

**Ffurflen gais ar gyfer Grant Technoleg a Chyfryngau
Digidol Cymraeg**
**Welsh-language Technology and Digital Media Grant
Application Form**

1: MANYLION YR YMGEISYDD
APPLICANT DETAILS

| | |
|--|---|
| 1.1 Teitl y prosiect Project Title | Welsh for Business |
| 1.2 Cyfanswm y grant y gwneir cais i Lywodraeth Cymru amdano Total Welsh Government grant sought | £11668.43 |
| 1.3 Enw'r sefydliad Name of organisation | Coleg Sir Ger |
| 1.4 Enw'r prif gyswilt a'i rôl yn y sefydliad Name of main contact and role within the organisation | Dr Lowri Morgans Rheolwr Iaith Gymraeg |
| 1.5 Cyfeiriad a chod post Address including postcode | Coleg Sir Gar Heol Sandy Llanelli SA15 4DN |
| 1.6 Ffôn Tel no | 01554 748000 |
| 1.7 E-bost E-mail | lowri.morgans@colegsirgar.ac.uk |
| 1.8 Gwefan Website | www.colegsirgar.ac.uk |
| 1.9 Math o sefydliad Type of organisation (cyhoeddus, preifat neu trydydd sector) (public, private or third sector) | Further Education College |
| 1.10 Rhif cofrestredig y cwmni neu elusen Company or charity registration number <i>(os yn berthnasol / if relevant)</i> | Registered in England and Wales, Registration No: 8539630, Charities Commission Registration: 1152522 |

2: EICH PROSIECT

YOUR PROJECT

2.1 Pa fath o brosiect ydych chi'n gwneud cais am arian i'w ddatblygu?

What type of project are you applying for funding to develop?

| | | | |
|--|--|--|---|
| Datblygu Ap Develop an App <input checked="" type="checkbox"/> iOS <input checked="" type="checkbox"/> Android <input type="checkbox"/> WindowsMobile <input type="checkbox"/> Arall/Other..... | Datblygu gwefan Develop a website <input type="checkbox"/> | Datblygu meddalwedd i atgyfnerthu isadeiledd Develop software to reinforce infrastructure <input type="checkbox"/> | Marchnata/Codi ymwybyddiaeth Marketing/Awareness Raising <input type="checkbox"/> |
| Arall/Other (disgrifiwch/ please describe) | | | |

Disgrifiad o'r prosiect

Project description

2.2 Rhowch ddisgrifiad byr o'ch prosiect arfaethedig. Nodwch yr hyn y bwriedir cyflawni gyda'r grant, nod ac amcanion y gwaith yn ogystal â'r canlyniadau y dymunwch eu gweld. (Cyfeiriwch at y ddogfen "Asesu eich cais" er mwyn sicrhau eich bod yn cyflwyno digon o wybodaeth i'n galluogi i werthuso eich cais).

Dyma rai enghreifftiau o bethau pwysig i'w nodi:

- pa systemau gweithredu neu blatfformau y bydd eich cynnyrch yn eu defnyddio;
- sut y byddwch chi'n rhannu'r dechnoleg;
- pwy fydd yn berchen ar yr hawlfraint;
- unrhyw drydydd partïon sydd â buddiant yn neu'n berchen ar yr eiddo deallusol, neu rannau ohono;
- manylion trwyddedu;
- a ydy'r cais yn seiliedig ar dyfynbrisau gan gwmniau allanol?
- hyd oes y cynnyrch, gyda manylion unrhyw gynllun i gynnal y gwasanaeth tu hwnt i gyfnod y grant, os yn berthnasol;
- cost eich cynnyrch i'r cyhoedd, os yn berthnasol.

Please provide a short description of your proposed project. Note what you want to do achieve with the grant, your aims and objectives, as well as the desired outcomes you'd like to see. (Please refer to the document "Assessing your application" to ensure that you provide adequate information to enable us to evaluate your application)

Examples of important information to note:

- which operating systems or platform your product will use;
- how you intend to share the technology;
- who will own the copyright;
- any third parties with an interest in or ownership of the IP, or parts of it;
- licensing details;
- have you based budget on estimates from external suppliers?
- the lifespan of the product, with details of plans to maintain the service beyond the lifespan of the grant, if applicable;
- cost to end-user, if applicable.

Aim: To develop a mobile app that will support a range of stakeholders in the development of the Welsh Language in a customer service

Objectives:

- To script 10 customer service scenarios
- To develop 2 mobile phone apps (Apple & Andriod) in the form of a digital phrasebook
- To develop an online version in HTML5
- To promote the app and other digital services available in Welsh

Desired Outcomes:

- To increase awareness of existing Welsh Language apps and digital services
- To support local businesses in their implementation of Welsh Language customer service CPD.

Our proposed project is to primarily develop a digital phrase book hosted within a mobile app that will educate and support Welsh language life long learners within the areas of customer service which can be accessed in their place of work. This need has been identified at a number of local business events and after significant research have been unable to locate any existing digital resources to satisfy the need.

In order to quickly and effectively share the app, we plan to launch the app on both the Apple App Store and the Android Google Play Store allowing most users to access and download easily and at no cost. Not only will these platforms allow potential new users to easily discover the app when search using related keywords but will also provide data on the usage including the number of downloads and geography. Awareness of the app will also be raised at a number of local and national networking events.

The app will be extremely innovative as it will replace existing paper based key ring cards that are currently used to support customer service specific Welsh phrases. The app alone with exceed the expectations of lifelong learners and therefore increase enthusiasm. This project will ensure a greater number of residents in Wales have access to new software applications and digital services and it is hoped that should this grant application be successful that further apps, outside of this project, will be developed at a later date.

In order to ensure to maximise the lifespan of the product the App will be coded using the latest standards and should be valid for a number of future updates as issued by Apple or Google. The project will also be sustainable post funding via a simulated app that runs from in HTML5 will also be supplied to the Hwb website. Not only will this ensure more Welsh Language content is accessible where lifelong learners do not have access to mobile and tablet technologies, hosting a version on Hwb will also ensure access to the resources are future proof against any major unforeseen developments within the app platforms , for example coding changes in future IOS and Andriod operating systems.

The content will be licenced by Attribution (Non Commercial) allowing “others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don’t have to license their derivative works on the same terms.” - Creative Commons. There will be no third party interest or ownership of the IP as the scripting, audio editing, graphic design and coding will all be carried out by Coleg Sir Gar employees.

Based on our experience of similar projects our costs are not estimated and reflect the quality of the final product and no further income will be generated as the App will be free on all platforms.

Tua 500 o eiriau / Around 500 words

2.3 Dyddiad yr allbwn cyntaf a'r olaf: (disgwylir i'r prosiect gael ei gwblhau ym mlwyddyn ariannol 2015-16 – nodwch yma os na fydd hyn yn bosibl a pham. Byddai prosiectau sy'n para tua 6 mis yn ddelfrydol).

Date of 1st and last output: (we expect the project to be completed in the 2015-16 financial year – please note here if this is not possible and why. Projects of around 6 months would be ideal).

It is planned that the development of this App will take 3-4 months and that initial versions will be launched after 3 months of production. Marketing of this app and other digital services will also be completed over a 3 month period and it is expected that this project be completed during a six month window starting on the 1st June and ending on the 30th November.

1st June 2015 : Project Start

1st - 15th June 2015 - Scripting of Customer Service Scenario Phrases

15th - 30th June 2015 - Recording and Editing of Phrases

1st July - 31st July 2015 - App and HTML5 Development and Coding

1st August - 15th August 2015 - Graphic Design

15th August - 30th August 2015 - App Testing and Platform submission

1st September 2015 - HTML5 and Android Launch

2nd September - 30th September 2015- Launch (Subject to Apple Timeframes)

2nd September - 30th September - Event Planning

1st October - 30th November - Hosting of Marketing and PR Events

Dim mwy na 200 o eiriau / No more than 200 words

2.4 Disgrifiwch y farchnad ar gyfer eich cynnrych neu wasanaeth, ynghyd â gwybodaeth am y gynulleidfa darged, hygyrchedd y cynnrych, a phwy fydd yn elwa ar y gwasanaeth/cynnrych. Os yn bosibl, dylech gynnwys amcangyfrif o faint o bobl a allai/a fydd yn elwa ar y cynnrych, ee pob cyfreithiwr/aig sy'n siarad neu'n dysgu Cymraeg, sef tua 300 o bobl.

Please describe the market for your product or service, along with information on the target audience, will the products be accessible, who will benefit from the services/products. If possible please include an estimate of how many people may/will benefit from your product e.g. every lawyer who speaks or is learning Welsh which equates to around 300 people

Our target audience would be predominantly Welsh SMEs and those who operate in the third sector, who wish to increase Welsh medium customer services. The creation of a free app, combined with a web version, would ensure there are no barriers to access no matter the budget of the organisation and would allow all front line staff to improve their knowledge, punctuation and confidence when conversing through the Welsh Language. We estimate that this app will benefit 20,000 people and have set a target of 1000 downloads within 12 months and expect each learner to, on average, converse with at least 20 new customers through the medium of Welsh. The App, and other digital services will be promoted locally by ourselves and nationally with the support of Business Wales.

Creating the app would support the Welsh Government's initiative #Littlethings and also Welsh in Business, following a series of events to promote bilingualism within local businesses held in Sosban Llanelli, Llety Parc Aberystwyth, Cardiff and Gwesty'r Celt Caernarfon. We foresee that the content of the app would be an opportunity for people to learn some basic Welsh language skills that is relevant to the workplace, which would benefit the learners and also Welsh businesses looking to develop their bilingual identity. This would be in line with Welsh Government policy Iaith Fyw: Iaith Byw 2012-2017 aimed to become a more bilingual country. The project of developing this app would be particularly pertinent to Strategic Area 3 – The community which aims to strengthen the Welsh language within the community and also Strategic Area 4 – The workplace which aims to increase opportunities for people to use Welsh in the workplace. The app would focus on giving the workforce basic Welsh language skills such as greetings, giving assistance and basic instructions, developing and closing the conversation to enhance Welsh language service to customers which also supports the new Welsh Language Standards by the Welsh Language Commissioner. The app would be free to

download and therefore would be accessible to anyone with a Smart phone or tablet.

2.5 Rhowch grynodeb o waith eich sefydliad. Cyfeiriwch at ddogfennau eraill sy'n cefnogi'ch cais lle bo'n berthnasol (gallwch ddarparu dolenni gwe i'r rhain, os ydych yn dymuno)

Please provide a summary of your organisation's work. Please refer to other documents which support your application where relevant (you can provide a web link to these, if you wish)

Coleg Sir Gar, part of the University of Wales: Trinity St David Group, is a dual sector educational establishment offering a broad range of educational services. Since Coleg Sir Gar 1998 Coleg Sir Gar have been heavily involved in the development of digital resources which include an online College, The Virtual College (www.virtualcollege.ac.uk), and a large number of national and international digital projects. The college has produced a range of Welsh digital resources and examples can be found here:

<http://croeso2welsh.sirgar.com/> This mobile friendly website was created in partnership with Carmarthenshire County Council in order to create a phrasebook that could be accessed and engaged with during the Llanelli 2014 Eisteddfod. The site contains nine sections and includes sound bytes that allow the end user to repeat and improve their pronunciation.

<http://hwb.wales.gov.uk/Resources/#resource/f3586401-17b5-4a57-a08e-d43c6d36fc56/cy> and

<http://hwb.wales.gov.uk/Resources/#resource/ddbe82b0-1786-4c37-a2d9-feb83b253729/cy> Contains a large number of bilingual Motor Vehicle based teaching resources including video, animation and document based learning resources. These resources were commissioned by NGfL Cymru.

<http://hwb.wales.gov.uk/Resources/#resource/e64c8431-596e-424a-8452-f51410a0ce56/cy> Contains a number of bilingual teaching resources focused on Animal Science. Again these include video, animation and document based learning resources. These resources were commissioned by NGfL Cymru.

<http://hwb.wales.gov.uk/Resources/#resource/74bdd134-e0b3-4cc4-94a2-b4109527f3f0/cy> Contains a number of bilingual teaching resources focused on Three Phase Electrical Engineering. The development of these resources was recognised when Coleg Sir Gar won the 2011 Colegau Cymru award in the Digital Learning Resources category. Again these include video, animation and document based learning resources. These resources were also commissioned by NGfL Cymru.

2.6 Disgrifiwch sut y byddwch yn casglu gwybodaeth er mwyn monitro cynnydd yn erbyn eich canlyniadau a'ch targedau.

Describe how you will collect information in order to monitor progress against your outcomes and targets

We will be monitoring the number of downloads and conducting events to promote the app in the new Welsh language centres in Llanelli and also Carmarthen targeting the local businesses plus with the help of Business Wales to promote nationally. We will be able to use the data from the downloads against our outcomes and targets to monitor progress. We will also be able to measure progression through the success of our promotional events engaging local businesses.

The six month project will be project managed and will be monitored to ensure each task is completed in line with the agreed milestone.

2.7 Rhowch grynodeb o'r systemau rheoli y byddwch yn eu defnyddio i reoli'r prosiect a'r gyllideb, a sicrhau ei fod yn cyrraedd ei amcanion.

Provide a summary of the management systems you will use to manage the project and the budget, and ensure that it meets its objectives.

Coleg Sir Gar has a wealth of experience in delivering successful projects. We are currently lead partner for a two Regional Learning Partnership bids, Basic Skills in the Workplace, Adult Basic Skills Teacher Training. We are also the lead partner in an three all Wales projects due our ability to project manage efficiently, they include IT for Rural Businesses, Creating Team Wales (Skills Competitions delivery), and we are just rolling out delivery for the "Have a go" Wales project that will see Have a go activities take place in every county in Wales.

We are familiar and experience with a wide range of funding mechanisms and their audit requirements such as ESF, ERDF, EAGGF, WAG, Sportslot, RDP, Leonardo and other funding sources. We have extensive good track record, experienced and proficient staff are in place along with systems and procedures to manage project implementation, delivery, monitoring and evaluation.

Our projects focus on improving our service and facilities to our client base, many support businesses and their employees, including our most recent project "Skills for Industry". Upon this project we have specifically recruited a project officer that has extensive knowledge of the engineering/manufacturing sector in order to support the engineering sector needs and ensure that Coleg Sir Gar can use the information gained through this project to support curriculum development and provision. This project will be used to signpost post companies/learners to the Higher apprenticeship where appropriate.

In terms of Management Information Systems, we have in place EBS management systems which manage all learner related data and links to the LLWR system used by the Welsh Government to monitor provision. In addition to this, Coleg Sir Gar has a bespoke convergence database, where all ESF or ERDF projects store their project data. The purpose of this being that the data and reporting mechanisms for WEFO are different to that held by the EBS and Welsh Government requirements. The Convergence database at Coleg Sir Gar has been the subject of envy for many other organisations due to its ability to present WEFO acceptable formatted reports on both company and participant information. We will also utilise existing MIS systems to monitor and collect WBL information.

All staff involved with the delivery of ESF funded projects are supported by the External Funding Manager, who sits within the Business Development Unit. Her role is to train and support staff on the delivery and eligibility requirements of such projects in order to ensure compliance and maintain our high audit standards as well as ensure that staff have the resources to effectively manage the delivery of projects. She also advises the Executive group at Coleg Sir Gar on any project or funding relates issues.

In order to ensure that this project is successful monthly team meetings will be held with set agendas that review and sign off targets and milestones. The team will consist of an Assistant Project Manager and a Project Manager who will be responsible for the monitoring, coordination and reporting of tasks. Should either project manager be aware due to illness or annual leave the remaining project manager will be able to continue seamlessly. Our mother organisation, UWTSD, operate a TEL (Technology Enhanced Learning) team which contains a number of graphic designers and audio/video specialists. Should either of Coleg Sir Gar's development staff be unable to deliver their agreed outcomes an alternative can be sourced with minimum impact.

All development files will be stored securely at Coleg Sir Gar and will be backed up on a daily basis. A specific cost centre will be created to allow the budget and costs to be monitored in order to ensure the final product is delivered on target.

2.8 Sut clywsoch chi am y grant?

How did you hear about the grant?

The Welsh Language Manager heard about the grant through Branwen Thomas in the Welsh Education Unit in the Welsh government.

3. ALLBYNNAU A CHANLYNIADAU'R PROSIECT

OUTPUTS AS A RESULT OF THE PROJECT

3.1 Sut y bydd y gweithgareddau a nodwyd yn eich cais yn cyfrannu at wireddu amcanion '[Cynllun Gweithredu Technoleg a'r Cyfryngau Digidol Cymraeg](#)'? Dewiswch y thema/themâu sy'n briodol i'r prosiect o'r rhestr isod. Gweler atodiad 1 o'r ddogfen 'Canllawiau a meinu prawf ar gyfer y cynllun grant' am wybodaeth ynghylch targedau CAMPUS.

How will the activities set out in your application contribute to delivering the [Welsh Language, Technology and Digital Media Action Plan](#) objectives? Select the theme/themes relevant to your project from the list below. See *attachment 1 of the 'Guidance and Criteria for the Grant Scheme' document for information about SMARTobjectives.*

| Thema Cynllun Gweithredu Technoleg a Chyfryngau Digidol Cymraeg | Y canlyniadau ieithyddol yr hoffech eu sicrhau The linguistic results you would like to ensure | Targedau CAMPUS i wireddu'r canlyniadau hyn. SMART objectives to realise these results. | Pryd y byddant yn cael eu cyflawni When they will be delivered |
|--|---|---|--|
| 1. Marchnata a chodi ymwybyddiaeth o'r dechnoleg a'r cynnwys digidol sydd ar gael yn y Gymraeg ar hyn o bryd; Marketing and raising awareness of the technology and digital content which is currently available in Welsh; | Access to new exciting software Learn outside the classroom or in their place of work Current, innovative and contemporary Focuses on current on WG initiatives. | 5 events to promote the app including public, private and third sector businesses including 2 technology forums Engage with 500 learners and track downloads via the app store and google play and hits from the Hwb website | The app will be marketed from Sept – Nov 2015 after a 3 month development period. We will achieve these targets by Nov 2015. |
| 2. Ysgogi'r prif gwmnïau technoleg i gynyddu'r ddarpariaeth a gynigir yn y Gymraeg ganddynt; Motivating the main technology companies to encourage an increase in the Welsh language provision offered by them; | Increase the number of Welsh medium apps available through Google Play and apple ap store | Coleg Sir Gâr will create developer accounts with both apple and google. | We will achieve these targets by 1 Sept 2015. |
| 3. Ysgogi datblygiad pecynnau meddalwedd a gwasanaethau digidol Cymraeg newydd; Encouraging the development of new Welsh language software applications and digital | Our app will provide an opportunity to fill a gap in the market where there is a need for an app to develop Welsh | Primarily to promote our app during 5 events. Also promote 5 other apps such as 'ap geiriaduron' 'Cymraeg i'r teulu' | We will achieve these targets by Nov 2015. |

| | | | |
|--|---|--|--|
| | <p>language skills within the public, private and third sector. This will also increase their awareness of Welsh language customer service. Whilst there are no other apps that specifically focus on this area, it is also an opportunity to raise awareness of other Welsh language apps that are available</p> | <p>'Cymraeg for kids', 'BBC Cymru Fyw' a 'Datl ati' gan S4C.</p> | |
| <p>4. Ysgogi, creu, rhannu a defnyddio cynnwys digidol Cymraeg; Stimulating the creation, sharing and consumption of Welsh language digital content;</p> | <p>Our app would increase the Welsh language content available and used online which will include sound bites</p> | <p>The app would include at least 115 sound bites which will be supported by images.</p> | <p>We will achieve these targets by 1st Sept 2015.</p> |
| <p>5. Cefnogi arfer da yn y sector cyhoeddus, y sector preifat a'r trydydd sector. Supporting good practice in the public, private and third sectors.</p> | <p>The app will allow businesses in the public, private and third sector to engage with new opportunities using Welsh-language tools in the workplace which supports the work by the Welsh language Commissioner to fulfil the work on the Welsh language standards</p> | <p>Raise the awareness of ICT tools at 5 events. A 3 month campaign on social media will increase awareness of the app and best practices.</p> | <p>We will achieve these targets by Nov 2015.</p> |

4. MANYLION AELODAU'R CONSORTIWM (PARTNER 2)

DETAILS OF MEMBERS OF THE CONSORTIUM (PARTNER 2)

Os yw'r cais yn cael ei gyflwyno gan fwy nag un sefydliad, rhowch fanylion y sefydliadau sy'n rhan o'r consortiwm isod. (Copiwrch y tabl hwn fel bo angen)

If the application is being presented by more than one organisation, please provide details of the organisations that make up the consortium below. (Copy this table as needed).

| | |
|---|---|
| 4.1 Enw'r sefydliad Name of organisation | <input type="text" value="Trinity Saint David"/> |
| 4.2 Cyfeiriad a chod post Address including postcode | <input type="text" value="Campws Caerfyrddin"/> <input type="text" value="Caerfyrddin"/> <input type="text" value="SA31 3EP"/> |
| 4.3 Gwefan Website | <input type="text" value="http://www.uwtsd.ac.uk/"/> |
| 4.4 Enw'r swyddog cyswllt fydd yn cydlynu gwaith y prosiect ar ran y sefydliad ac E-bost Contact name for person coordinating the project work on behalf of the organisation and E-mail | <input type="text" value="Mr Gwilym Dyfri Jones"/> |
| 4.5 Swydd Position | <input type="text"/> Dirprwy Is-Ganghellor Cysylltiol / Associate Pro Vice-Chancellor Profost Campws Caerfyrddin / Carmarthen Campus Provost |
| 4.6 Ffôn Tel no | <input type="text"/> 01267 676675 |
| 4.7 E-bost E-mail | <input type="text"/> g.d.jones@ydds.pcydds.ac.uk |
| 4.8 Profiad perthnasol i'r prosiect Experience relevant to the project | <input type="text"/> |

4.9. MANYLION AELODAU'R CONSORTIWM (PARTNER 3)

DETAILS OF MEMBERS OF THE CONSORTIUM (PARTNER 3)

Os yw'r cais yn cael ei gyflwyno gan fwy nag un sefydliad, rhowch fanylion y sefydliadau eraill sy'n rhan o'r consortiwm isod. (Copiwrch y tabl hwn fel bo angen)

If the application is being presented by more than one organisation, please provide details of the other organisations that make up the consortium below. (Copy this table as needed).

| | |
|--|----------------------|
| 4.10 Enw'r sefydliad Name of organisation | <input type="text"/> |
| 4.11 Cyfeiriad a chod post Address including | <input type="text"/> |

| | |
|--|----------------------|
| postcode | |
| 4.12 Gwefan Website | <input type="text"/> |
| 4.13 Enw'r swyddog cyswllt fydd yn cydlynw gwaith y prosiect ar ran y sefydliad ac E-bost Contact name for person coordinating the project work on behalf of the organisation and E-mail | <input type="text"/> |
| 4.14 Swydd Position | <input type="text"/> |
| 4.15 Ffôn Tel no | <input type="text"/> |
| 4.16 E-bost E-mail | <input type="text"/> |
| 4.17 Profiad perthnasol i'r prosiect Experience relevant to the project | <input type="text"/> |



5. GWYBODAETH ARIANNOL

FINANCIAL INFORMATION

5.1: Gwybodaeth ariannol: costau staff

Cyflogau: nodwch y manylion canlynol ar gyfer unrhyw swyddi y gwneir cais ar eu cyfer. Nodwch gyfanswm y cyflogau ynghyd â chyfanswm cyfraniadau'r cyflogwr ar gyfer yswiriant gwladol a phensiwn.

5.1: Financial information: staff costs

Salaries: please provide the following details for any posts for which this application is being made. State the sum total of salaries together with employer contributions for National Insurance and pension.

| Swydd Post | Costau cyflog llawn (gan gynnwys pensiwn ac yswiriant gwladol) Total Salary Cost (including pension and national insurance) £ | Cyfraniad grant y gwneir cais i Lywodraeth Cymru amdano Contribution of Welsh Government grant sought £ | Grant Llywodraeth Cymru fel % The Welsh Government's grant as a % |
|---|---|--|--|
| Assistant Project Manager (72 Hours) | £2025.36 | 2025.36 | 100% |
| Content Author and Project Manager (102 Hours) | £2984.52 | £2984.52 | 100% |
| Graphic Designer (111 Hours) | £2499.72 | £2499.72 | 100% |
| Audio Editor (37 Hours) | £481.00 | £481.00 | 10 0% |
| Audio Actor (7 Hours) | £196.91 | £196.91 | 0% |
| | £0.00 | £0.00 | 0% |
| | £0.00 | £0.00 | 0% |
| | £0.00 | £0.00 | 0% |
| | £0.00 | £0.00 | 0% |
| | £0.00 | £0.00 | 0.00% |
| Cyfanswm costau swyddi/Total cost of posts | 8187.84 | 8187.84 | 100.00% |



| 5.2: Costau eraill 5.2: Other costs | Disgrifiad o'r gost Description of cost | Cost llawn Full costs | Grant Llywodraeth Cymru Welsh Government grant | Grant Llywodraeth Cymru fel % Government's grant as a % |
|---|--|---|---|--|
| 1. Costau swyddfa (ee rhent, trydan). Os yw eich costau swyddfa yn fwy na 10% o gyfanswm y cyflogau bydd angen i chi restru'r holl gostau rhedeg. <i>Office Costs (e.g. rent, electricity). If your office costs are more than 10% of the salary totals you will need to list all of your running costs.</i> | Office Costs (10%) | 799.09 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 | 799.09 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 | 101.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% |
| 2. Costau gweithgareddau <i>Cost of activities</i> | | £0.00 | £0.00 | 0.00% |
| Cost of additional Software | Story Line 2(\$1,398) | 931.50 | 931.50 | 1011.00% |
| Hosting five events | Venue hire and refreshments | 1500 | 1500 | 1012.00 |
| Marketing of five events | Twitter Campaigns, Newsletters, Leaflets | 250 | 250 | 1013.00% |
| | | £0.00 | £0.00 | 0.00% |
| | | £0.00 | £0.00 | 0.00% |
| | | £0.00 | £0.00 | 0.00% |
| Cyfanswm costau Total costs | | 3480.59 | 3480.59 | 102.00% |
| 5.3: Cyfansymiau 5.3: Totals | | Cost llawn Full costs | Grant Llywodraeth Cymru Welsh Government | Grant Llywodraeth Cymru fel % Government's |



5.5: Taliadau o flaen llaw

Polisi Llywodraeth Cymru yw talu trwy ôl-daliadau. Fodd bynnag, mae'n cydnabod nad yw rhai sefydliadau yn cadw llawer o arian wrth gefn ac nad oes ganddynt yr adnoddau i ymgymryd â gwaith gan dderbyn tâl wedi iddo gael ei gwblhau. Gallwn ystyried darparu cyllid ar gyfer gwariant ymrwymedig cyn talu os darperir tystiolaeth glir o'r angen amdano. Os oes angen taliad o flaeñ llaw arnoch, llenwch Atodiad 1.

5.5: Payment in advance

The Welsh Government's policy is to make payments in arrears. However, it recognises that some organisations do not hold large reserves and do not have the resources to undertake work and receive payment afterwards. Provision of funding for committed expenditure may be



considered in advance of payment but only where evidence of need is clearly established. If payment in advance is required then please fill Annex 1

Bydd angen taliad o flaen llaw - rydym wedi cwblhau Atodiad 1/ Does dim angen taliad o flaen llaw

~~Payment in advance needed – we have completed Appendix 1 / No payment in advance required~~

5.6 Sut hoffech dderbyn y grant? Cyfres o randaliadau yn seiliedig ar wariant neu ar ddiwedd y project?

5.6 How would you like to receive the grant? A series of instalments based on expenditure or on completion of the project?

On completion of the project

5.7 Faint o gymorth cyhoeddus ydych wedi'i dderbyn o dan y Rheoliad De Minimis yn ystod y flwyddyn ariannol gyfredol a'r ddwy flynedd flaenorol? (Os ydych wedi derbyn dros €200,000 mewn arian de minimis yn ystod y tair blynedd flaenorol, nid ydych yn gymwys i dderbyn grant gan Llywodraeth Cymru o dan y cynllun hwn).

How much public support have you received under the de minimis Regulation in the current and previous two fiscal years? (Please note that if you have received over €200,000 in de minimis funding during the last three fiscal years, you are not eligible to receive grant funding from the Welsh Government under this scheme).

| Dyddiad Date | Ffynhonnell Source | Swm £ Amount £ |
|-----------------|-----------------------|-------------------|
| | | |
| | | |
| | | |
| | CYFANSWM | |



| | |
|---|---|
| <p>5.8 Cadarnhewch fod eich sefyllfa ariannol yn galluogi'ch sefydliad i barhau yn ystod 2015-16 <i>Please confirm that your financial situation will allow your organisation to operate as a going concern during 2015-16</i></p> | <p>Ydy/Yes</p> |
| <p>5.9 Cadarnhewch nad oes unrhyw un o swyddogion neu aelodau eich sefydliad yn cael ei amau, neu wedi'i gael yn euog, o dwyll neu unrhyw drosedd berthnasol arall. Mae'n rhaid i chi hysbysu Llywodraeth Cymru ar unwaith os na fedrwch wneud hyn. Cliciwch y blwch ar y dde. <i>Please confirm that no official or member of your organisation is being suspected, or has been found guilty of, fraud or any other relevant offence. You must inform the Welsh Government immediately if you are unable to do this. Please click the box on the right</i></p> | <p>Neb o dan amheuaeth neu wedi'i gael yn euog/Nobody under suspicion or been found guilty</p> |



RHESTR WIRIO
CHECKLIST

- 1. A ydych wedi sicrhau eich bod yn gymwys i ymgeisio am y grant? Have you checked that you are eligible to apply for this grant?**
- 2. A ydych wedi cwbllhau pob adran berthnasol yn cynnwys pob sefydliad sy'n rhan o'r cais? Have you completed all relevant sections, including all organisations that are part of the application?**
- 3. A ydych wedi cynnwys eich cyfrifon archwiliadig diweddaraf, neu ddolen gwe iddynt? (Sector preifat a trydydd sector yn unig)**
Have you included your most recent audited accounts or a link to their location? (Private and third sector only)
- 4. A ydych wedi cwblhau'r datganiad De Minimis yn 5.7 uchod? Have you completed the De Minimis statement at 5.7 above?**
- 5. A ydych wedi cynnwys eich cyfansoddiad, neu ddolen gwe iddo? (Sector preifat a trydydd sector yn unig)** Have you included your constitution or a link to its location? (Private and third sector only)

Rwy'n cadarnhau bod yr holl wybodaeth a roddir yn y ffurflen hon, ac mewn unrhyw ddeunydd ategol, yn gywir hyd eithaf fy ngwybodaeth. Drwy e-bostio'r ffurflen hon at Llywodraeth Cymru, cydnabyddaf fod gennylf awdurdod llawn fy sefydliad i ymgeisio am grant gan Llywodraeth Cymru.

I confirm that all of the information given in this form and any supporting material is correct to the best of my knowledge. By e-mailing this form to the Welsh Government, I acknowledge that I have the full authority of my organisation to apply for a grant from the Welsh Government.

Enw a llofnod swyddog cyswllt yn y sefydliad:

Name and signature of contact person within the organisation:

Enw/Name: _____

Llofnod/Signature: _____

Rôl o fewn y sefydliad : _____

Role within the organisation:

Dyddiad / Date: _____



Cyfarwyddiadau

- Gofynnir i chi lenwi'r ffurflen gais yn electronig, a chynnwys dolenni i'r dogfennau a restrir yn y paragraff isod os oes copïau electronig ohonynt ar gael. Dylech e-bostio'r ffurflen gais i techcy@cymru.gsi.gov.uk erbyn canol dydd, 30 Ionawr 2015. Dylech wedyn hefyd anfon copi caled o'ch cais, wedi'i lofnodi, dim hwyrach na 13 Chwefror 2015. Anfonwch eich cais at yr Uned iaith Gymraeg, 3ydd Llawr, Parc Cathays 2, Caerdydd, CF10 3NQ.
- Ni chaiff ceisiadau hwyr eu hystyried.
- Caiff pob cais ei dderbyn a'i asesu ar sail yr wybodaeth a ddarperir gennych. Ein bwriad yw hysbysu ymgeiswyr o ganlyniad eu cais cyn diwedd Mawrth 2015.
- Os bydd eich cais yn llwyddiannus, byddwn yn cadarnhau eich canlyniadau a'ch targedau yn y llythyr cynnig grant.

Instructions

- You should e-mail the form to us at techcy@wales.gsi.gov.uk by 12.00 midday, 30 January 2015. You should also send a signed hard copy of your application to us no later than 13 February 2015. Please send completed application forms to: The Welsh Language Unit, 3rd Floor, Cathays Park 2, Cardiff, CF10 3NQ.
- Late applications will not be accepted.
- Each application will be accepted and assessed on the basis of the information provided by you. We will aim to inform applicants of the result of their application during March 2015.
- Should your application be successful, your outcomes and targets will be confirmed in your grant offer letter.