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Wedi ei ariannu gan Llywodraeth y DU

Grymuso Gwynedd: Cwestiynau cyffredin

Grymuso Gwynedd: Frequently asked questions

Beth yw pwrpas y gefnogaeth ariannol?
What is the purpose of the financial support?
Mae Gwynedd yn ardal eang sy'n cynnwys pegynau o safbwynt iaith, daearyddiaeth, cymunedau trefol a gwledig, môr a mynydd, ac mae iddi adnoddau a phobl all gyfrannu at ddatblygu gwytnwch ledled y sir. Mae rhaglen Grymuso Gwynedd yn caniatáu i Menter Môn Cyf. a Cymunedoli Cyf. (rhwydwaith mentrau cymunedol Gwynedd) ddefnyddio eu harbenigeddau a'u profiadau amgylcheddol, mentergarwch, technoleg, busnes, bwyd, iaith ayyb i rymuso cymunedau ar draws y sir.

Bydd y gefnogaeth ariannol yn ein galluogi i gefnogi prosiectau sy'n ateb gofynion lleol a chynnig datrysiadau i'r gymuned, er mwyn adeiladu capasiti Gwynedd ar draws y sir. Bydd modd cefnogi prosiectau, datrysiadau ac atebion o fewn y themâu canlynol:

1. Hunaniaeth
2. Gwasanaethau
3. Asedau

Bydd y gefnogaeth hon yn cynnig allbwn i ddatblygu egin fentrau, tyfu mentrau presennol a llenwi bylchau mewn mannau daearyddol sydd heb gatalyddion lleol.

Gwynedd is a large area that includes polar opposites in terms of language, geography, urban and rural communities, sea and mountains, and it has resources and people who can contribute to developing resilience throughout the county. The Grymuso Gwynedd program allows Menter Môn Ltd. and Cymunedoli Ltd. (Gwynedd community enterprise network) to use their environmental expertise and experiences, entrepreneurship, technology, business, food, language etc. to empower all Gwynedd communities.

The financial support will enable us to support projects that meet local requirements and offer solutions to the community, to build Gwynedd's capacity across the county. It will be possible to support projects, solutions and answers within the following themes:

1. *Identity*
2. *Services*
3. *Assets*

This support will offer output to develop budding enterprises, grow existing enterprises and fill gaps in geographical areas that lack local catalysts.

Beth yw'r broses ymgeisio?
What is the application process?

1. Darllen y dogfennau canllawiau a chwestiynau cyffredin
2. Trafod eich syniad prosiect gydag un o swyddogion Menter Môn Cyf.
3. Cwblhau'r ffurflen gais a'i chyflwyno i gwynedd@mentermon.com

Bydd modd i chi dderbyn cefnogaeth swyddogion Menter Môn Cyf. trwy gydol y broses ymgeisio i sicrhau bod eich cais mor gyflawn a chryf â phosib. Bydd cyflogai Cymunedoli Cyf. hefyd yn ymwybodol o'r ceisiadau ac yn medru cydweithio a chynnig cefnogaeth fel sy'n addas.

1. *Read the guidance documents and frequently asked questions*
2. *Discuss your project idea with a Menter Môn Ltd officer*
3. *Complete the application form and submit it to gwynedd@mentermon.com*

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You can receive support from Menter Môn Ltd. officers throughout the application process to ensure your application is as complete and strong as possible. Cymunedoli Cyf. employees will also be made aware of the requests and could collaborate and offer support as appropriate.

Pryd fydd ceisiadau yn cael eu cymeradwyo?
When will applications be approved?
Disgwylir i'r broses gyfan, o drafod eich prosiect i gymeradwyaeth, gymryd 3-6 wythnos.

The whole process, from discussing your project to approval, is expected to take 3-6 weeks.

Oes modd cydweithio â phartneriaid?
Is it possible to collaborate with partners?
Oes, mae modd i unrhyw endid gydweithio a'i gilydd i gyflwyno a gwireddu cais er budd cymunedol. Gellir trafod hyn ymhellach ag un o swyddogion Menter Môn Cyf. i adnabod cyfleoedd cydweithio posib, a goblygiadau hyn (megis cyflwyno cais ar y cyd am gyllideb mwy).

Yes, it is possible for any entity to collaborate to submit and realize a request for the benefit of a community. This can be discussed further with a Menter Môn Ltd. officer to identify possible collaboration opportunities, and the implications of this (such as submitting a joint application for a larger budget).

Oes rhaid i'r ymgeisydd arweiniol fod wedi ei leoli o fewn Gwynedd?
Does the lead applicant have to be located within Gwynedd?
Does dim rhaid i gyfeiriad cofrestredig yr endid fod wedi ei leoli o fewn Gwynedd ond disgwylir i 100% o'r gwaith/prosiectau gael ei weithredu yn y sir.

The registered address of the entity does not have to be located within Gwynedd but it is expected that 100% of the work/projects will be implemented in the county.

Oes rhaid i'r prif bartner allu siarad Cymraeg?
Does the main partner have to be able to speak Welsh?
Na, ond disgwylir deallusrwydd i sensitifrwydd ieithyddol a bydd y ceisiadau yn cael eu sgorio yn erbyn disgwyliad y bydd y rhaglen yn meithrin y Gymraeg yn lleol i'r ardal honno.

Bydd disgwyl i ymgeiswyr llwyddiannus weithredu eu prosiectau yn unol â Pholisi Iaith Gymraeg y Cwmni, sy'n nodi dylai bod pob deunydd ysgrifenedig, arwyddion, a hyfforddiant a digwyddiadau cyhoeddus yn cael eu cynhyrchu/cynnal yn ddwyieithog. Os nad yw'r ymgeisydd yn medru cynnig y cynnwys hwn yn ddwyieithog eu hunain, yna dylent gynnwys costau cyfieithu yn y cais.

No, but a strong understanding of linguistic sensitivity is expected and the applications will be scored against the expectation that the program will foster the Welsh language locally in that area.

Successful applicants will be expected to implement their projects in accordance with the Company's Welsh Language Policy, which states that all written material, signs, and public events and training sessions should be produced/hosted bilingually. If the applicant is unable to offer this content bilingually themselves, then they should include translation costs in the application.

Oes modd ymgeisio mwy nag unwaith?
Is it possible to apply more than once?
Mae modd i endid ymgeisio fwy nac unwaith os yw'r gyllideb ac amser yn caniatáu, ond bydd pob cais unigol yn cael ei sgorio yn erbyn y matrics sgorio. Noder mai rhan o'r matrics hwnnw ydi ystyriaeth arbennig i ardal sydd heb ddarpariaeth eisoes, felly ni fyddwn yn ffafrio gormod o weithgarwch mewn un ardal.

It is possible for an entity to apply more than once if the budget and time allow, but each individual application will be scored against the scoring matrix. Note that part of that matrix is special consideration for an area that does not already have provision, so we would not favor too much activity in one area.

Oes modd cyflwyno cais am gefnogaeth ariannol ar gyfer mwy nag un thema/prosiect?
Is it possible to submit an application for financial support for more than one theme/project?
Mae posib ymgeisio i'r tair cronfa (hunaniaeth, asedau, gwasanaethau) os yw'r gyllideb ac amser yn caniatáu, yn debyg, wele ateb uchod.

It is possible to apply to the three funds (identity, assets, services) if the budget and time allow, similarly, see answer above.

Oes disgwyl i mi rannu gwybodaeth?
Am I expected to share information?
Bydd disgwyl i chi sicrhau deialog gyson gyda'ch cyswllt yn Menter Môn Cyf., gan adnabod llwyddiannau a gwersi. Efallai bydd gofyn i chi eu trafod â gwerthuswr allanol. Bydd disgwyl i chi rannu'r deilliannau hyn â chynulleidfa ehangach er mwyn grymuso'r gymuned.

You will be expected to ensure a constant dialogue with your contact at Menter Môn Ltd., recognizing successes and lessons. You may need to discuss them with an external assessor. You will be expected to share these outcomes with a wider audience to empower the community.

Os nad yw fy nghais yn llwyddiannus, beth fyddai'r cam nesaf?
If my application is not successful, what would be the next step?
Bydd y tîm yn gwneud pob ymdrech i gyfeirio pob ymholiad nad yw'n gymwys neu'n aflwyddiannus at brosiectau / cyfleoedd ariannu eraill. Mae gan Menter Môn Cyf. a Cymunedoli Cyf. ecosystem a chysylltiadau eang a allai gynnig cymorth pellach.

The team will make every effort to refer all ineligible or unsuccessful inquiries to other projects / funding opportunities. Menter Môn Ltd. and Cymunedoli Ltd. Has an ecosystem and broad connections that could offer further support.

Amserlen gwariant
Expenditure schedule
Mae gofyn i chi lenwi amserlen gwariant fel rhan o'r ffurflen gais. Mae gan dîm Grymuso Gwynedd yr hawl i dynnu'r ymrwymiad yn ôl er mwyn rhyddhau cyllideb yn ôl i'r gronfa os nad yw'r amserlen gwariant yn cael ei ddilyn.

You are required to fill in a spending schedule as part of the application form. The Grymuso Gwynedd team has the right to withdraw the commitment in order to release budget back to the fund if the spending schedule is not followed.

Oes hyblygrwydd o ran terfyn amser y prosiectau?
Is there flexibility in the time limit of projects?
Byddwn yn rhyddhau ffenestri ymgeisio bob 4-6 wythnos o fis Hydref 2023 ymlaen, a bydd y cyllid yn cael ei ddyrannu yn erbyn matrics sgorio. Bydd angen cwblhau pob prosiect yn llawn erbyn diwedd Medi 2024.

We will release application windows every 4-6 weeks from October 2023 onwards, and funding will be allocated against a scoring matrix. All projects will need to be completed in full by the end of September 2024.

Faint o gyllid sydd ar gael?
How much funding is available?
Gellir gwneud cais am gefnogaeth ariannol o fewn tair thema:

1. Hunaniaeth
- Cefnogaeth ariannol hyd at £10,000 (gan gynnwys TAW) fesul prosiect
2. Gwasanaethau
- Cefnogaeth ariannol hyd at £10,000 (gan gynnwys TAW) fesul prosiect
3. Asedau
- Cefnogaeth ariannol hyd at £15,000 (gan gynnwys TAW) fesul prosiect

Noder bod modd i endidau gydweithio ar draws y sir a chyflwyno cais ar y cyd am gyllideb mwy (e.e. dau fudiad o begynau'r sir yn cyflwyno un cais £20,000 ar y cyd i wireddu cynllun hunaniaeth). Ystyrir hyn os yw'r cynnig yn rhagori amcanion y rhaglen yn unig- gall swyddogion Menter Môn Cyf. gynnig cymorth pellach.

Financial support can be applied for within three themes:

1. *Identity*
- *Financial support of up to £10,000 (including VAT) per project*
2. *Services*
- *Financial support of up to £10,000 (including VAT) per project*
3. *Assets*
- *Financial support of up to £15,000 (including VAT) per project*

Note that it is possible for entities to work together across the county and submit a joint application for a larger budget (e.g. two organizations from the poles of the county submitting a joint £15,000 application to implement a project). This will only be considered if the project exceeds expectations- Menter Môn Cyf. officers will be able to offer further guidance.

Beth yw'r canllawiau caffael?
What are the procurement guidelines
Bydd disgwyl i brosiectau ddilyn y canllawiau canlynol gweler y tabl isod;
Projects will be expected to follow the public sector procurement guidelines, see the table below;

Gwerth / *Value*	Trefn / *Procedure*
£0 - £2,499	1 dyfynbris / *1 quote*
£2,500 - £24,999	3 dyfynbris / *3 quotes*
£25,000 - £181,499	Proses tendro ffurfiol / *Formal tender process*

Tystiolaeth Caffael
Procurement evidence
Bydd angen tystiolaeth o'r broses caffael yn ogystal â chopi o'r record dendro gystadleuol ar gyfer unrhyw gytundeb dros £2500.
Evidence of the procurement process as well as a copy of the competitive tender record will be required for any contract over £2500.

A oes disgwyl i ni ddilyn proses caffael cyn cyflwyno cais neu ar ôl derbyn canlyniad?
Are we expected to follow a procurement process before submitting an application or after receiving a result?
Mae croeso i ymgeiswyr ddilyn proses caffael cyn cyflwyno cais, ond rydych yn gwneud hynny ar risg eich hun.
Applicants are welcome to follow the procurement process before submitting an application, but you do so at your own risk.

Sut fydd hawliadau yn gweithio?

Trafodir pob cais yn unigol gyda Menter Môn Cyf. gan fod modd ystyried sawl trefn ariannol (wele'r opsiynau ar y ffurflen gais). Mae'r trefniadau hyn yn cynnwys hawlio arian yn ôl, a thalu cyflenwyr ar eich rhan lle nad oes e.e. cyfrif banc mewn lle. Er mwyn gallu hawlio arian yn ôl, bydd angen darparu tystiolaeth i gyd-fynd â'r gwariant. Yn ystod hawliadau chwarterol, bydd angen adroddiadau cynnydd.

Os yn llwyddiannus, bydd llythyr cynnig yn dod i'ch sylw sy'n egluro'n llawn sut i hawlio'r arian. Os fyddwch yn archebu a thalu am unrhyw beth cyn i chi dderbyn a dychwelyd y llythyr cynnig rydych yn gwneud hynny ar risg eich hunain. Dim ond ar ôl i chi brynu a thalu y bydd modd hawlio grant. Cofiwch sicrhau fod eich llif arian yn ddigonol i dalu, a'ch bod yn cyflwyno'ch hawliad (gyda thystiolaeth o'r gwariant- copi o'r anfoneb a datganiad banc yn dangos y taliad). Ni ellir rhoi grant os ydych wedi talu am unrhyw beth gydag arian parod. Os am ddefnyddio cerdyn credyd bydd angen copi o ddatganiad y cerdyn yn dangos y taliad.

Each request is discussed individually with Menter Môn Cyf. as it is possible to consider several financial arrangements (see the options on the application form). These arrangements include claiming money back, and paying suppliers on your behalf where there is no e.g. bank account in place. To be able to claim money back, it will be necessary to provide evidence to match the expenditure. During quarterly claims, progress reports will be required.

If successful, you will receive an offer letter which fully explains how to claim the money. If you order and pay for anything before you receive and return the offer letter, you do so at your own risk. It will only be possible to claim a grant after you have purchased and paid. Remember to ensure that your cash flow is sufficient to pay, and that you submit your claim (with evidence of the expenditure - a copy of the invoice and a bank statement showing the payment). A grant cannot be given if you have paid for anything with cash. If you want to use a credit card you will need a copy of the card statement showing the payment.

Tystiolaeth Gwariant
Evidence of Expenditure
Mewn achos lle byddwch yn hawlio'r gyllideb yn ôl gan Menter Môn Cyf., byddwch angen cadw cofnod a thystiolaeth o holl wariant y prosiect er mwyn hawlio'r costau. Er mwyn hawlio, bydd gofyn darparu copi o'r anfoneb(au) a chyfriflen banc i ddangos pob gwariant, a chopi o slipiau cyflog a chyfriflen banc er mwyn ad-hawlio cyflogau.

Os byddwn yn rhyddhau taliadau ymlaen llaw, bydd disgwyl i chi ddarparu'r dystiolaeth yma yn ôl-weithredol.

Bydd disgwyl i'r ymgeiswyr gadw cofnod / tystiolaeth o'r gwariant am gyfnod o hyd at **10** mlynedd o ddyddiad derbyn y grant gan Menter Môn Cyf.

In a case where you claim the budget back from Menter Môn Ltd., you will need to keep a record and evidence of all the project's expenditure in order to claim the costs. In order to claim, it will be necessary to provide a copy of the invoice(s) and bank statement to show all expenditure, and a copy of pay slips and bank statement in order to reclaim wages.

If we release payments in advance, you will be expected to provide this evidence retrospectively.

*The applicants will be expected to keep a record / evidence of the expenditure for a period of up to **10** years from the date of receipt of the grant from Menter Môn Cyf.*

A fyddwn yn cael ein monitro?
Will we be monitored?
Os bydd eich cais yn llwyddiannus, byddwch yn cael eich monitro'n agos er mwyn :

- sicrhau bod y gyllideb yn cael ei wario ar yr hyn a gymeradwywyd
- sicrhau bod y cynllun yn digwydd / wedi digwydd yn unol â hyn
- sicrhau bod eitemau a gefnogwyd efo'r gyllideb yn parhau mewn lle / defnydd
- sicrhau fod cronfeydd Grymuso Gwynedd yn cyflawni eu pwrpas
- casglu gwybodaeth am y gweithgareddau ac allbynnau

Nodwch - gallai hyn fod yn ymweliad gan gynrychiolydd o naill ai Cyngor Gwynedd, Llywodraeth y DU neu Menter Môn Cyf. ar fyr rybudd, i archwilio eich defnydd o'r cyllid SPF ar unrhyw adeg yn ystod eich prosiect neu ar ôl ei chwblhau.

Os yw Menter Môn Cyf., Cyngor Gwynedd neu Lywodraeth y DU o'r farn nad yw'r arian wedi ei wario i'r pwrpas y cytunwyd arno, neu fod y prosiect yn dra gwahanol i'r hyn a gynhigiwyd, mae'n bosibl y bydd y grant, neu ran berthnasol ohono, yn cael ei adennill.

If your application is successful, you will be closely monitored to:

- *ensure that the budget is spent on what was approved*
- *ensure that the plan takes place / has taken place in accordance with this*
- *ensure that items supported with the budget remain in place / used*
- *ensure that Gwymuso Gwynedd funds fulfil their purpose*
- *gather information about the activities and outputs*

Please note - this could be a visit by a representative from either Gwynedd Council, the UK Government or Menter Môn Ltd. at short notice, to examine your use of the SPF funding at any time during your project or after its completion.

If Menter Môn Ltd., Gwynedd Council or the UK Government are of the opinion that the money has not been spent for the agreed purpose, or that the project is very different from what was proposed, it is possible that the grant, or a relevant part of it, will be recovered

A yw costau cyfalaf yn gymwys?
Are capital costs eligible?
Diffinnir gwariant cyfalaf, at ddibenion cefnogaeth ariannol Grymuso Gwynedd, fel unrhyw eitem unigol sydd â gwerth o fwy na £15,000 (sef uchafswm y gronfa Asedau) ac oes ddefnyddiol o fwy na blwyddyn. Ni fyddai

eitemau bach, megis offer cyfrifiadurol, sy'n costio llai na'r terfyn hwn ac a allai fod yn ddefnyddiol o hyd at ddiwedd blwyddyn yn cael eu dosbarthu fel cyfalaf.

Capital expenditure, for the purposes of Grymuso Gwynedd's financial support, is defined as any single item with a value of more than £15,000 (which is the maximum of the Assets fund) and an useful life of more than one year. Small items, such as computer equipment, which cost less than this limit and may still be useful up to the end of a year would not be classified as capital.

Oes disgwyl i geisiadau gynnwys arian cyfatebol?
Are applications expected to include matching funds?
Nid oes disgwyl cynnwys arian cyfatebol *(match funding)* o fewn y prosiectau, ond nodir os yw'n ategu i ganlyniad y prosiect ac yn cyfrannu at gwrdd â'r nod ac amcanion, bydd yn debygol o gryfhau'r cais. Ystyrir pob cais a sefyllfa'r ymgeiswyr yn unigol, a chydnabyddwn nad yw arian cyfatebol yn bosib bob tro.

It is not expected to include match funding within the projects, but note that if it complements the outcome of the project and contributes to meeting the aim and objectives, it will likely strengthen the application. Each application and the applicant's situation is considered individually, and we recognize that matching funds are not always possible.

Oes modd hawlio TAW?
Can VAT be claimed?
Bydd yn ddibynnol ar eich endid- os ydych yn gallu hawlio costau TAW yn ôl, ni fyddwn yn cyfrannu'r TAW.

It will depend on your entity - if you are able to claim VAT costs back, we will not contribute the VAT.

Costau nad ydynt yn gymwys
Ineligible costs
- Unrhyw gostau nad ydynt yn ymwneud yn uniongyrchol ac yn unig â chyflawni'r prosiect
- Cyfalaf gweithio neu unrhyw golled ariannol a gafwyd o ganlyniad i gymryd rhan yn y prosiect
- Unrhyw wariant cyn i'r prosiect a gymeradwywyd ddechrau heb gymeradwyaeth ysgrifenedig ymlaen llaw gan Menter Môn Cyf.
- Costau cynnal a chadw neu atgyweirio, unrhyw asedau pellach nad yw'n berthnasol i'r cais
- Ni ellir defnyddio'r grant i ariannu gweithgaredd sydd yn ddyletswydd statudol.
- *Any costs that are not directly and solely related to the delivery of the project*
- *Working capital or any financial loss incurred as a result of participating in the project*
- *Any expenditure before the approved project starts without prior written approval from Menter Môn Cyf.*
- *Maintenance or repair costs, any further assets not relevant to the application*
- *The grant cannot be used to finance an activity which is a statutory duty.*

Rheolaeth cymhorthdal
Subsidy control
Bydd rhaid i chi ddatgan nad ydych wedi derbyn mwy na £315,000 o gymhorthdal dros gyfnod o dair blynedd.

You will have to declare that you have not received more than £315,000 of subsidies over a period of three years.

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Cyhoeddusrwydd
Publicity

Bydd rhaid i dderbynwyr y gyllideb gydnabod y cymorth ariannol trwy Grymuso Gwynedd mewn cyhoeddusrwydd perthnasol. Bydd canllawiau llawn yn cael eu rhannu gyda chi.

The recipients of the budget will have to acknowledge the financial support through Grymuso Gwynedd in relevant publicity. Full guidelines will be shared with you.