**FFIWS; Cefnogi Mentrau Cylchol Gwynedd**

**Cwestiynau Cyffredin**

**Beth yw diben y grant?**

Mae’r cyllid wedi’i ddyfarnu gan Lywodraeth Cymru i Gyngor Gwynedd ac mae’n cael ei weinyddu gan Menter Môn. Diben y grant yw datblygu’r Economi Gylchol yng Ngwynedd drwy gefnogi busnesau a sefydliadau trydydd sector i symud tuag at weithredu yn fwy Cylchol.

**A oes modd cyflwyno mwy nag un cais o’r un sefydliad?**

Na, oherwydd y galw uchel am y gronfa hon, nid yw'n bosibl i ni gefnogi mwy nag un cais gan yr un endid.

**A oes disgwyl i mi rannu gwybodaeth ynghylch cynnydd y prosiect?**

Bydd disgwyl i chi ymgysylltu â Menter Môn ynghylch cynnydd y prosiect a’r gwersi a ddysgwyd. Efallai y bydd gofyn i chi hefyd drafod eich allbynnau gydag aseswr allanol.

**A oes angen i’r prif ymgeisydd fod wedi’i leoli yng Ngwynedd?**

Nid oes rhaid i gyfeiriad cofrestredig yr endid fod wedi’i leoli yng Ngwynedd, ond disgwylir y bydd 100% o'r gwaith/prosiectau yn cael eu gweithredu o fewn y sir.

**Amserlen gwariant**

Rhaid gwario'r holl gyllid o fewn y blynyddoedd ariannol a nodir ym mhroffil gwariant y prosiect sydd wedi'i gynnwys yn eich cais.

**Beth yw lefel uchaf y grant sydd ar gael?**

Bydd y cynllun grant yn cael ei ddyrannu fel a ganlyn;

* 1. Grantiau Bach (uchafswm o £10,000 **refeniw**)
	2. Grantiau Bach (uchafswm o £10,000 **cyfalaf**)
	3. Grantiau Mawr i gymunedau a busnesau weithredu newidiadau cynaliadwy hirdymor (uchafswm o £30,000 - **refeniw a/neu cyfalaf**)

**Sut fydd y broses hawlio yn gweithio?**

Telir hawliadau mewn ôl-daliadau. Bydd angen cyflwyno hawliad chwarterol gyda thystiolaeth i gefnogi’r gwariant. Bydd ymgeiswyr llwyddiannus yn cael llythyr cynnig yn egluro’r broses hawlio. Dim ond ar ôl i chi brynu a thalu am y nwyddau a’r gwasanaethau y byddwch yn gallu hawlio am wariant.

Gallwn ystyried dull talu amgen lle gall Menter Môn Cyf dalu anfoneb ar ran ymgeisydd i leihau'r faich ariannol, pe bai angen. Dylid trafod hyn gyda Swyddog.

**Tystiolaeth o Wariant**

Mae angen tystiolaeth o wariant prosiect ar gyfer y broses hawlio grant. Bydd angen darparu copïau o'r holl anfoneb(au) a chyfriflen banc fel tystiolaeth o wariant, ynghyd â chopi o slipiau cyflog ar gyfer adennill cyflogau.

Bydd disgwyl i bawb sy'n derbyn grant gadw tystiolaeth o wariant y prosiect am gyfnod o hyd at **10** mlynedd o ddyddiad dyfarnu'r grant.

**A fyddwn ni’n cael ein monitro?**

Byddwch. Byddwn yn monitro’r canlynol:

* Sicrhau bod y gyllideb yn cael ei gwario ar nwyddau a gwasanaethau cymeradwy.
* Sicrhau bod y cynllun yn digwydd/wedi digwydd yn unol â'r cynllun cyflenwi sydd wedi'i gynnwys yn eich cais.
* Sicrhau bod yr eitemau sydd wedi’u hariannu gan y grant yn aros yn eu lle ac yn cael eu defnyddio.
* Casglu gwybodaeth am weithgareddau ac allbynnau’r prosiect.

Sylwer, gall monitro gynnwys ymweliad, ar fyr rybudd, gan gynrychiolydd o naill ai Gyngor Gwynedd neu Menter Môn Cyf. i archwilio eich defnydd o’r Gronfa Economi Gylchol. Gallai hyn ddigwydd ar unrhyw adeg yn ystod y prosiect neu ar ôl ei gwblhau.  Os bydd Menter Môn Cyf neu’r awdurdod lleol perthnasol o’r farn nad yw cyllid yn cael ei ddefnyddio i’r diben y cytunwyd arno, neu fod y prosiect yn sylweddol wahanol i’r hyn a gynigiwyd, bydd y grant, neu’r rhan berthnasol ohono, yn cael ei adennill.

**A yw costau cyfalaf yn gymwys?**

Ydy. Bydd gwariant cyfalaf yn cael ei ystyried cyn belled â'i fod yn cefnogi cyflawni amcanion y gronfa yn uniongyrchol. Y sefydliad arweiniol fydd yn gyfrifol am unrhyw eitemau megis peiriannau a brynwyd drwy’r gronfa. Bydd rhain hefyd yn cael eu monitro a sicrhau eu bod mewn defnydd ac at bwrpas y gronfa.

**A oes disgwyl i geisiadau gynnwys arian cyfatebol?**

Nid oes disgwyl i chi gynnwys arian cyfatebol o fewn y prosiectau, ond sylwch fod arian cyfatebol, naill ai mewn da neu werth ariannol yn ychwanegu gwerth at y prosiect ac yn cyfrannu at gyflawni'r nodau a'r amcanion, ac yn debygol o gryfhau eich cais. Fodd bynnag, bydd pob cais yn cael ei ystyried ar sail teilyngdod ac rydym yn deall nad yw arian cyfatebol bob amser yn bosib.

**A oes unrhyw gymorth ar gael i helpu gyda’r broses ymgeisio?**

Oes. Bydd aelod o staff ar gael i’ch cynorthwyo gyda’ch cais.

**A ellir hawlio TAW?**

Os ydych wedi cofrestru ar gyfer TAW, dylai hawliadau gael eu gwneud heb gynnwys TAW. Os nad ydych wedi cofrestru ar gyfer TAW mae’r gost gyfan yn gymwys.

**Costau anghymwys**

* Unrhyw gostau nad ydynt yn ymwneud yn uniongyrchol ac yn gyfan gwbl â chyflawni’r prosiect
* Cyfalaf gweithiol (working capital) neu unrhyw golled ariannol a gafwyd o ganlyniad i gymryd rhan yn y prosiect
* Unrhyw wariant cyn i Menter Môn gymeradwyo’r prosiect

**Cyhoeddusrwydd**

Rhaid i bawb sy’n cael grant gydnabod y cymorth ariannol a gafwyd gan Menter Môn yn yr holl gyhoeddusrwydd perthnasol. Mae templedi cynnwys hefyd ar gael i’w defnyddio.

**FFIWS; Supporting Circular Enterprise in Gwynedd**

**Frequently Asked Questions**

**What is the purpose of the grant?**

The funding has been awarded by Welsh Government to Cyngor Gwynedd and is administered by Menter Môn to develop the Circular Economy in Gwynedd. The purpose is to support businesses and third sector organisations to approach a Circular Economy.

**Is it possible to make multiple applications for funding?**

No, due to the level of interest in this fund, it is not possible for us to support more than one application by the same entity.

**Am I expected to share information regarding project progress?**

You will be expected to engage with Menter Môn regarding project progress, case studies and lessons learnt. There may also be a requirement to discuss your outputs with an external assessor.

**Is the lead applicant required to be located within Gwynedd?**

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 within the county.

**Expenditure schedule**

All funding must be spent within the financial years indicated in the project expenditure profile within your application.

**What is the maximum level of grant available?**

The grant scheme will be allocated as follows;

1. Small Grants (maximum £10,000 **revenue**)
2. Small Grants (maximum **capital** £10,000)
3. Large Grants for communities and businesses to implement long-term sustainable changes (maximum £30,000 - **revenue and/or capital**)

**How will the claims process work?**

Claims will be paid in arrears and are required to be submitted quarterly with evidence to support expenditure. Successful applicants will receive an offer letter explaining the claims process. It will only be possible to claim for expenditure after you have purchased and paid for the goods and services.

An alternative method of payment where Menter Môn Cyf could pay an invoice on an applicant’s behalf could also be discussed to reduce financial burden on the applicant, should it be necessary.

**Evidence of Expenditure**

Evidence of all project expenditure is required for the grants claims process. It will be necessary to provide copies of all invoices and bank statement to evidence expenditure, and a copy of pay slips for reclaiming salaries.

All grant recipients will be expected to retain evidence of the project expenditure for a period of up to **10** years from the grant award date.

**Will we be monitored?**

Yes, you will be monitored on the following: -

* To ensure that the budget is being spent on approved goods and services.
* To ensure that the plan takes place / has taken place in accordance with the delivery plan included within your application.
* To ensure that items funded by the grant remain in situ and are in use.
* To gather information about the project activities and outputs.

Please note, monitoring may include a visit, at short notice by a representative from either Cyngor Gwynedd or Menter Môn Cyf. to examine your use of the Circular Economy Fund. This may take place anytime during the course of the project or after its completion.

Should Menter Môn Cyf or the local authority be of the opinion that funds aren’t being used for the agreed, intended purpose, or that the project is significantly different to what was proposed, then the grant, or a relevant part of it, will be recovered.

**Are capital costs eligible?**

Yes, capital expenditure will be considered as long as it directly supports the delivery of the fund objectives. Any equipment bought through grant funding will be the leading organisation’s responsibility, will be subject to monitoring and should remain in situ and in use.

**Are applications expected to include match funding?**

You are not expected to include match funding, but note that match funding, either in-kind or fiscal adds value to the project and contributes to meeting the aims and objectives will strengthen your application. However, each application is considered on merit, and we recognise that match funding isn’t always possible.

**Is there any support available to help with the application process?**

Yes, a member of the circular economy team will be available to support with the application.

**Can VAT be claimed?**

If you are VAT registered, claims should be made net of VAT. If you are not VAT registered, then the full cost is eligible.

**Ineligible costs**

* 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 incurred prior to the confirmation of project approval by Menter Môn.

**Publicity**

All grant recipients must acknowledge the financial support provided by Menter Môn in all relevant publicity. Cylchol on brand templates are also available.