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:

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

All enquiries should be directed to the:

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	Award of Funding in relation to Childcare Offer Capital Grant Programme
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.**	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**.
Ffurflen Gais O dan Adran D cwestiwn 23, mae'n ofynnol i leoliadau 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: 1. Amgaewch gopi o'ch cyfansoddiad, os yw'n berthnasol 2. Amgaewch 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	**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: 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

ffioedd yn eich Datganiad Diben 3. Amgaewch gopi o'ch cyfrifon archwiliedig diweddaraf a 3 mis o gyfriflenni banc neu gyfrifon blynyddol os ydych yn warchodwr plant 4. Amgaewch 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, amgaewch 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: 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 Iechyd a Diogelwch 9. Unrhyw dystiolaeth ychwanegol i gefnogi cais / lluniau a. Os ydych yn gwneud cais i gael adnoddau ac offer newydd yn lle rhai sydd wedi treulio neu wedi torri sy'n risg	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: 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 from 3 different suppliers, 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 rational 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 a. If you are applying to replace worn or broken resources and equipment which is a health and safety risk you are required to submit photos of this equipment as part of your application 10. Please enclose a copy of your Public Liability Insurance

i iechyd a diogelwch, mae'n ofynnol i chi gyflwyno lluniau o'r offer hwn fel rhan o'ch cais 10. Amgaewch gopi o'ch Yswiriant Atebolrwydd Cyhoeddus 11. Sicrhewch fod copi o'ch cais yn cael ei wneud ar gyfer eich cofnodion 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.	11. Please ensure a copy of your application is made for your records 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.
Cerbydau 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. *Bydd yr arian grant a ddyfernir yn cael ei ddosbarthu yn ôl defnydd busnes / personol.* 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.	**Vehicles** 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. *Award of grant money will be apportioned according to business/personal usage.* 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.
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	**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

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. **Mae'r trothwyon ariannol blaenorol ar gyfer adnoddau ac offer wedi'u dileu.**	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. **The previous monetary thresholds for resources and equipment has been removed.**
<u>Trothwyon cyllido</u> **Mae cyllid cyfalaf ar gael ar gyfer y 3 chategori canlynol:** 1. mân waith/addasiadau i leoliadau gofal plant cofrestredig 2. adnoddau ac offer (Cyffredinol) gan gynnwys offer TG 3. adnoddau arbenigol AAA Darllenwch y canllawiau a’r telerau ac amodau i gael rhagor o wybodaeth am yr hyn y gellir ac na ellir ei hariannu. Dyma’r uchafswm sydd ar gael i unrhyw sefydliad gofal plant cofrestredig: **Gwarchodwyr plant a’r rhai sydd wedi’u cofrestru ar gyfer 8 neu llai**: **£5,000** **Darparwyr gofal plant sydd wedi’u cofrestru ar gyfer 9 i 15 lle**: **£7,500** **Darparwyr gofal plant sydd wedi’u cofrestru ar gyfer 16+ lle**: **£10,000**	**<u>Funding Thresholds</u>** **Capital funding is available for the following 3 categories:** 1. Minor works/adaptations to registered childcare settings 2. Resources and equipment (general) including IT equipment 3. SEN specialist resources Please refer to the Guidance and Terms and conditions for further information on what can and can not be funded. The maximum amount available to anyone registered childcare setting is as follows: **Childminders and those registered for 8 or fewer childcare places**: **£5,000** **Childcare providers registered for 9 to 15 places £7,500**: **£7,500** **Childcare providers registered for 16 + places**: **£10,000**

Gallwch wneud cais am unrhyw un neu'r cyfan o'r categorïau cyllid cyfalaf, ar yr un amod nad ydych yn mynd y tu hwnt i'r trothwyon ariannu. Mae'r trothwyon ariannol blaenorol ar gyfer adnoddau ac offer wedi'u dileu Gwnewch yn glir ar eich ffurflen gais pa un o'r 3 chategori uchod y mae'ch cynnig yn perthyn iddo.	You are able to apply for any/all of the capital funding categories, as long as you do not exceed the funding thresholds. The previous monetary thresholds for resources and equipment have been removed. Please make it clear on your application form which of the 3 above categories your proposal falls under.
Dyddiadau cau ar gyfer ceisiadau Gweler isod y dyddiadau cau ar gyfer cyflwyno ceisiadau: • Dydd Gwener, 23 Ebrill 2021 • Dydd Gwener, 18 Mehefin 2021 • Dydd Gwener, 8 Hydref 2021 Rhaid dychwelyd pob cais wedi'i gwblhau i: smallgrantscheme@sirgar.gov.uk nei anfon at: **Y Tìm Gwybodaeth i Deuluoedd, Gofal Plant a Chwarae** Adeilad 2 Parc Dewi Sant Heol Ffynnon Job Caerfyrddin SA31 3HB **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, April 23rd 2021 • Friday, June 18th 2021 • Friday, October 8th 2021 All completed applications are to be returned to: smallgrantscheme@carmarthenshire.gov.uk or posted to: **Family Information, Childcare & Play Team** Building 2, Parc Dewi Sant, Jobs Well Road, Carmarthenshire SA31 3HB **Any applications received after the closing date will not be considered until the next closing date.**