your setting fees and information regarding the childcare offer 5. If a setting building is leased, please enclose evidence of tenure for a minimum of 5 years. If you own the building, please provide proof of ownership. 6. If applicable, written permission for any work to be completed from the landlord 7. Quotes: <ol style="list-style-type: none"> a. If works/resources being applied for from one supplier is below £4999 only 1 quote is required. b. If works/resources being applied for exceeds £5000 from one supplier, 3 quotes of the same specification on business headed paper should be provided c. Make it clear in your application which is your chosen quote. Please provide a rationale for your chosen quote if it is not the least expensive 8. Any proof to show work is a requirement by CIW or Health and Safety 9. Any additional evidence to support application/photos <ol style="list-style-type: none"> a. If you are applying to replace worn or broken resources and equipment which is a health
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<p>lechyd a Diogelwch</p> <p>9. Unrhyw dystiolaeth ychwanegol i gefnogi cais / lluniau</p> <p>a. Os ydych yn gwneud cais i gael adnoddau ac offer newydd yn lle rhai sydd wedi treulio neu wedi torri sy'n risg i iechyd a diogelwch, mae'n ofynnol i chi gyflwyno lluniau o'r offer hwn fel rhan o'ch cais</p> <p>10. Amgawch gopi o'ch Yswiriant Atebolrwydd Cyhoeddus</p> <p>11. Sicrhewch fod copi o'ch cais yn cael ei wneud ar gyfer eich cofnodion</p> <p>Os nad yw'r wybodaeth uchod yn cael ei chynnwys fel rhan o'ch cais, gallai hynny arwain at oedi wrth brosesu'ch cais neu wrthod eich cais.</p>	<p>and safety risk you are required to submit photos of this equipment as part of your application</p> <p>10. Please enclose a copy of your Public Liability Insurance</p> <p>11. Please ensure a copy of your application is made for your records</p> <p>If the above information is not included as part of your application this could result in a delay in processing your application or your application being rejected.</p>
<p><u>Cerbydau</u></p> <p>O dan delerau'r grant, gall lleoliadau wneud cais am gyllid i brynu cerbyd i gludo plant 3 a 4 oed sy'n manteisio ar y cynnig. Yn eich cais, o dan Adran D cwestiwn 23 mae'n ofynnol i chi roi esboniad clir o'r galw am gerbyd i gludo plant 3 a 4 oed sy'n manteisio ar y cynnig gofal plant a nodi hefyd y ganran arfaethedig o ran defnydd busnes a phersonol y cerbyd.</p> <p><i>Bydd yr arian grant a ddyfernir yn cael ei ddosbarthu yn ôl defnydd busnes / personol.</i></p> <p>Ar ôl dyfarnu arian grant yn llwyddiannus i brynu cerbyd bydd gofyn i chi ddarparu tystiolaeth ei fod yn addas i'r ffordd fawr, yswiriant busnes a milltiroedd busnes fel rhan o waith monitro parhaus.</p>	<p><u>Vehicles</u></p> <p>Under the terms of the grant, settings can apply for funding to purchase a vehicle to transport 3 and 4 year olds accessing the offer. In your application, under Section D question 23 you are required to provide a clear explanation for the demand of a vehicle to transport 3 and 4 year olds accessing the childcare offer and to also state the intended percentage business and personal usage of the vehicle. <i>Award of grant money will be apportioned according to business/personal usage.</i></p> <p>Upon successful award of grant money to purchase a vehicle you will be required to provide evidence of roadworthiness, business insurance and business mileage as part of ongoing monitoring.</p>

Adnoddau ac Offer

Ni cheir defnyddio'r grant i brynu eitemau megis teganau, llyfrau a dillad newydd ac ati. Fodd bynnag, ceir defnyddio'r grant i gael eitemau newydd ar sail tebyg am debyg yn lle rhai sydd wedi dirywio ac sy'n peri risg i iechyd a diogelwch. Fel rhan o'ch cais bydd gofyn i chi ddarparu tystiolaeth, megis lluniau, o'r hen eitemau y mae angen eu newid.

Gellir defnyddio'r grant i wneud cais am offer TG os gellir dangos yn glir bod ei angen i ddarparu lleoedd o ran y cynnig gofal plant. Nid yw offer TG megis llechi / dyfeisiau iPad i blant yn gymwys.

Resources and Equipment

The grant cannot be used to purchase items such as new toys, books and clothing etc. However, the grant can be utilised to replace like for like, those that have deteriorated and pose a health and safety risk. As part of your application you will be required to provide evidence, such as pictures, of the old items that require replacing.

The grant can be used to apply for IT equipment if it can clearly be demonstrated that it is needed to provide the childcare offer places. IT equipment such as tablets/ipads for children are not eligible.

Cylch COVID

Hoffem gyhoeddi y gall lleoliadau wneud cais am gylch cyllid ychwanegol i'w galluogi i weithredu mewn modd mwy diogel o ran Covid. Felly, gyda'i gilydd, gallai pob lleoliad gael cyllid gwerth hyd at ddwywaith yr uchafswm y mae modd gwneud cais amdano (ag un yn benodol ar gyfer mesurau Covid yn unig) yn ystod **y flwyddyn ariannol hon yn unig** (31 Mawrth 2021).

Mae'r uchafswm sydd ar gael yn y cylch Covid hwn i unrhyw leoliad gofal plant cofrestredig fel a ganlyn:

- **Darparwyr gofal plant a'r rhai sydd wedi'u cofrestru ar gyfer 8 neu lai o leoedd gofal plant £5,000**
- **Darparwyr gofal plant sydd wedi'u cofrestru ar gyfer 9-15 o leoedd £7,500**
- **Darparwyr gofal plant sydd wedi'u cofrestru ar gyfer 16+ o leoedd £10,000**

COVID Round

We wish to announce that settings can apply for an additional round of funding to enable them to operate in a more Covid-safe manner. Therefore combined, each setting could be funded up to double their maximum amount (with one specifically for Covid measures only) during **this financial year only** (March 31st 2021).

The maximum amount available in this Covid round to any registered childcare setting is as follows:

- **Childcare providers and those registered for 8 or fewer childcare places £5,000**
- **Childcare providers registered for 9-15 places £7,500**
- **Childcare providers registered for 16+ places £10,000**

If you select to only apply for funding for **resources and equipment (general)** the following maximum funding thresholds have been set:

- Childminders up to £1,500

Os dewiswch wneud cais am gyllid ar gyfer **adnoddau ac offer (cyffredinol)** yn unig, gosodwyd y trothwyon canlynol o ran uchafswm y cyllid:

- Gwarchodwyr plant hyd at £1,500
- Meithrinfeydd dydd hyd at £3,500
- Cylchoedd Meithrin / cylchoedd chwarae £2,750
- Clybiau ar ôl Ysgol / Clybiau Gwyliau £2,250

Yn benodol, nod y cyllid ychwanegol hwn yw helpu lleoliadau gofal plant i brynu eitemau cyfalaf ychwanegol a / neu wneud addasiadau ffisegol i safleoedd, i'w galluogi i weithredu mewn modd diogel o ran Covid. Nid yw nwyddau traul megis Cyfarpar Diogelu Personol (PPE), hylif diheintio dwylo ac ati yn gymwys.

I wneud cais am y cyllid hwn, gofynnir i chi gwblhau ffurflen gais y cynllun grantiau bach a'i dychwelyd erbyn **dydd Gwener 15 Ionawr 2021**.

Os yw eich lleoliad eisoes wedi mynd i gostau i sicrhau bod eich adeilad yn ddiogel o ran Covid, gellir cynnwys y costau hyn fel rhan o'r cais i'w hystyried. Yn eich cais, gofynnir i chi nodi'n glir os aethpwyd i gostau eisoes a chyflwyno'r derbynebaw perthnasol i wirio'r gwariant.

O dan adran D cwestiwn 23 o'r ffurflen gais, sicrhewch eich bod yn esbonio'n glir sut y bydd yr eitemau / gwaith yr ydych yn gwneud cais amdanynt/amdano yn caniatáu i'ch lleoliad weithredu mewn modd diogel o ran Covid i blant 3 a 4 oed sy'n manteisio ar y cynnig gofal plant.

- Day nurseries up to £3,500
- Cylchoedd Meithrin/playgroups £2,750
- After School Clubs/Holiday Clubs £2,250

This additional funding is specifically to support childcare settings to buy extra capital items and/or to undertake physical adaptations to premises, to enable them to operate in a Covid-secure manner. Consumables such as PPE, hand sanitiser etc is not eligible.

To apply for this funding please complete the small grant scheme application form and return by **Friday January 15th 2021**.

If your setting has already incurred expenditure to ensure your premises are Covid-secure, these costs can be included as part of the application for consideration. Within your application please make it clear if the expenditure has already been incurred and submit the relevant receipts to verify expenditure.

Under section D question 23 of the application form, please ensure you explain clearly how the items/works you are applying for will allow your setting to operate in a Covid-secure manner for children aged 3 and 4 accessing the childcare offer.

If you have any queries regarding this additional round of funding, please contact Laura Powell at

smallgrantscheme@carmarthenshire.gov.uk

Os oes gennych unrhyw ymholiadau ynglŷn â'r cylch cyllid ychwanegol hwn, cysylltwch â Laura Powell drwy anfon e-bost at:

smallgrantscheme@sirgar.gov.uk

Dyddiadau cau ar gyfer ceisiadau

Gweler isod y dyddiadau cau ar gyfer cyflwyno ceisiadau:

- Dydd Gwener, 15 Ionawr 2021
- Dydd Gwener, 9 Ebrill 2021
- Dydd Gwener, 18 Mehefin 2021

Rhaid dychwelyd pob cais wedi'i gwblhau i:

smallgrantscheme@sirgar.gov.uk

neu ei anfon at:

Y Tîm Gwybodaeth i Deuluoedd, Gofal Plant a Chwarae

Adeilad 2
Parc Dewi Sant
Heol Ffynnon Job
Caerfyrddin
SA31 3HB

Dylai'r holl arian a ddyrennir o fewn blwyddyn ariannol gael ei wario cyn diwedd y flwyddyn honno.

Ni fydd unrhyw geisiadau a gyflwynir ar ôl y dyddiad cau yn cael eu hystyried tan y dyddiad cau nesaf.

Closing dates for applications

Please see below closing dates for submission of applications:

- Friday, January 15th 2021
- Friday, April 9th 2021
- Friday, June 18th 2021

All completed applications are to be returned to:

smallgrantscheme@cararthenshire.gov.uk

or posted to:

Family Information, Childcare & Play Team

Building 2,
Parc Dewi Sant,
Jobs Well Road,
Carmarthenshire
SA31 3HB

All funding allocated within a financial year should be spent before the end of that year.

Any applications received after the closing date will not be considered until the next closing date.