



Addysg gynnar a gofal • Early education and care



Llywodraeth Cymru  
Welsh Government

## FFURFLEN GAIS CYNLLUN GRANTIAU BACH CYNNIG GOFAL PLANT CYNGOR SIR GAR

### CARMARTHENSHIRE COUNTY COUNCIL CHILDCARE OFFER SMALL GRANT SCHEME APPLICATION FORM

**Croesawir ceisiadau yn Gymraeg neu  
Saesneg**

**Applications are welcomed in Welsh or  
English**

Dylid dychwelyd y ffurflen wedi ei gwblhau i'r:

The completed form should be returned to the:

**Gwybodaeth Teuluoedd, Gofal Plant a Chwarae**

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

**Family Information, Childcare & Play Team**

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

[smallgrantscheme@sirgar.gov.uk](mailto:smallgrantscheme@sirgar.gov.uk)

[smallgrantscheme@carmarthenshire.gov.uk](mailto:smallgrantscheme@carmarthenshire.gov.uk)

**Ffôn / Tel:** 01267 246555

**RHAID CWBLHAU POB ADRAN  
PERTHNASOL.**

**ALL RELEVANT SECTIONS MUST BE  
COMPLETED.**

Dylech nodi y gallai'r Cyngor gwrthod eich cais os byddwch yn methu rhoi'r holl wybodaeth a gofynnir amdani ar y ffurflen gais hon.

Please note that the failure to provide any of the information requested on this application form may result in the Council refusing the application.





<b><u>ADRAN A - Y LLEOLIAD</u></b>	<b><u>SECTION A - THE SETTING</u></b>																								
<p><b>1. Enw'r Lleoliad Gofal Plant sy'n gwneud y cais:</b></p> <p><b>2. Yr unigolyn sy'n cyflwyno'r cais yr anfonir unrhyw ohebiaeth ato/ati:</b></p> <p>Enw (Mr/Mrs/Ms/Miss/Arall)</p> <p>Swydd yn y lleoliad gofal plant: e.e. Ysgrifennydd/Trysorydd/Cadeirydd/Rheolwr(aig)</p> <p>Cyfeiriad a Chôd Post:</p> <p>Rhif Ffôn:</p> <p>Cyfeiriad E-bost:</p> <p><b>3. Ydy'r Lleoliad yn gorff cyfansoddiadol / elusen gofrestredig / cwmni sy'n gyfyngedig gan warrant cyfreithiol?</b></p> <p style="text-align: center;">Ydyn                      Nac Ydyn</p> <p>Os ydych, rhowch eich Rhif Elusen Gofrestredig neu Rhif Cwmni os gwelwch yn dda:</p> <p><b>4. Pa ddarpariaeth ydych yn cynnig?</b></p> <table border="1"> <tr><td></td><td>Gofal Sessiynol</td></tr> <tr><td></td><td>Gofal Dydd Llawn</td></tr> <tr><td></td><td>Clwb ar ol Ysgol</td></tr> <tr><td></td><td>Clwb Gwyliau</td></tr> <tr><td></td><td>Gofalwraig Plant</td></tr> <tr><td></td><td>Arall _____</td></tr> </table>		Gofal Sessiynol		Gofal Dydd Llawn		Clwb ar ol Ysgol		Clwb Gwyliau		Gofalwraig Plant		Arall _____	<p><b>1. Childcare Setting making the application:</b></p> <p><b>2. Individual submitting application to whom correspondence will be addressed:</b></p> <p>Name (Mr/Mrs/Ms/Miss/Other)</p> <p>Position held in the childcare setting: e.g. Secretary/Treasurer/Chairman/Manager</p> <p>Address &amp; Post code:</p> <p>Telephone Number:</p> <p>E-mail Address:</p> <p><b>3. Is the Setting a legally constituted body/registered charity/company limited by guarantee?</b></p> <p style="text-align: center;">Yes                      No</p> <p>If yes, please provide Registered Charity Number or Company Number:</p> <p><b>4. What provision do you offer?</b></p> <table border="1"> <tr><td></td><td>Sessional Care</td></tr> <tr><td></td><td>Full day care</td></tr> <tr><td></td><td>After School Club</td></tr> <tr><td></td><td>Holiday Club</td></tr> <tr><td></td><td>Childminder</td></tr> <tr><td></td><td>Other _____</td></tr> </table>		Sessional Care		Full day care		After School Club		Holiday Club		Childminder		Other _____
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<p><b>12. Ydych yn bwriadu cynyddu niferoedd yn ystod y 12 mis nesaf?</b></p> <p style="text-align: center;">Ydyn                      Nac Ydyn</p>	<p><b>12. Do you intend to increase your numbers in the next 12 months?</b></p> <p style="text-align: center;">Yes                      No</p>
<p><b>13. A ydych wedi cynyddu eich oriau agors Ebrill 2018?</b></p> <p style="text-align: center;">Ydyn                      Nac Ydyn</p> <p>Os ydych, darparwch manylion:</p>	<p><b>13. Have you increased your opening hours since April 2018?</b></p> <p style="text-align: center;">Yes                      No</p> <p>If yes, please provide details:</p>
<p><b>14. Darparwch gwybodaeth os ydych yn gallu darparu gofal gyda'r nos neu penwythnos.</b></p>	<p><b>14. Please provide details if you can offer weekend or evening care.</b></p>
<p><b>15. Ydych chi'n darparu'r Addysg Meithrin Cyfnod Sylfaen (Addysg Tair Oed) ar ran yr Awdurdod Lleol?</b></p> <p style="text-align: center;">Ydyn                      Nac Ydyn</p> <p>Os ydych, nodwch isod sut y bydd unrhyw welliant / adnodd(au) o fudd i'r Addysg Cyfnod Sylfaen yn ogystal â'r Cynnig Gofal Plant:</p>	<p><b>15. Do you provide Foundation Phase Nursery (FPN) (Three Year Old Education) on behalf of the Local Authority?</b></p> <p style="text-align: center;">Yes                      No</p> <p>If yes, please state below how any improvement(s) / resource(s) will be benefiting the Foundation Phase Nursery as well as the Childcare Offer:</p>
<p><b>16. A yw eich gwasanaeth wedi'i gofrestru ar Dewis Cymru?</b></p> <p style="text-align: center;">Ydy                      Nac ydy</p>	<p><b>16. Is your service registered on Dewis Cymru?</b></p> <p style="text-align: center;">Yes                      No</p>
<p><b>17. Os ydych, a ydych yn diweddarau eich gwybodaeth yn rheolaidd?</b></p> <p style="text-align: center;">Ydyn                      Nac ydyn</p>	<p><b>17. If yes, are you regularly updating your information?</b></p> <p style="text-align: center;">Yes                      No</p>

**ADRAN C - IAITH****18. 'Cynnig Gweithredol' y Gymraeg**

(Rhaid i ddarparwyr gofal gynnis a darparu gwasanaethau gofal trwy gyfrwng y Gymraeg i'r un safon â gwasanaethau gofal trwy gyfrwng y Saesneg.)

**Nodwch isod sut rydych chi'n cwrdd â'r gofynion hyn:**

**19. Pa categori iaith sy'n disgrifio'ch lleoliad orau?**

<input type="checkbox"/>	Lleoliad Cyfrwng Cymraeg
<input type="checkbox"/>	Lleoliad cyfrwng Cymraeg a Saesneg
<input type="checkbox"/>	Lleoliad Cyfrwng Saesneg
<input type="checkbox"/>	Saesneg gyda rhai Elfennau Dwyieithog

**20. Faint o Gymraeg sy'n cael ei siarad yn eich lleoliad?**

0%    25%    50%    75%    100%

**21. A oes gennych chi bolisi iaith?**

Oes                      Nac Oes

**22. Faint o'ch staff (gan gynnwys chi) all:**

Marcwch dim ond un ar gyfer pobl aelod staff.

	Nifer o Staff
Siarad Cymraeg yn Hyderus	
Siarad Cymraeg yn unig gyda Phlant	
Deall Cymraeg yn Gymwys	
Dysgu Cymraeg	
Hoffech chi ddysgu Cymraeg	
Siaradwr di-Gymraeg	

**SECTION C - LANGUAGE****18. Welsh Language 'Active Offer'**

(Care providers must actively offer and provide care services through the medium of Welsh to the same standard as care services through the medium of English.)

**Please state below how you meet these requirements:**

**19. Which language category best describes your setting?**

<input type="checkbox"/>	Welsh Medium Setting
<input type="checkbox"/>	Welsh and English Medium Setting
<input type="checkbox"/>	English Medium Setting
<input type="checkbox"/>	English with some Bilingual Elements

**20. How much Welsh is spoken within your setting?**

0%    25%    50%    75%    100%

**21. Do you have a language policy?**

Yes                      No

**22. How many of your staff (including yourself) can:**

Only mark one per staff member.

	Number of Staff
Speak Welsh Confidently	
Speak Welsh only with Children	
Understand Welsh Competently	
Learning Welsh	
Would be interested in Learning Welsh	
Non-Welsh Speaker	

**ADRAN D - Y PROSIECT****23. Am beth ydych chi am wneud cais a pham??**

(Dyma'ch cyfle i ddweud wrthym beth rydych yn bwriadu ei wneud gyda'r cyllid yma. Dywedwch wrthym am nodau'r prosiect, sut y bydd y cyllid yma'n gwneud gwahaniaeth i'r lleoliad yn ogystal â'r gymuned).

Sicrhewch eich bod yn amlinellu'n glir gan ddefnyddio'r penawdau penodol pa gategori o gyllid yr ydych yn gwneud cais amdano h.y.

- Mân Waith / addasiadau
- Adnoddau ac Offer
- Adnoddau Arbenigol AAA
- COVID-19
  - Mân Waith / addasiadau
  - Adnoddau ac Offer (rownd ariannu unigryw)
  - Adnoddau Arbenigol AAA

**SECTION D - THE PROJECT****23. What do you wish to apply for and why?**

(This is your opportunity to tell us what you intend to do with this funding. Tell us about the project's aims, how this funding will make a difference to your setting and the community).

Please ensure you outline clearly using the set headings which category of funding you are applying for i.e.

- Minor Works/adaptations
- Resources and Equipment
- SEN Specialist Resources
- COVID-19
  - Minor Works/adaptations
  - Resources and Equipment (one off funding round)
  - SEN Specialist Resources

**Mân Waith / addasiadau - Minor Works/adaptations****Adnoddau ac Offer - Resources and Equipment****Adnoddau Arbenigol AAA - SEN Specialist Resources**

**COVID-19 Mân Waith / addasiadau - COVID-19 Minor Works/adaptations**

**COVID-19 Adnoddau ac Offer (rownd ariannu unigryw) - COVID-19 Resources and Equipment**

**COVID-19 - Adnoddau Arbenigol AAA COVID-19 - SEN Specialist Resources**



**24. A oes gennych dystiolaeth o'r angen am leoedd ar y Cynnig Gofal Plant 30 awr?**

(e.e. niferoedd / rhestr aros / tystiolaeth gynyddol o Asesiad Digonolrwydd Gofal Plant yr Awdurdod Lleol).

**24. Do you have evidence of the need for places on the 30 hour Childcare Offer?**

(e.g. increased numbers / waiting list / evidence from a Local Authority Childcare Sufficiency Assessment).

**25. A ydych wedi gwneud cais am unrhyw ffynonellau cyllid eraill yn ystod y 3 blynedd diwethaf i gefnogi'ch cynaliadwyedd?**

(Dywedwch wrthym a ddefnyddiwyd yr arian ar gyfer costau staff, deunyddiau, offer, biliau, costau hyfforddi, atgyweirio adeiladau ac ati.)

Ydyn

Nac Ydyn

Os ydych, o ble?

(Rhowch fanylion faint oedd y grant a beth oedd y grant).

**25. Have you applied for any other sources of funding / grants in the last 3 years to support your sustainability?**

(Tell us whether the funding was used for staff costs, materials, equipment, bills, training costs, building repairs etc.)

Yes

No

If yes, where from?

(Please provide details how much and what the grant was for).

<b><u>ADRAN E - ARIANNU</u></b>		<b><u>SECTION E - FUNDING</u></b>	
<p><b>26. Er mwyn sicrhau bod eich lleoliad yn gweithredu'n llwyddiannus, amlinellwch sut y bydd eich lleoliad / pwyllgor ariannol yn delio â materion ariannol:</b>            (Bydd angen cyflwyno copi o'ch Datganiad o Ddiben, cynllun busnes, cyfrifon archwiliedig diweddaraf a 3 mis o gyfriflenni banc).  <b><u>(GWARCHODWYR PLANT YN UNIG</u></b> – rhowch eich cyfrifon blynyddol a cynllun busnes, os oes angen templed arnoch cysylltwch â <a href="mailto:gwybplant@sirgar.gov.uk">gwybplant@sirgar.gov.uk</a>)</p>		<p><b>26. To ensure your setting is operating successfully, outline how your setting / finance committee will deal with financial matters:</b>            (You will be required to submit a copy of your Statement of Purpose, business plan, most recent audited accounts and 3 months bank statements).  <b><u>(CHILDMINDERS ONLY</u></b> – please provide your annual accounts and business plan, if you require a template contact <a href="mailto:childreninfo@carmarthenshire.gov.uk">childreninfo@carmarthenshire.gov.uk</a>)</p>	
<p><b>27. Rhestrwch beth yw pwrpas y cyllid, gyda chostau amcangyfrifedig:</b></p>		<p><b>27. Please list what the purpose of funding you require, with estimated costs:</b></p>	
Sut y caiff yr arian ei wario?	Cost (yn cynnwys TAW) (£)	How the money will be spent?	Cost (including VAT) (£)
<p><b>CYFANSWM CYLLID GRANT SYDD EU HANGEN:</b>  £</p>		<p><b>TOTAL GRANT FUNDING REQUESTED:</b>  £</p>	

**28. Sut y cyfrifwyd y costau hyn?**

(e.e. prynu tendrau / dyfyniadau gan fusnesau lleol / ydych chi wedi derbyn mwy nag un amcangyfrif? Os ydych chi'n prynu nwyddau a / neu wasanaethau i gyflawni pwrpas y cais bydd yn rhaid i chi eu prynu mewn ffordd gystadleuol a chynaliadwy i ddangos eich bod wedi cyflawni y gwerth gorau wrth ddefnyddio arian cyhoeddus. Bydd angen i chi gyflwyno 3 amcangyfrif, a rhesymeg glir dros ddewis eich dewis i fynd gyda'r cais.)

**28. How were these costs calculated?**

(e.g. tender / quotations from local businesses / have you received more than one estimate? If you buy goods and / or services to achieve the purpose of the application you will have to buy them in a competitive and sustainable way to show that you have achieved the best value when using public money. You will need to submit 3 estimates, and a clear rationale for choosing your option to accompany the application.)

**29. Beth yw'r amserlen ar gyfer cwblhau'r gwaith / archebu adnoddau?**

(Blwyddyn Ariannol - 1<sup>af</sup> o Ebrill - 31<sup>ain</sup> o Fawrth. Rhaid i unrhyw wariant / gorchymyn gael ei gwblhau erbyn 31<sup>ain</sup> o Fawrth bob blwyddyn, ac ni fydd trosglwyddiadau rhwng blynyddoedd ariannol yn bosibl.)

**2019 - 2020****2020 - 2021****29. What is the timetable for completing the work / ordering resources?**

(Financial Year - 1<sup>st</sup> April - 31<sup>st</sup> March. Any expenditure / order must be completed by 31<sup>st</sup> of March in each year, and transfers between financial years will not be possible.)

**2019 - 2020****2020 - 2021**

<p><b>30. A oes gennych dystiolaeth o'r angen am y gwelliant / adnodd (au)?</b> e.e. Argymhellion Estyn / AGC</p> <p style="text-align: center;">Oes                      Nac Oes</p> <p>Os oes, rhowch fanylion isod:</p>	<p><b>30. Do you have evidence of the need for the improvement / resource(s)?</b> e.g. Estyn / CIW Recommendations</p> <p style="text-align: center;">Yes                      No</p> <p>If yes, please provide details below:</p>
<p><b>31. Rhowch fanylion eich Tystysgrif Atebolrwydd Cyhoeddus:</b></p> <ul style="list-style-type: none"> <li>- Enw'r Darparwr</li> <li>- Rhif Polisi</li> <li>- Dyddiad Cychwyn</li> <li>- Swm yr Atebolrwydd Cyhoeddus</li> </ul> <p><b>Beth yw'r gost y flwyddyn?</b></p>	<p><b>31. Please give details of your Public Liability Certificate:</b></p> <ul style="list-style-type: none"> <li>- Name of Provider</li> <li>- Policy Number</li> <li>- Start Date</li> <li>- Amount of Public Liability</li> </ul> <p><b>What is the cost per year?</b></p>
<p><b>32. Rhowch fanylion aelodaeth unrhyw sefydliad(au) gofal plant perthnasol:</b> (e.e. Mudiad Meithrin, Pacey Cymru, Blynyddoedd Cynnar Cymru, Cymdeithas Genedlaethol Meithrinfeydd Dydd (NDNA), Clybiau Plant Cymru Kids Clubs ac ati.)</p>	<p><b>32. Please give details of membership of any relevant childcare organisation(s):</b> (e.g. Mudiad Meithrin, Pacey Cymru, Early Years Wales, National Day Nursery Association (NDNA), Clybiau Plant Cymru Kids Clubs etc.)</p>

<b><u>ADRAN F - RHESTR WIRIO &amp; DATGANIAD</u></b>		<b><u>SECTION F - CHECKLIST &amp; DECLARATION</u></b>	
<b>33. Cyn cyflwyno'r ffurflen yma, gwiriwch fod:</b>		<b>33. Before submitting this form, please check that you have:</b>	
	Ble Mae'n Berthnasol		Where Applicable
Pob adran o'r ffurflen gais wedi cwblhau		Completed all sections of the application form	
Wedi gwneud copi o'r cais yma er mwyn eich cofnodion		Made a copy of this application for your records	
Amgaeir copi o'ch cyfansoddiad / dogfen lywodraethol, os yw'n berthnasol		Enclosed a copy of your constitution / governing document, if applicable	
Cynnwys copi o'ch Cynllun Busnes diweddaraf		Enclosed a copy of your most recent Business Plan	
Cynnwys copi o'ch cyfrifon diweddaraf a 3 mis o gyfriflenni banc neu gyfrifon blynyddol os yn Warchodwraig plant		Enclosed a copy of your most recent accounts and 3 months of bank statements or annual accounts if a childminder	
Amgaeiwyd copi o Ddatganiad o Ddiben cyfredol y lleoliad		Enclosed a copy of the setting's current Statement of Purpose	
Os mae'r adeilad ar brydles, tystiolaeth o ddeiliadaeth am o leiaf 5 mlynedd neu tystiolaeth o berchnogaeth		If setting building is currently leased, evidence of tenure for minimum of 5 Years or evidence of ownership	
Caniatâd ysgrifenedig i unrhyw waith gael ei gwblhau gan y landlord / perchenog ac ati.		Written permission for any works to be completed from the landlord etc.	
Dyfyniadau: <ul style="list-style-type: none"> <li>Os yw gwaith / adnoddau y gwnaed cais amdanynt gan un cyflenwr yn is na £4999 dim ond 1 dyfynbris sydd ei angen.</li> <li>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</li> </ul>		Quotes: <ul style="list-style-type: none"> <li>If works/resources being applied for from one supplier is below £4999 only 1 quote is required.</li> <li>If works/resources being applied for exceeds £5000 from one supplier, 3 quotes of the same specification on business headed paper should be provided</li> </ul>	
Unrhyw brawf i ddangos bod y gwaith yn ofyniad gan AGC neu lechyd a Diogelwch		Any proof to show work is a requirement by CIW or Health and Safety	
Unrhyw dystiolaeth ychwanegol i gefnogi'r cais/lluniau		Any additional evidence to support application/photos	
Amgaeiwyd copi o'ch Datganiad De Minimis wedi'i lofnodi		Enclosed a copy of your signed Statement of De Minimis	

Amgawch gopi o'ch Yswiriant Atebolrwydd Cyhoeddus		Enclose a copy of your Public Liability Insurance	
Deall y telerau a'r amodau sy'n gysylltiedig â'r grant hwn a llofnodi'r datganiad isod		Understood the terms and conditions associated with this grant and signed the declaration below	
<p style="text-align: center;"><b><u>Datganiad</u></b></p> <p>Rwy'n cadarnhau:</p> <ol style="list-style-type: none"> <li>Bydd ceisiadau llwyddiannus yn derbyn cyllid ymlaen llaw. Fodd bynnag, bydd gofyn i chi gyflwyno copiâu o dderbynebaw / anfonebau fel tystiolaeth gwariant gyda'r ffurflen fonitro.</li> <li>Byddaf yn cwblhau'r ffurflen fonitro a'r adroddiad gwariant grant ac yn dychwelyd i Dîm Gwasanaeth Gwybodaeth, Gofal Plant a Chwarae fel y gofynnir.</li> <li>Os yw'n llwyddiannus, rwy'n deall y bydd yn rhaid i mi lofnodi a chytuno ar y telerau a'r amodau sy'n gysylltiedig â'r grant hwn.</li> <li>Os nag yn leoliad cofrestredig pan yn gwneud y cais yma, bydd angen i'r lleoliad gofal plant gadarnhau'r amserlen ar gyfer cyflwyno cais i gofrestru gyda AGC. Bydd methu ag agor lleoliad gofal plant yn golygu y bydd yr arian yn cael ei alw'n ôl.</li> <li>Bydd y lleoliad yn cofrestru ac yn diweddarau eu manylion (am o leiaf chwe mis) ar wefan Dewis Cymru i bob riant darpar allu cael mynediad i'ch manylion. Am fwy o wybodaeth neu gymorth ar Dewis Cymru cysylltwch â <a href="mailto:gwybplant@sirgar.gov.uk">gwybplant@sirgar.gov.uk</a></li> </ol> <p>Llofnod:</p> <p>Swydd:</p> <p>Dyddiad:</p>		<p style="text-align: center;"><b><u>Declaration</u></b></p> <p>I confirm that:</p> <ol style="list-style-type: none"> <li>Successful applications will receive funding in advance. However, you will be required to submit copies of receipts / invoices as evidence with the monitoring form.</li> <li>I will complete the monitoring form and grant spend report and return to the Family Information Childcare &amp; Play team as requested.</li> <li>If successful I understand I will have to sign and agree to the terms and conditions associated with this grant.</li> <li>If not a registered setting when submitting this application, the childcare setting will need to confirm the timescale at which they expect to submit an application to register with CIW. Failure to open a childcare setting will result in the monies being recalled.</li> <li>Setting will register and keep their details updated (minimum six monthly) on the Dewis Cymru search for all prospective parents to be able to access your details. For more information or assistance with Dewis Cymru contact <a href="mailto:childreninfo@carmarthenshire.gov.uk">childreninfo@carmarthenshire.gov.uk</a></li> </ol> <p>Signature:</p> <p>Position held:</p> <p>Date:</p>	