



**Cefndir a Nodiadau Canllaw i Geisiadau LEADER ar gyfer
Grwpiau Gweithredu Lleol Sir Ddinbych, Sir y Fflint a
Wrecsam (Cymraeg)**

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**Background and Guidance Notes for LEADER
Applications to Denbighshire, Flintshire and Wrexham
Local Action Groups (English)**

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*Asiantaeth Datblygu Gwledig
Rural Development Agency*



Cefndir a Nodiadau Canllaw i Geisiadau LEADER ar gyfer Grwpiau Gweithredu Lleol Sir Ddinbych, Sir y Fflint a Wrecsam

1. Cefndir: Beth yw LEADER a beth yw'r Grŵp Gweithredu Lleol (LAG)?

Cynllun yw LEADER i gefnogi prosiectau datblygu gwledig a gychwynnwyd ar y lefel lleol er mwyn ailfylhau ardaloedd gwledig a chreu swyddi. Mae'n rhan o Raglen Cymunedau Gwledig - Rhaglen Datblygu Gwledig Llywodraeth Cymru 2014 - 2020, a ariennir gan Lywodraeth Cymru a Chronfa Amaethyddiaeth Ewrop ar gyfer Datblygu Gwledig (EAFRD).

‘LEADER’ yw'r term a ddefnyddir i ddisgrifio math arbennig o ddull datblygu lleol i ardaloedd gwledig. Daw'r enw LEADER o'r acronym Ffrangeg ‘Liaison Entre Actions pour le Development de L'Economie Rurale’ (sef yn fras ‘cysylltiadau rhwng gweithredoedd i ddatblygu'r economi wledig’). Mae dull LEADER yn golygu methodoleg datblygu gwledig sy'n seiliedig ar nifer o elfennau craidd yn cynnwys partneriaeth, datblygu o'r gwaelod i fyn, arloesi a chydweithredu.

Caiff rhaglen LEADER ei gweithredu gan Grwpiau Gweithredu Lleol (LAGs). Mae tri LAG yng Ngogledd Ddwyrain Cymru, pob un yn gweithredu ar sail sirol yn ardaloedd gwledig Sir Ddinbych, Sir y Fflint a Wrecsam. Mae pob LAG yn cynnwys cynrychiolwyr o'r sectorau cyhoeddus, preifat a chymunedol/gwirfoddol. Cadwyn Clwyd yw'r Corff Gweinyddu i bob LAG, yn helpu pob un i weithredu ei raglen LEADER yn eu hardaloedd nhw.

Y LAG sy'n gyfrifol am wneud penderfyniadau ar sut mae arian LEADER yn cael ei ddosbarthu ym mhob ardal. Mae Cadwyn Clwyd yn gyfrifol am ddarparu cefnogaeth weinyddol a thechnegol a helpu i roi prosiectau ar waith yn unol â chyfarwyddyd y LAG. Mae gan bob LAG yn y tair ardal sirol 18 o aelodau, gyda 6 aelod yr un o'r sectorau preifat, cymunedol a chyhoeddus. Mae gan bob LAG hefyd nifer o rai sy'n cyngori'r rhai sy'n gwneud penderfyniadau. Mae'r LAGs yn cwrdd bob chwarter i fonitro sut y cyflawnir y rhaglen, gweithredu'r Strategaeth Datblygu Lleol (SDLI) ac arfarnu ceisiadau am gyllid.

Mae gan bob LAG Strategaeth Datblygu Lleol (SDLI) sy'n cynnwys cyfres o weithredoedd ac amcanion datblygu gwledig a awgrymwyd gan gymunedau lleol yn ardal y LAG. Mae arloesi yn rhan bwysig o fethodoleg LEADER. Drwy hyrwyddo arloesi, nod y LAGs yw annog cyrraedd busnesau lleol i roi prawf ar ffyrdd newydd o ddatblygu eu hardaloedd. Bu LEADER yn hynod effeithiol yn ysgogi pob math o wahanol syniadau cymdeithasol-economaidd ac amgylcheddol newydd drwy'r Ewrop wledig. Mae'r gwahanol ffyrdd y mae'r arloesi hwn yn cael ei fynegi gan LEADER yn cynnwys:

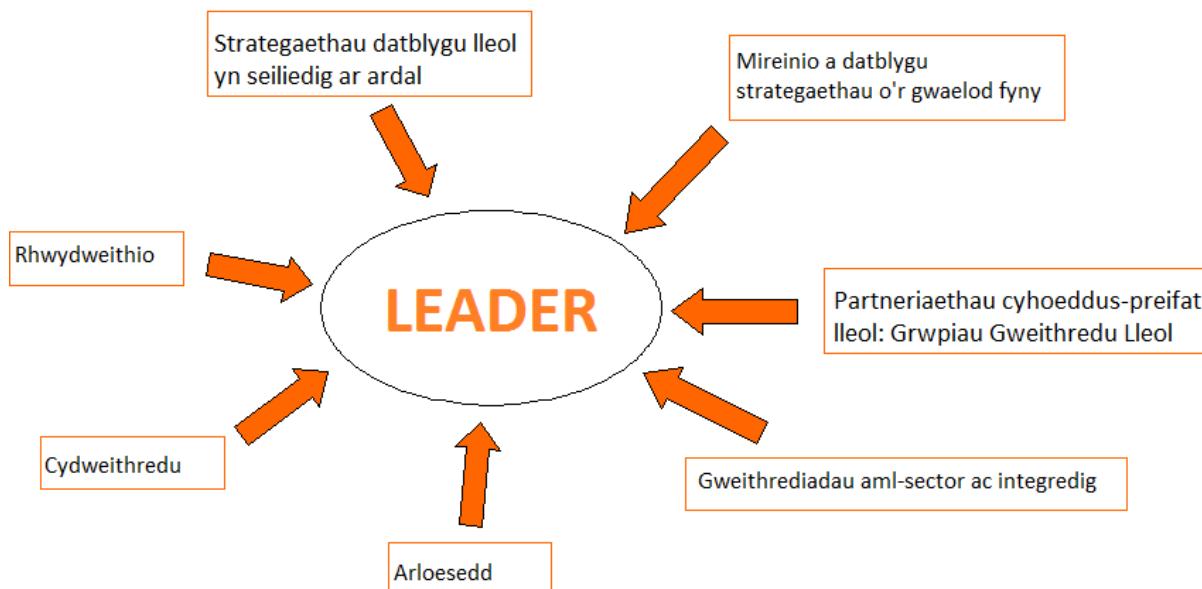
- Gweithio mewn ffyrdd newydd: gallai hyn olygu dulliau gweithredu datblygu gwledig sy'n rhoi syniadau newydd ar waith, defnyddio technegau newydd, rhoi sylw ar farchnadoedd gwahanol, dod â sectorau a rhanddeiliaid amrywiol at ei gilydd drwy ddulliau rhwydweithio newydd, cefnogi grwpiau blaenoriaeth newydd, neu ddod o hyd i atebion newydd i heriau cymdeithasol, economaidd ac amgylcheddol.

- Datblygu cynhyrchion a gwasanaethau newydd: mae'r rhain yn aml yn deillio o brofi ffyrdd arloesol o weithio a gellir eu creu drwy ddefnyddio technegau newydd neu wreiddiol, partneriaethau, technoleg, prosesau, ymchwil a meddwl.
- Mae addasu dulliau a brofwyd i amgylchiadau newydd yn cael ei gydnabod hefyd fel ffordd effeithiol o greu datblygiadau gwledig arloesol sy'n arwyddocaol yn lleol. Caiff y mathau hyn o weithredoedd arloesol eu hwyluso'n aml drwy drosglwyddo gwybodaeth rhwng rhanbarthau neu Aelod-Wladwriaethau.

Bu'r agwedd Ewropeaidd o LEADER bob amser yn nodwedd bwysig o'r fethodoleg. Mae rhannau penodol o gyllidebau Cronfa Amaethyddiaeth Ewrop ar gyfer Datblygu Gwledig (EAFRD) y LAGs yn cael eu rhoi ar gyfer cydweithredu trawsyladol (*Transnational Cooperation - TNC*). Mae TNC yn golygu ymgymryd â phrosiect datblygu gwledig ar y cyd ag o leiaf un ardal arall mewn gwlad arall. Gall TNC fod, ymhlið pethau eraill, yn ffordd o gael digon o bobl i gymryd rhan mewn gweithgaredd i'w wneud yn hyblyg, neu fel ffordd o annog camau cydategol, e.e. cwmnïau busnes gwledig o wahanol ardaloedd yn marchnata cynnrych neu wasanaethau lleol ar y cyd, megis cynlluniau bwyd neu dwristiaeth. Mae dysgu y naill gan y llall yn ganlyniad defnyddiol o brosiectau TNC. Mae TNC yn helpu pobl wledig i ddysgu gan eu cyfoedion mewn gwledydd eraill am syniadau newydd ar gyfer prosiectau datblygu lleol. Mae cydweithrediad LAG o'r fath wedi creu llawer iawn o gyd-fuddion i nifer o ardaloedd gwledig gwahanol ar draws yr UE.

Mae LEADER yn seiliedig ar saith egwyddor – a rhaid i'r saith ddod at ei gilydd er mwyn iddo fod yn llwyddiannus.

Saith nodwedd allweddol LEADER



Prif fanteision dull gweithredu LEADER yw:

- Mae pobl leol yn gwybod yn well am yr heriau lleol sydd angen eu taclo a'r adnoddau a'r cyfleoedd sydd ar gael.
- Maent yn gallu rhoi adnoddau lleol ar waith ar gyfer y broses ddatblygu mewn ffordd nad yw'n digwydd gyda'r dulliau "top i lawr" traddodiadol.
- Mae hyn yn rhoi gwell syniad o berchnogaeth i'r bobl leol ac ymrwymiad i'r prosiectau, sydd yn ei dro'n eu galluogi i elwa i'r eithaf ar eu hasedau lleol.

- Gall y dull helpu i ddatblygu ymddiriedaeth a gweithio cadarnhaol ymhlieth y gymuned a busnesau lleol.

2. Strategaeth Datblygu Lleol LEADER (SDLI)

Mae gan bob ardal sirol Strategaeth Datblygu Lleol (SDLI) sy'n darparu fframwaith ar sut y bydd cyllid LEADER yn cael ei ddefnyddio yn yr ardal. Mae'r Strategaeth Datblygu Lleol yn canolbwytio'i hymyriadau o gwmpas 5 thema, sef:

1. Ychwanegu gwerth at hunaniaeth leol ac adnoddau naturiol a diwylliannol
2. Hwyluso datblygu cyn-fasnachol, partneriaethau busnes a chadwyni cyflenwi byr
3. Archwilio ffyrdd newydd o ddarparu gwasanaethau lleol anstatudol
4. Ynni adnewyddadwy ar lefel Gymunedol
5. Manteisio ar dechnoleg ddigidol

Mae'n rhaid i brosiect gyd-fynd ag un o'r themâu a restrir uchod.

Gellir canfod Strategaethau Datblygu Lleol Sir Ddinbych, Sir y Fflint a Wrecsam ar wefan Cadwyn Clwyd:

http://www.cadwynclwyd.co.uk/news/local_development_strategies

Mae diagramau sy'n crynhoi pob Strategaeth Datblygu Lleol – ei gweledigaeth, nodau, amcanion a blaenoriaethau – ar gael hefyd.

3. Themâu trawstoriadol

Mae gan y Grwpiau Gweithredu Lleol gyfrifoldeb i wneud y mwyaf o gyfraniad y rhaglenni LEADER lleol tuag at dair thema drawstoriadol:

Cyfreithwriad a'r iaith Gymraeg

Mae'n rhaid i'r LAG sicrhau nad oes effeithiau negyddol anghymesur yn digwydd i'r grwpiau nodweddion gwarchodedig isod drwy unrhyw weithredoedd a ariennir gan LEADER:

- Yr iaith Gymraeg a siaradwyr Cymraeg.
- Oed (yn ymdrin â phob grŵp oedran, gan fod yn arbennig o ymwybodol o blant o dan 16, pobl ifanc 16-24 oed, a phobl hŷn 65 oed a throsodd).
- Anabledd (a all gynnwys pobl â nam ar y synhwyrau, nam symudedd, anableddau dysgu ac anableddau lles meddyliol).
- Ailbennu rhywedd (yn cynnwys pobl sydd ar unrhyw gyfnod o therapi ailbennu rhywedd).
- Priodas a phartneriaeth sifil (gyda'r sylw'n unig ar gam-wahaniaethu ar sail a yw rhywun mewn priodas neu bartneriaeth sifil - nid yw pobl sengl yn dod o dan y nodwedd hon).
- Beichiogrwydd a mamolaeth (yn cynnwys merched beichiog a mamau sy'n bwydo o'r fron);
- Hil ac ethnigrwydd (a all gynnwys tarddiad ethnig neu genedl, lliw neu genedligrwydd).
- Crefydd neu gred (a all gynnwys pob grŵp crefydd, ffydd neu gred, yn cynnwys dim cred).
- Rhyw / rhywedd (yn cynnwys merched a dynion).
- Cyfeiriadedd rhywiol (yn cynnwys heterorywolion, a lesbiaid, dynion hoyw a phobl ddeurywiol (LGB)).

Taclo Tlodi ac Allgáu Cymdeithasol

Bydd y LAG yn gwneud cyfraniad positif at daclo rhai o achosion sylfaenol tlodi, amddifadedd ac allgáu mewn cymunedau gwledig drwy fuddsoddi mewn gweithredoedd sy'n helpu i daclo tlodi

- Buddsoddi mewn tlodi tanwydd ymhliith pobl hŷn ac anabl fregus:
- Buddsoddi mewn gweithredoedd sy'n creu cyfleoedd i bobl ifanc nad ydynt mewn gwaith neu addysg (NEET).
- Buddsoddi mewn gweithredoedd sy'n cynnal ac yn gwella mynediad cyfartal i wasanaethau sylfaenol i helpu i daclo allgáu ariannol a chymdeithasol.
- Buddsoddi mewn gweithredoedd sy'n mynd i'r afael ag allgáu digidol.

Datblygu Cynaliadwy

Mae'r LAG yn bwriadu cefnogi datblygu cynaliadwy drwy:

- Fuddsoddi mewn gweithredoedd sy'n cefnogi cadwraeth rheoli, defnydd cynaliadwy a mwynhad o'r tirwedd naturiol a gwelliannau i'r amgylchedd.
- Buddsoddi mewn cysyniadau cyn-fasnachu a threialu busnesau newydd sy'n gwella'r amgylchedd, yn hyrwyddo cynnyrch lleol ac yn hybu'r amgylchedd naturiol fel ased masnachol cadarnhaol.
- Buddsoddi mewn gweithredoedd sy'n cefnogi cynlluniau cludiant cymunedol cynaliadwy a charbon isel, trosglwyddo asedau a defnyddio gwirfoddolwyr mewn mentrau cymdeithasol i helpu i gyflawni gwelliannau ffisegol a naturiol.
- Buddsoddi mewn gweithredoedd sy'n cefnogi, cynghori a phrofi/treialu technolegau ynni adnewyddadwy a yrrir gan y gymuned, lledaenu gwybodaeth am ynni adnewyddadwy ar lefel gymunedol a helpu i ail-fuddsoddi mewn modd cynaliadwy y refeniw a ddaw yn sgil y rhain.
- Buddsoddi mewn gweithredoedd sy'n annog caffael a defnyddio caledwedd TGCh Energy Star sy'n hynod effeithlon ac sy'n defnyddio offer a ailgylchwyd ac a ailddefnyddir lle'n briodol.

Covid-19

Mae pandemig Covid wedi cael effaith sylweddol ar gymunedau yn ardal y GLL, mewn agweddau iechyd, economaidd a chymdeithasol. Mae canllawiau diwygiedig LIC (dyddiedig Mehefin 2020) yn nodi'r angen i gefnogi'r pobol a'r cymunedau mwyaf bregus i niwed. Mae blaenoriaethau uniongyrchol ar lawr gwlad yn cynnwys:

- sicrhau a dosbarthu bwyd a chyflenwadau meddygol i bawb, gan gynnwys y rhai sydd wedi'u hynysu'n
- Nodi adnoddau lleol yn cynnwys cydlynwyr a chefnogi cadwyni cyflenwi byr,
- Rhwydweithio a chydweithio i sicrhau dull hyddysg a phriodol o ddiwallu anghenion lleol

Bydd hefyd angen gweithio gyda'n cymunedau gwledig wrth i ni symud ymlaen o'r ymateb i'r cyfnod adfer i helpu i fynd i'r afael ag effeithiau economaidd-gymdeithasol a chymdeithasol eraill y cloi, megis yr effaith economaidd ar rai grwpiau o fethu â gweithio, effeithiau ar fusnesau o fod ar gau neu wynebu galw llai gan gwsmeriaid, niwed seicolegol i'r cyhoedd o ran ymbellhau cymdeithasol a llawer o rai eraill. Ystyri'r bod y 5 thema LEADER sy'n bodoli ar gyfer strategaeth datblygu lleol yn berthnasol wrth gefnogi'r ymateb i'r blaenoriaethau'r COVID-19 a nodir uchod, a hefyd i gamau adfer yn y dyfodol. Bydd gofyn i geisiadau am brosiectau ddangos yn glir sut maent yn cyfrannu at yr uchod. Ceir mwy o wybodaeth ar y themâu trawstoriadol yn y Strategaethau Datblygu Lleol (Adran 8.1).

4. Ardaloedd cymwys

Yn dilyn mae rhestr o'r ardaloedd gwledig cymwys ym mhob ardal Sirol:

Sir Ddinbych	Sir y Fflint	Wrecsam
Ward Gwledig	Ward Gwledig	Ward Gwledig
Bodelwyddan	Brynfod	Bronington
Corwen	Mynydd Bwcle	Brymbo
Dinbych Ganol	Caergwrle	Bryn Cefn
Dinbych Is	Caerwys	Gogledd y Waun
Dinbych Uwch/Henllan	Cilcain	De'r Waun
Efenechtyd	Ffynnongroyw	Coedpoeth
Llanarmon-yn-lal/Llandegla	Fflint Oakenholt	Dyffryn Ceiriog
Llanbedr Dyffryn Clwyd/Llangynhafal	Fflint Trelawnyd	Esclusham
Llandrillo	Gronant	Dwyrain a Gorllewin Gresfordd
Llandyrnog	Gwernaffield	Gwenfro
Llanfair Dyffryn Clwyd/Gwyddelwern	Gwernymynydd	Gogledd Gwersyllt
Llangollen	Helygain	Holt
Llanrhaeadr-ying-Nghinmeirch	Higher Kinnerton	Llangollen Wledig
Rhuddlan	Yr Hôb	Llai
Rhuthun	Coed Llai	Marchwiel
Dwyrain Llanelwy	Llanfynydd	Marford a Hoseley
Gorllewin Llanelwy	Yr Wyddgrug Broncoed	Minera
Trefnant	Dwyrain yr Wyddgrug	Wrtyr
Tremeirchion	De'r Wyddgrug	Penycae a De Rhiwabon
	Gorllewin yr Wyddgrug	Ponciau
Canolfan Wasanaethu	Mostyn	Yr Orsedd
Dyserth	New Brighton	Rhiwabon
	Llaneurgain	
	Northop Hall	Canolfan Wasanaethu
	Penyffordd	Cefn
	Saltney Mold Junction	
	Sealand	Wardiau Cartref
	Trelawnyd a Gwaenysgor	Brynyffynnon
	Treuddyn	Grosvenor
	Chwitffordd	Maesydre
		Smithfield
	Canolfan Wasanaethu	
	CW Canol Treffynnon	
	Cw Dwyrain Treffynnon	
	CW Gorllewin Treffynnon	

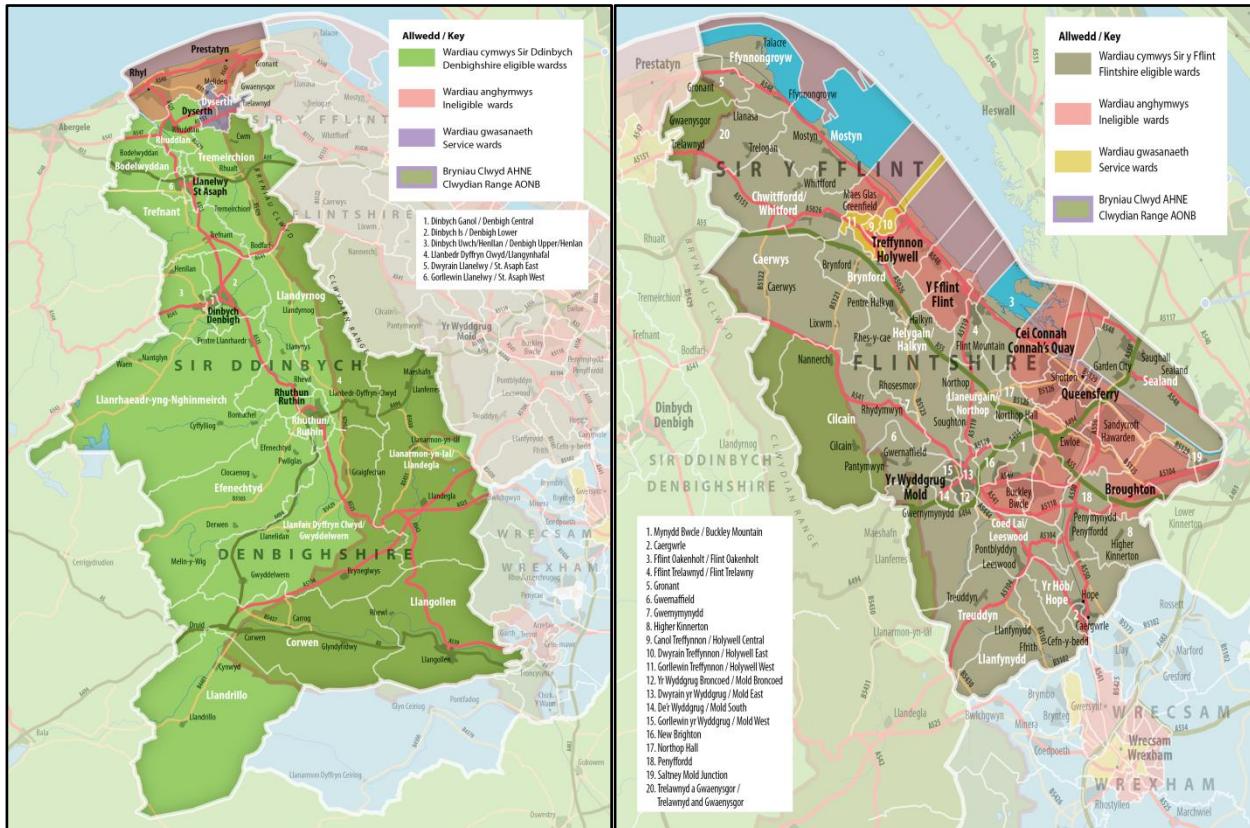
Ward Gwledig: Mae prosiectau sydd wedi'u lleoli mewn Wardiau Gwledig yn gymwys i gael cefnogaeth LEADER

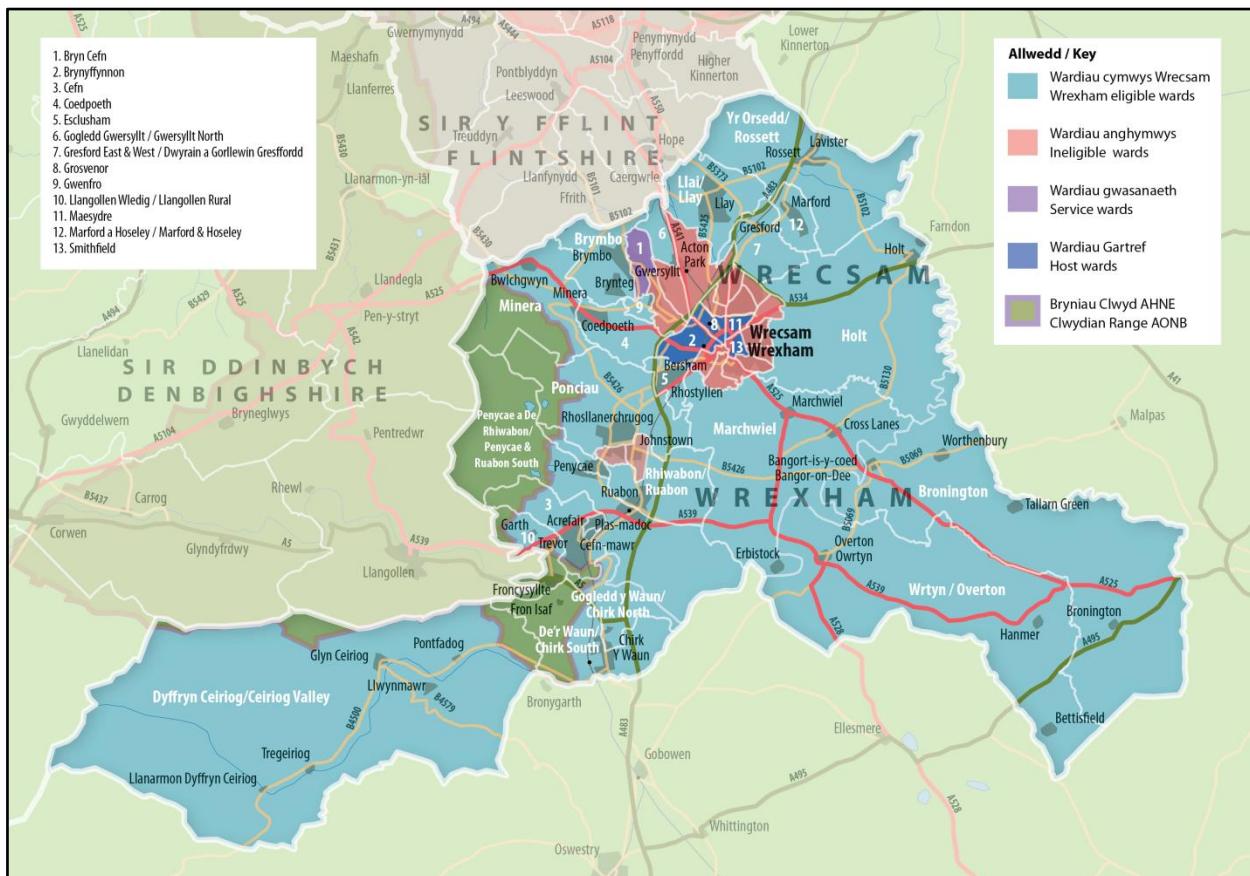
Canolfan Wasanaethu: Gall prosiectau gael eu lleoli mewn Ward Canolfan Wasanaethau, ond ni all mwy na 30% o fuddion y rhaglen LEADER leol ddod i'r wardiau hyn.

Ward Gartref: Gall prosiect gael ei leoli mewn Ward Gartref am resymau ymarferol neu weithredol, ond ni all dim o'r buddiannau sy'n deillio o'r prosiect ddod i'r ward ei hun; rhaid i'r buddiolwyr ddod o'r wardiau gwledig cymwys.

Ardaloedd Anghymwys

Sir Ddinbych	Sir y Fflint	Wrecsam
Ward Anghymwys	Ward Anghymwys	Ward Anghymwys
Prestatyn Canol	Argoed	Acton
Prestatyn Dwyrain	Aston	Parc Borras
Prestatyn Gallt Melyd	Dwyrain Bagillt	Catref;e
Prestatyn Gogledd	Gorllewin Bagillt	Erddig
Prestatyn De Orllewin	Gogledd ddwyrain Brychdyn	Garden Village
Y Rhyl Dwyrain	De Brychdyn	Dwyrain a De Gwersyllt
Y Rhyl De	Bwcle Gorllewin Bistre	Gorllewin Gwersyllt
Y Rhyl De Ddwyrain	Bwcle Pentrobin	Hermitage
Y Rhyl De Orllewin	Canol Cei Connah	Tre Loan
Y Rhyl Gorllewin	Golftyn Cei Connah	Little Acton
	De Cei Connah	New Broughton
	Gwepra Cei Connah	Offa
	Castell y Fflint	Pant
	Cwnsyllt y Fflint	Plas Madoc
	Maesglas	Penycae
	Penarlag	Queensway
	Mancot	Rhosesni
	Queensferry	Stansty
	Saltney Stonebridge	Whitegate
	Dwyrain Shotton	Wynnstay
	Shotton Uchaf	
	Gorllewin Shotton	





5. Gweithgareddau Prosiect Cymwys

Mae gweithgareddau prosiect sy'n cyfrannu at gyflawni amcanion y Strategaeth Datblygu Lleol yn gymwys. Mae'r canlynol yn enghreiftiau o gostau cymwys:

Mentora - yn bennaf costau refeniw i bobl a all roi mathau arbennig o gefnogaeth i sefydliadau a grwpiau i'w helpu i ddatblygu eu sgiliau a'u harbenigedd eu hunain. Mae hyn yn wahanol i hyfforddiant.

Hyfforddiant - yn bennaf costau refeniw, er y gallai rhai eitemau bach o offer ddod o dan gwmpas hyfforddiant, i ddatblygu a chyflwyno cyrsiau mwy ffurfiol i grwpiau o bobl. Gall hyn fod mewn ystafell ddosbarth neu ddarllithfa neu debyg ond ddim o reidrwydd. Byddai'r pwnc a'r deilliont a fwriedir wedi cael eu penderfynu gan ryw fath o asesiad sgiliau cyn i'r cwrs gael ei gyflwyno.

Astudiaethau Dichonoldeb - costau refeniw i gyfuniad o amser staff a chostau ymgynghoriaeth i i wneud yr ymchwil gefndir ar gyfer problem neu fater penodol a chynhyrchu arfaniad ysgrifenedig cynhwysfawr o'r materion, yr atebion posibl, y costau ariannol, dadansoddiad risg manwl ac argymhellion ar gyfer y camau nesaf. Ni ddylai casgliad astudiaeth ddichonoldeb fod yn argymhelliaid fod angen astudiaeth bellach. Wedi'i chwblhau, dylai astudiaeth ddichonoldeb ddangos y canlynol o leiaf:

- Disgrifiad manwl o'r broblem y disgwylir i unrhyw gynnig sy'n dilyn ei thaclo, gyda chyfeiriad arbennig at yr union neu'r darpar randdeiliaid a'u hanghenion. Dylai ddangos hefyd sefyllfa gyfredol yr ymgeisydd mewn perthynas â'r broblem a beth y disgwylir iddynt ei wneud ar ddiwedd y prosiect

- Manylion y camau i'w cymryd o dan y cynnig, yn cynnig pob eitem y gofynnir am grant ar eu cyfer
- Pam fod angen y camau hyn yn y busnes, y cwmni neu'r sector dan sylw
- Eglurhad o fanteision y cynnig, yn enwedig yn y tymor hir
- Yn achos cynnig busnes neu gwmni newydd, pam na ellir defnyddio'r strwythurau presennol
- Amcanestyniad llif arian tair blynedd i'r cynnig, yn dangos sut y bydd yn cael ei weithredu a'i ariannu
- Cynllun busnes tair blynedd i'r cynnig
- Argymhelliaid clir am hyfywedd tebygol y prosiect

Prosiectau Peilot - gweithgareddau ar raddfa fechan ac wedi'u cyfyngu i amser ar gyfer profi cysyniad neu roi cynnig ar dechneg arloesol i weld a ellid datblygu syniad yn brosiect gwired dadwy llawn. Mae'n rhaid i'r holl wybodaeth a gasglwyd o'r prosiect peilot fod ar gael yn hawdd fel y gall eraill y tu allan i'r cwmni ei hun neu'r LAG weld yr hyn a wnaed a sut mae'n gweithio. Gall y prosiect gynnwys gwariant refeniw neu gyfalaf o fewn y terfynau cyfalaf, sef hyd at £10,000. Ni chaniateir cyfanswm gwariant cyfalaf ar y prosiect dros £10,000.

6. Gweithgareddau Anghymwys

Ni ellir defnyddio mesur LEADER i roi cymorth neu help arall a fyddai'n cyfateb i gymorth gwladriniaethol o ran busnes, cwmni, menter neu 'weithredwr economaidd' yn derbyn cefnogaeth o'r fath. Golyga hyn na all LAGs roi unrhyw fath o gymorth a fyddai'n gostwng costau rhedeg gweithredol dydd i ddydd y busnes, cwmni, menter neu 'weithredwr economaidd' megis: sybsideiddio cyflogau staff neu roi cymorth ariannol – yn uniongyrchol neu'n anuniongyrchol – tuag at rent, trethi, costau ynni, hyrwyddo, cyhoeddusrwydd, hysbysebu a/neu unrhyw gostau rhedeg neu orbenion eraill.

Ni ellir defnyddio mesur LEADER i roi grantiau cyfalaf neu refeniw neu ffurfiau eraill o gymorth uniongyrchol neu anuniongyrchol i fusnesau masnachol. Mae hyn yn cynnwys ond heb fod yn gyfyngedig i; grantiau cyfalaf tuag at adeiladau ac offer; unrhyw fath o gymorth dechrau busnes; bwrsariaethau busnes; cymorth drwy ddarparu nwyddau neu wasanaethau wedi'u sybsideiddio (er engraifft, peiriannau a/neu offer a roddir ar fenthyg) i fusnes. Nid yw cymorth ariannol uniongyrchol; benthyciadau; cymorth ariannol i ddatblygu cynyrrch newydd; neu ddulliau eraill o gymorth ariannol anuniongyrchol i fusnes, fel marchnata i gael cyhoeddusrwydd neu weithgareddau hyrwyddo sydd am ddim neu yn rhatach i fusnes, yn gymwys chwaith.

Mae unrhyw wariant ar weithgareddau anghymwys fel grantiau cyfalaf neu refeniw i fusnesau masnachol neu gymorth arall a fyddai'n golygu Cymorth Gwladwriaethol **yn anghymwys** o dan fesur LEADER.

Mae'r eitemau neu'r mathau gwariant canlynol yn **anghymwys** o dan fesur LEADER:

- prynu stoc masnachu;
- prynu tir;
- prynu adeiladau;
- prynu ceir, faniau, beiciau modur, beics ac unrhyw fath arall o drafnidiaeth bersonol (at ba ddiben bynnag);
- prynu cerbydau ar gyfer cludiant allanol (fel lorïau, bysiau, faniau, bysiau mini neu unrhyw fath arall o gerbyd a ddefnyddir i gludo nwyddau neu bobl);

- unrhyw waith safle ffisegol neu unrhyw wariant arall a wynebir cyn dyddiad dechrau'r prosiect heb gymeradwyaeth ysgrifenedig blaenorol gan y rhoddwr grant;
- gwaith dros dro nad yw'n **uniongyrchol** gysylltiedig â gweithredu'r prosiect;
- costau cynnal a chadw adeiladau, cyfarpar neu offer sydd yno'n barod;
- prynu eitemau cyfatebol;
- costau sy'n gysylltiedig â chytundeb lesio fel elw'r lesydd, costau talu llog, gorbenion a thaliadau yswiriant;
- costau trefnu benthyciadau, TAW a threthi eraill y gall y buddiolwr eu hadennill, costau gweinyddu a staff neu iawndal a delir i drydydd parti am ddifediant, ayb.;
- gorbenion a ddyrennir neu a ddosrennir ar gyfraddau sydd gryn dipyn yn uwch na chyfraddau costau tebyg a geir gan ffyrdd eraill cyffelyb o'u cyflawni;
- gwariant tybiannol;
- taliadau am weithgaredd o natur wleidyddol;
- dibrisiant, amorteiddiad a lleihad yng ngwerth asedau a brynwyd gyda chymorth grant Ewropeaidd;
- darpariaethau;
- rhwymedigaethau digwyddiadol;
- hapddigwyddiadau;
- difidendau i gyfranddalwyr;
- taliadau llog (oni bai o dan gynllun Cymorth Gwladwriaethol a gymeradwywyd);
- taliadau gwasanaeth sy'n deillio o lesau cyllid, hur bwrcas a threfniadau credyd;
- costau sy'n deillio o ohirio taliadau i gredydwyr;
- costau sydd ynghlwm â dirwyn cwmni masnachol i ben;
- taliadau am bensiynau nas ariannwyd;
- iawndal am golli swydd;
- dyledion drwg yn deillio o fenthyciadau i weithwyr, perchnogion, partneriaid, cyfarwyddwyr, gwarantwyr, cyfranddalwyr neu berson sy'n gysylltiedig ag unrhyw un o'r rhain;
- taliadau am roddion a chyfraniadau;
- adloniant personol (yn cynnwys alcohol);
- dirwyon a chosbau statudol;
- dirwyon ac iawndal cyfreithiol;
- costau cyfreithiol pan fo ymgyfreithia;
- TAW y gellir ei adennill;
- costau swyddogion sefydliadau trydydd parti

Dylid gofyn am gyngor gan swyddogion prosiect Cadwyn Clwyd os oes ansicrwydd.

7. Y Broses Ymgeisio

Rhaid gofyn am gyngor swyddogion prosiect Cadwyn Clwyd cyn llenwi Ffurflen Cynnig Prosiect. Bydd angen i'r grŵp sy'n ymgeisio gael Rhif Cyfeirnod Cwsmer (CRN) gan Lywodraeth Cymru cyn mynd ymlaen.

Caiff y Ffurfenni Cynnig Prosiect a lenwyd eu harfarnu'n dechnegol gan Cadwyn Clwyd, cyn mynd i'r LAG, sy'n penderfynu p'un ai i roi cymorth ariannol i'r prosiect ai peidio. Mae'r broses hon yn digwydd bob chwarter.

Mae arfarniad technegol Cadwyn Clwyd yn ystyried a yw'r prosiect yn gymwys. Rhoddir sgoriau meintiol i'r cynigion prosiect yn erbyn y meini prawf canlynol:

- A. Sut mae'r prosiect yn cyd-fynd â Strategaeth Datblygu Lleol LEADER
- B. Arloesedd y prosiect a gweithredu dull LEADER
- C. Cyfraniad y prosiect tuag at daclo tlodi a chyfrannu tuag at swyddi a thwf
- D. Mynd i'r afael ag effaith Covid-19
- E. Gwerth am arian (allbynnau'r prosiect yn erbyn gwariant)
- F. Arian Cyfatebol
- G. Y deilliannau a ragwelir

SGÔR	DOSBARTH
9-10	Ardderchog - Mae'r cynnig yn un cryf, yn cyflawni'r meinu prawf ac yn cynnig digon o wybodaeth i brofi hyn
7-8	Da Iawn - Mae'r cynnig yn cyflawni'r meinu prawf ond mae rhai amheun bychain
5-6	Da - Mae'r cynnig yn cyflawni'r meinu prawf i ryw raddau, ond mae amheun
3-4	Gwan - Mae'r cynnig yn wan o ran cyflawni'r meinu prawf, mae amheun yn ei gylch a does dim llawer o dystiolaeth
1-2	Gwan Iawn - Mae'r cynnig yn wan iawn o ran cyflawni'r meinu prawf, mae llawer o amheun a dim ond ychydig iawn o dystiolaeth
0	Gwael - Dyd y cynnig ddim yn cyflawni'r meinu prawf mewn unrhyw ffordd

SGÔR	ARIAN CYFATEBOL
9-10	Mae mwy na 30% o leiaf yr arian cyfatebol, a gadarnhawyd
8-9	Mae mwy na lleiafswm o 30% arian cyfatebol, heb eu cadarnhau
8	Y nawdd cyfatebol o 30% sydd ei angen, yn arian parod, wedi ei gadarnhau ac yn barod i fynd
6-7	Mae angen arian cyfatebol o 30% fel arian parod, heb eu cadarnhau (ee aros cais am gyllid arall)
4-8	Mae mwy na 30% o leiaf yr arian cyfatebol, ond mae rhai os yw mewn da
4-6	Mae'r cyllid cyfatebol o 30% sy'n ofynnol ond mae rhyw faint ohono mewn da, ffynhonnell a
4-5	Mae'r cyllid cyfatebol o 30% sy'n ofynnol ond peth ohono'n cael mewn da, ffynhonnell heb eu nodi
4-5	Mae'r arian cyfatebol 30 % sy'n ofynnol ond mae'n fath yn - unig, ffynhonnell a nodwyd
3-4	Mae'r arian cyfatebol 30 % sy'n ofynnol ond y mae yn fath arall yn unig, ffynhonnell heb eu nodi
1-2	Rhywfaint o arian cyfatebol arfaethedig ond yn dderbyniol
0	Dim arian cyfatebol

Mae Ffurflen Cynnig Prosiect yn gofyn am 42 o farciau allan o 70 i gael ei hargymhell i'w chymeradwyo.

8. Cyhoeddusrwydd a gwybodaeth am ddyfarnu'r cyllid

Gan fod LEADER yn gronfa sy'n rhannol yn galluogi ardaloedd gwledig i ddysgu oddi wrth ei gilydd, i drosglwyddo arfer da a gwersi a ddysgwyd, mae'n rhaid i ymgeiswyr prosiect ganiatáu i wybodaeth am eu prosiect gael ei datgelu'n llawn ar goedd. Golyga hyn fod yn rhaid i wybodaeth am brosiectau fod ar gael i'w lledaenu ymhellach ac mae'n rhaid i ymgeiswyr prosiect ganiatau i'w prosiectau gael eu lledaenu a'u cyhoeddi drwy Rwydweithiau LEADER Cymru, y DU a'r Undeb Ewropeaidd.

Yn unol â Rheoliad y Comisiwn (CE) Rhif 1303/2013, mae Llywodraeth Cymru'n gorfol cyhoeddi, o leiaf bob chwe mis, manylion am y buddiolwyr sy'n derbyn taliadau Datblygu Gwledig yn cynnwys manylion y cyfryw daliadau. Y manylion a gyhoeddir fydd:

- Enw cyntaf a chyfenw'r buddiolwr neu enw'r cwmni, y bartneriaeth neu'r corff sy'n derbyn yr arian;
- Enw'r dref neu'r ddinas a 3 nodyn cyntaf y Cod Post lle mae'r buddiolwr yn byw e.e. Caerdydd CF10;
- Swm y cyllid, yn cynnwys y cyfraniad gan EAFRD a Llywodraeth Cymru, a dderbyniwyd yn y flwyddyn ariannol.

Cyhoeddir yr wybodaeth hon erbyn 30 Ebrill bob blwyddyn yn <http://cap-payments.defra.gov.uk>

Bydd pob cais i Lywodraeth Cymru i ddatgelu gwybodaeth (yn cynnwys gwybodaeth sy'n gysylltiedig â'r cais am grant neu'r taliad hwn) yn cael ei ystyried yn unol â Chod Ymarfer Llywodraeth Cymru ar Fynediad at Wybodaeth ('y Cod') a rhwymedigaethau statudol Llywodraeth Cymru o dan Ddeddf Rhyddid Gwybodaeth 2000 (FOIA), Rheoliadau Gwybodaeth Amgylcheddol 2004 (EIR) a Deddf Diogelu Data 1998 (DPA). Mae'r Cod yn

adlewyrchu agwedd Llywodraeth Cymru at lywodraeth agored ac mae'n rhoi canllawiau ar sut bydd Llywodraeth Cymru'n ymateb i geisiadau am wybodaeth gan y cyhoedd o dan yr FOIA, yr EIR neu'r DPA.

9. Cyllid

Arian Cyfatebol

Mae'n rhaid i brosiect roi lleiafswm o 30% o arian cyfatebol. Bydd prosiectau sy'n rhoi cyfran uwch o arian cyfatebol yn derbyn sgôr uwch. Does dim modd cael arian cyfatebol o ffynonellau'r UE. Mae enghreiffiau o ffynonellau arian cyfatebol yn cynnwys arian y Cyngor Sir, arian y Loteri, Cyfoeth Naturiol Cymru ayb. Mae'n rhaid i unrhyw arian cyfatebol gaiff ei ddarparu i LEADER gydymffurfio gyda'r un rheolau â grant LEADER.

Gall ymgeiswyr y prosiectau gynnwys cyfraniadau mewn nwyddau; ond, mae'n rhaid iddyn nhw geisio cyngor gan swyddog prosiect Cadwyn Clwyd. Mae'n rhaid nodi cyfraniadau mewn nwyddau yn ystod y cyfnod ymgeisio. Bydd angen i'r ymgeisydd ddarparu amserlenni fel prawf o'r gwaith sydd wedi'i ddynodi fel cyfraniad mewn nwyddau i'r prosiect. Mae'r gwerth cydnabyddedig sydd wedi'i ddynodi i amser gwirfoddoli fel a ganlyn:

Teitl Swydd	Cod SOC	Cyfradd Fesul Awr (£)	Cyfradd Blynnyddol (£)
Gweithwyr Proffesiynol Rheoli Prosiectau Busnes ac Ariannol	2424	23.41	46,992
Gweithwyr Proffesiynol Ymchwil Busnes a Chysylltiedig	2426	18.59	35,298
Gweithwyr Proffesiynol Cyswllt Busnes a Chysylltiedig n.e.c.	3539	14.59	27,890
Hyfforddwyr Galwedigaethol a Diwydiannol	3563	14.76	29,150
Galwedigaethau Gweinyddol Eraill n.e.c.	4159	11.06	21,733
Crefftau Elfennol, Gweinyddu a Galwedigaethau Gwasanaeth	91 a 92	9.79	20,786

(Gall Llywodraeth Cymru newid y cyfraddau hyn heb unrhyw rybudd felly gofynnwch i Swyddog Prosiect Cadwyn Clwyd am y cyfraddau diweddaraf.)

Bydd gofyn i grwpiau gyflwyno amserlenni ar wahân ac wedi'u llofnodi ar gyfer pob unigolyn gan nodi manylion y dyddiad, y gweithgaredd a'r nifer o oriau gaiff eu cyfrannu at ddarpariaeth y prosiect. Bydd Cadwyn Clwyd yn gallu rhoi templed ichi.

Gwariant

Ni chaiff gwariant ei dynnu cyn i gynnig prosiect dderbyn cymeradwyaeth o gefnogaeth ariannol gan y Grŵp Gweithredu Lleol.

Mae'n rhaid i'r holl broiectau sydd wedi'u hariannu trwy LEADER ddangos gwerth am arian a chaffaeliad agored ac eglur o nwyddau a gwasanaethau. Mae'n rhaid i broiectau llynw wrth y gofynion canlynol er mwyn caffael nwyddau a gwasanaethau:

Gwerth Nwyddau/Gwasanaethau (heb gynnwys TAW)	Gofyniad	Gweithredu
£0 - £4,999	Un dyfynbris ysgrifenedig	
£5,000 - £24,999	Tri dyfynbris ysgrifenedig	
£25,000 - £106,046 (Nwyddau a Gwasanaethau)	Cystadleuaeth lawn ac agored	Cyhoeddi'r gofyniad drwy www.sell2wales.gov.wales
£25,000 - £4,104,393 (Gwaith)	Cystadleuaeth lawn ac agored	Cyhoeddi'r gofyniad drwy www.sell2wales.gov.wales
£106,047 ac uwch (Nwyddau a Gwasanaethau)	Cystadleuaeth lawn ac agored	Cyhoeddi'r gofyniad drwy Ewrop drwy www.sell2wales.gov.wales
£4,104,394 ac uwch (Gwaith)	Cystadleuaeth lawn ac agored	Cyhoeddi'r gofyniad drwy Ewrop drwy www.sell2wales.gov.wales

*Caiff dogfennau eu cadw fel tystiolaeth

Gyda dyfynbrisiau tebyg at ei debyg, y cyflenwr gyda'r dyfynbris rhataf gaiff ei ddewis. Fodd bynnag, mewn rhai achosion dydy hi ddim bob tro'n addas dewis y dyfynbris rhataf. Dyma'r achos gan amlaf gyda gwasanaethau lle gall y cynnyrch gorffenedig amrywio llawer yn dibynnu ar y cyflenwr, a dydy manyleb ysgrifenedig ddim yn gallu diffinio hyn. Er enghrafft, comisiynu arbenigwr i ysgrifennu copi o lyfryn neu gyfathrebu gydag arlunydd i greu darn o waith celf. Ar brydiau fel hyn, mae modd adeiladu system sgorio i'r system gaffael, gyda manylion sut caiff y cyflenwr ei ddewis wedi'i amlinellu yn amlwg yn y fanyleb gaiff ei darparu i'r darparwyr. Os bydd y prosiect yn dymuno ymgymryd â chaffaeliad sgorio, dylai'r ymgeisydd gysylltu â'i Swyddog Prosiect Cadwyn Clwyd fydd yn gweithio gyda'r ymgeisydd i ddarparu manyleb.

Byddai dadansoddiad sgorio nodweddiadol fel a ganlyn:

- | | |
|--|-----|
| <ul style="list-style-type: none"> • Gwerth am arian (50 marc) • Dull Gweithredu, Profiad a Gwybodaeth | 50% |
| <ul style="list-style-type: none"> ○ <u>Ymateb i'r briff</u> (25 marc)
Tystiolaeth fod yr ymgynghorydd yn deall y briff yn llawn ac eglurhad clir am sut bydd y cytundeb yn cael ei gyflwyno o fewn y terfynau amser arfaethedig ○ <u>Profiad yr Ymgynghorydd</u> (25 marc)
Sgiliau perthnasol yr ymgynghorydd a phrofiad o weithio ar broiectau tebyg | 50% |

Gwariant

Ni chaiff gwariant ei dynnu cyn i gynnig prosiect dderbyn cymeradwyaeth o gefnogaeth ariannol gan y Grŵp Gweithredu Lleol.

Mae modd gwobrwyd arian LEADER mewn dwy ffordd:

- (a) Gwariant Proiect Uniongyrchol Cadwyn, neu
- (b) Grantiau

(a) Gwariant Proiect Uniongyrchol Cadwyn

O dan y proses hwn, caiff yr arian o'r arian cyfatebol ar gyfer y proiect ei dalu i Gadwyn Clwyd ac yna bydd Cadwyn Clwyd yn comisiynu'r nwyddau a'r gwasanaethau er mwyn darparu'r proiect. Does dim angen i'r ymgeisydd fod â'r llif arian i gefnogi holl wariant y proiect o flaen llaw.

Bydd Cadwyn Clwyd a'r tîm proiect yn casglu dyfynbrisiau ar gyfer gwariant y proiect. Mae dyfynbrisiau ar gyfer gwariant y proiect sydd wedi'u darparu gan bartion eraill heblaw am Gadwyn Clwyd yn dibynnu ar asesiad gan Gadwyn Clwyd i sicrhau gwerth am arian. Gall Cadwyn Clwyd ofyn am fwy o ddyfynbrisiau i sicrhau gwerth am arian. Bydd Cadwyn Clwyd yn derbyn y pris isaf o'r dyfynbrisiau tebyg at ei debyg ac yn cyflwyno Rhif Archeb i'r cyflenwr hwnnw. Lle bo'n briodol, bydd modd darparu caffaeliad sgorio.

Bydd Cadwyn Clwyd yn talu'r holl gyflenwyr yn uniongyrchol am nwyddau a gwasanaethau. Mae Cadwyn Clwyd yn gyfrifol am gyflwyno'r holl Rifau Archeb i gyflenwyr sy'n ymwneud â'r proiect. Fydd Cadwyn Clwyd ddim yn talu unrhyw gais am daliad nwyddau neu wasanaethau gan unrhyw un arall heblaw am Gadwyn Clwyd. Ni chaiff gwariant ei dynnu gan fudiadau trydydd parti a'u hawlio gan Gadwyn Clwyd. Mae Cadwyn Clwyd yn gosod cytundeb am waith yn uniongyrchol gyda darparwyr gwasanaethau a bydd yn talu cyflenwyr yn uniongyrchol hyd at gyfanswm gwerth arian y proiect sydd wedi'i gymeradwyo gan Gadwyn Clwyd. Dydy Cadwyn Clwyd ddim yn gallu talu am unrhyw waith sydd wedi'i wneud lle does dim Rhif Archeb, dydyn ni ddim yn gallu talu am unrhyw waith gafodd ei wneud cyn cyflwyno Rhif Archeb a dydyn ni ddim yn gallu talu anfoneb am fwy na'r ffigwr sydd wedi'i nodi ar y Rhif Archeb sy'n cyfateb i'r gwaith hwnnw.

(b) Grantiau

O dan y proses hwn, bydd yr ymgeisydd yn talu'r holl gyflenwyr yn uniongyrchol ac yna'n adennill y symiau cytunedig (fel sydd wedi'u nodi yn y ffurflen gais gytunedig) gan Gadwyn Clwyd trwy ddefnyddio ei Ffurflen Gais Grantiau. Caiff y ffurflen hawlio ei darparu i ymgeiswyr grantiau llwyddiannus unwaith caiff y proiect ei gymeradwyo. Bydd angen i'r ymgeisydd fod yn ymwybodol o'r gofynion canlynol wrth hawlio arian gan Gadwyn Clwyd:

TAW (Treth ar Werth): Dim ond TAW anadferadwy y mae modd ei hawlio trwy arian yr UE. Os ydy'r mudiad sy'n ymgeisio yn gallu hawlio TAW yn ôl o GthEM yna fydd y mudiad ddim yn gallu cynnwys hyn yn ei hawliad i Gadwyn Clwyd a bydd yn rhaid i'r holl gostau gaiff eu hawlio fod yn net o'r TAW. Ond, os na all y mudiad sy'n ymgeisio hawlio TAW yn ôl, fe allan nhw adhawlio hwn gan Gadwyn Clwyd, ond bydd angen i'r mudiad gyflwyno datganiad ffurfiol yn egluro pam na all y mudiad hawlio TAW yn ôl.

RhCC: Bydd angen i bob mudiad sy'n hawlio nodi'n amlwg ar ei Ffurflen Hawlio beth ydy ei RCC (Rhif Cyfeirnod Cwsmer) gan Lywodraeth Cymru. Bydd Cadwyn Clwyd yn gallu helpu mudiadau sydd heb RCC.

Lle bo'n bosibl, dylai anfonebau fod yn 100% o gostau i'r proiect dan sylw, yn hytrach nag anfonebau sydd wedi'u rhannu dros sawl adran neu broiect gwahanol yn y mudiad.

Dylech nodi y byddwn ni'n talu'r gyfradd ymyrraeth gydnabyddedig ar bob hawliad (fel sydd wedi'i nodi yn y llythyr cymeradwyo).

Bydd angen cadw anfonebau ac adroddiadau banc gwreiddiol yn y mudiad sy'n ymgeisio tan o leiaf yr 31^{ain} o Ragfyr 2028, neu nes bydd Cadwyn Clwyd yn cynghori ei bod hi'n iawn cael gwared arnyn nhw. Mae hyn er mwyn sicrhau y bydd yr anfonebau gwreiddiol ar gael i archwiliwyr eu gweld yn ôl y gofyn ac er mwyn cydymffurfio gyda gofynion cadw dogfennau'r UE.

Gofynion tystiolaeth wrth gyflwyno cais:

1. **Copi o anfonebau wedi'u talu:** yn dangos 100% o'r costau sydd wedi'u hawlio. Mae'n rhaid i gopiau o anfonebau wrth gefn gael eu hysgrifennu i'r mudiad sy'n hawlio neu dderbynebau lle bo'n briodol. Mae'n rhaid i ffotogopïau gael eu cadarnhau gan swyddog perthnasol yn y mudiad. Bydd angen i swyddog cyllid Cadwyn Clwyd weld y dogfennau/anfonebau gwreiddiol. Caiff anfonebau eu gwirio i gadarnhau eu bod yn cyd-fynd â chais y prosiect.
2. **Adroddiadau Banc:** i ddangos bod y mudiad sy'n adhawlio costau gan Gadwyn Clwyd wedi clirio'r costau. Mae'n rhaid i ffotogopïau gael eu cadarnhau gan swyddog perthnasol yn y mudiad. Mae'n rhaid i enw'r mudiad, rhif y cyfrif a'r côd didoli fod yn eglur. Mae adroddiadau ar-lein yn dderbynol ond, os nad ydy'r rhain yn dangos enw'r mudiad a fyddch chi crystal â chyflwyno copi o adroddiad banc hefyd fel ein bod ni'n gallu tystio enw'r cyfrif ayb. Dylai adroddiadau banc gwreiddiol fod ar gael i Swyddog Cyllid Cadwyn Clwyd eu gweld.
3. **Methodoleg Dosbarthu:** Copi o weithdrefnau dosbarthu, er enghraiftt, arwynebedd llawr, nifer o bobl ayb ar gyfer anfonebau gaiff eu rhannu ac sydd heb eu hariannu 100% trwy'r prosiect.
4. **Polisiau Ariannol:** er enghraiftt, gweithdrefnau awdurdodi anfonebau i fudiad sy'n adhawlio costau gan Gadwyn Clwyd. Mae'n rhaid i'r mudiad sy'n hawlio ddefnyddio Polisi Caffael Llywodraeth Cymru i geisio dyfynbrisiau. Yr unig eithriad i hyn ydy pan fydd y mudiadau yn berchen ar bolisi caffael sy'n fwy llym a bydd angen i Gadwyn Clwyd gadarnhau hyn.
5. **Tystiolaeth Caffael:** Tystiolaeth i gefnogi/ddangos bod y mudiad sy'n adhawlio'r costau wedi dilyn y weithdrefn gaffael yn gywir.
6. **Tystiolaeth o waith sydd wedi'i gwblhau:** er enghraiftt, copi o adroddiad ysgrifenedig, tystiolaeth o ddigwyddiadau, datganiadau i'r wasg, gwaith cysylltiadau cyhoeddus ayb.
7. **Adroddiad Cynnydd Ysgrifenedig:** bydd angen ichi gwblhau Adroddiad Cynnydd. Caiff templed ei ddarparu i ymgeiswyr llwyddiannus ar ôl eu cymeradwyo. Dylai hwn gael ei gyflwyno i Gadwyn Clwyd yn ystod cyfnodau penodol y prosiect fel sydd wedi'i nodi yn eich Llythyr Cymeradwyo.
8. **Tystiolaeth Cydymffurfio:** gyda rheolau'r UE.
 - i. Cydnabod arian yr EU yn natganiadau i'r wasg
 - ii. Defnyddio logos yn gywir ar ddogfennau cyhoeddus, amserlenni ayb. Caiff Gwybodaeth Cynllun Datblygu Gwledig Cymru 2014-2020 a Chanllawiau Cyhoeddusrwydd eu darparu ichi ar ôl derbyn cymeradwyaeth.
 - iii. Gwariant Cymwys - angen cyd-fynd gyda chais y prosiect. Cyfeiriwch at Ganllaw LEADER Llywodraeth Cymru ar gyfer costau anghymwys.
9. **Tystiolaeth Cynhyrchu:** bydd angen ichi ddarparu Tystiolaeth Cynhyrchu. Caiff ffurflenno templed eu darparu ichi ar ôl derbyn cymeradwyaeth a dylech gyflwyno'r ffurflen i Gadwyn

Clwyd yn ystod cyfnodau penodol y prosiect fel sydd wedi'i nodi yn eich Llythyr Cymeradwyo.

10. Costau Staffio

- Does dim modd hawlio costau teithio yn uwch na chyfradd CThEM o 45c y filltir.
- Bydd angen darparu amserlenni yn dangos oriau gwaith y prosiect allan o gyfanswm oriau'r cytundeb. Caiff templed o amserlen ei ddarparu ar ôl derbyn cymeradwyaeth.
- Cyfrifo cost yr awr
- Bydd angen darparu tystiolaeth sy'n cefnogi'r gyfradd yr awr, (er enghraift, Copi o Gytundeb Gwaith, cyflog blynnyddol, cyfraniadau cyflogwr (YG) ac unrhyw gyfraniadau pensiwn ayb)
- Cynhaliaeth - dylech ddarparu copi ardystiedig o dderbynebau a thystiolaeth i ddangos bod gwariant yn cyd-fynd gyda therfynau cynhaliaeth eich mudiad, lle bo'n briodol. Mae cyfraddau cynhaliaeth Cadwyn Clwyd fel a ganlyn: Brecwast £6.57, Cinio £8.59, Swper £18.18. Dylech wybod bod prynu alcohol gydag Arian Ewropeaidd wedi'i wahardd.

Dylech anfon Ffurflenni Hawlio ynghyd â dogfennau ac adroddiadau cefnogi fel sydd wedi'u nodi uchod at: Cadwyn Clwyd, Llys Owain, Stryd y Bont, Corwen, LL21 0AH.

Dylech wybod fod angen i'r 'Swyddog Prosiect' neu ei debyg ac Uwch Swyddog sydd â'r awdurdod i gyflwyno'r cais ar ran y mudiad ill dau arwyddo'r Ffurflen Hawlio.

10. Cyhoeddusrwydd

Mae'n rhaid i brosiectau gydymffurfio â gofynion cyhoeddusrwydd y Comisiwn Ewropeaidd a Llywodraeth Cymru. Dylai pob prosiect roi cyhoeddusrwydd i'r gefnogaeth a gafwyd pan maent yn sôn am y prosiect wrth y buddiolwyr a / neu'r cyhoedd.

Deunyddiau Print a Digidol ar gyfer y Cyhoedd

Cyn i'r eitemau terfynol gael eu cynhyrchu, mae'n rhaid i Cadwyn Clwyd weld prawf electronig o bob un o'r eitemau a rhoi sêl bendith iddynt. Gellir gwneud hyn drwy anfon e-bost gyda phrawf electronig i'ch Swyddog Prosiect Cadwyn Clwyd. Rhaid i'r eitemau i gyd fod yn gwbl ddwyieithog (Cymraeg a Saesneg) a rhaid dangos logos y cyllidwyr. Sylwer, pan fod Cadwyn Clwyd yn gwirio'r profion, dim ond gwirio eu bod yn bodloni canllawiau laith Gymraeg a Chyhoeddusrwydd Cadwyn Clwyd a wnawn; cyfrifoldeb yr ymgeisydd yw gwirio cywirdeb y copi a gwneud yn siŵr fod pob caniatâd yn ei le (hawlfraint ayb.).

Yr Iaith Gymraeg

Mae'n rhaid i bob deunydd digidol sy'n cael ei weld gan y cyhoedd fod yn gwbl ddwyieithog (Cymraeg-Saesneg), gyda'r Gymraeg yn ymddangos cyn y Saesneg.

Logos

Mae yna 2 logo cyllid ac mae'n rhaid iddynt fod yn bresennol ar bob eitem sy'n cael eu cefnogi'n ariannol gan y prosiect:



Asiantaeth Datblygu Gwledig
Rural Development Agency



Y rhain yw logo Cadwyn Clwyd a logo Cronfa Amaethyddiaeth Ewrop ar gyfer Datblygu Gwledig – LEADER – Llywodraeth Cymru (EAFRD/LEADERLIC).

Mae logo EAFRD/LEADERLIC yn cynnwys pum eitem fel a ganlyn:

1. Arwyddlun yr Undeb Ewropeaidd yn unol â'r safonau graffeg a osodwyd allan yn Atodiad III Rheoliad Gweithredu'r Comisiwn (UE) Rhif 808/2014.
2. Cyfeiriad at y gefnogaeth gan Gronfa Amaethyddiaeth Ewrop ar gyfer Datblygu Gwledig (EAFRD).
3. Logo LEADER
4. Y datganiad "Ewrop yn buddsoddi mewn Ardaloedd Gwledig"; a
5. Logo Llywodraeth Cymru.

Dylai'r logos gael eu gosod gyda'i gilydd mewn llinell, gyda logo EAFRD/LEADER/LIC ar ochr bellaf un y llinell ar y dde. Os oes logos ychwanegol, ni ddylent ymddangos i'r de o logo EAFRD/LEADER/LIC yn y llinell logos. Os oes sawl llinell o logos, ni ddylai'r logos ychwanegol ymddangos i'r de neu uwchben logo EAFRD/LEADER/LIC. Dylid rhoi'r un pwysigrwydd i bob logo; dylent fod yn gyfartal o ran uchder a gofod ac o'r un eglurder. Ni all yr un logo fod yn fwy na logo EAFRD/LEADER/LIC. Dylai'r logos fod mewn lliw ac wedi'u hatgynhyrchu ar gefndir gwyn. Os nad oes dewis ond cefndir lliw, dylid gosod border gwyn o amgylch y logo; dylid osgoi cefndir o liwiau amrywiol. Rhaid i'r logos gael eu hatgynhyrchu mwen maint sy'n caniatáu i'r tesun lleiaf gael ei ddarllen heb drafferth.

Gellir cael y logos mewn fformat electronig gan eich Swyddog Prosiect Cadwyn Clwyd.

Datganiadau i'r Wasg

Mae'n ofyniad fod Cadwyn Clwyd yn cael gwybod am gynlluniau cysylltiadau cyhoeddus sy'n gysylltiedig â phrosiectau a gefnogir gan Cadwyn Clwyd, ac mae'n rhaid i ni gymeradwyo unrhyw ddatganiadau i'r wasg a baratowyd, cyn eu rhyddhau. Gofynnwn yn arbennig fod cydnabyddiaeth yn cael ei gynnwys, wedi'i geirio rhywbeth fel yr isod:

Cymraeg

Cyllidwyd y prosiect hwn drwy Cymunedau Gwledig Llywodraeth Cymru - Rhaglen Datblygu Gwledig Cymru 2014-2020, a ariennir gan Lywodraeth Cymru a'r Gronfa Amaethyddol Ewrop ar gyfer Datblygu Gwledig.

Saesneg

This project has received funding through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.

Argymhellir fod unrhyw gysylltiadau â'r wasg yn cael eu rheoli'n ofalus drwy gynhyrchu datganiad i'r wasg (dogfen ysgrifenedig fer gyda'ch neges ac yn manylu ar y ffeithiau pwysig i gyd, fel arfer tua un dudalen A4) cyn cysylltu â nhw. Mae erthyglau a ysgrifennir gan ohebwyr o'r dechrau, hyd yn oed sawl cyfweliad, yn aml yn tuedd i gynnwys gwallau. Os ydych yn paratoi datganiad i'r wasg, mae gennych gyfle i ysgrifennu neges a

baratowyd a'i dosbarthu i bob un o aelodau'r pwylgor a'r partneriaid i gael eu sylwadau. Yna dylech gysylltu â'r wasg, rhoi'r datganiad iddyn nhw, a threfnu cyfweliadau a chyfleoedd i dynnu llun. Hyd yn oed mewn digwyddiadau lansio mae'n gyffredin i'r wasg a wahoddwyd gael datganiad i'r wasg a baratowyd hefyd.

Dylai unrhyw ddatganiad i'r wasg, testun cyfathrebu neu ddeunyddiau sy'n cynnwys logos gael cymeradwyaeth Llywodraeth Cymru cyn cael eu dosbarthu. Gwnewch yn siŵr fod dogfennau'n cael eu hanfon i'r Swyddog Prosiect perthnasol yn Cadwyn Clwyd fel y gall ef hi gael sêl bendith Llywodraeth Cymru ar y deunydd cyhoeddusrwydd. Dylai prosiectau ganiatau digon o amser i hyn ddigwydd, gan y gall gymryd hyd at wythnos.

Eich gwefan

Dylid nodi'n glir ar wefan y noddwr ei fod wedi cael arian gan yr Undeb Ewropeaidd ac arddangos y logo (a logo LEADER lle mae hynny'n berthnasol) yn glir ar y dudalen hafan a hefyd dolen i wefan y Comisiwn Ewropeaidd sy'n ymwneud a'r EAFRD – <http://eur-lex.europa.eu/browse/summaries.html>. Os oes yna logos eraill ar y dudalen, mae'n rhaid i bob logo fod yr un mor weladwy ac amlwg a'r lleill.

Cyfryngau Cymdeithasol

Rydym yn disgwl i dudalen hafan eich gwefan a'ch presenoldeb cyfryngau cymdeithasol gydnabod arian gan yr EAFRD a Llywodraeth Cymru ar ffurf logo a geiriad. Ni ddisgwylir ichi gynnwys y logo a'r geiriad ym mhob neges.

11. Monitro a Gwerthuso

Mae Llywodraeth Cymru yn gofyn bod proses monitro a gwerthuso yn ei le ar gyfer yr holl brosiectau. Bydd Cadwyn Clwyd yn comisiynu ymgynghoriaeth annibynnol i ymgymryd â'r gwaith monitro a gwerthuso ar gyfer yr holl brosiectau LEADER sydd wedi dilyn dull o gefnogaeth ariannol Gwariant Prosiect Uniongyrchol Cadwyn. Er mwyn ariannu a bod yn gyfateb i'r gwariant hwn, bydd angen i'r rhan 'Monitro a Gwerthuso' fod yn rhan o adran costau pob cais prosiect. Dylai costau monitro a gwerthuso fod 1% o gyfanswm costau'r prosiect. Er enghraifft, petai cyfanswm costau'r prosiect yn £10,000, byddai costau Monitro a Gwerthuso fel rhan o'r ffigwr hwn yn £100.

Ar gyfer arian LEADER sydd wedi'i wobrwyd fel Grant, bydd angen i'r ymgeisydd nodi'n fanwl sut bydd yn ymgymryd â'r gwaith monitro a gwerthuso'r prosiect. Gall ymgeiswyr gynnwys costau ymgymryd â'r gwaith monitro a gwerthuso eu prosiect yn y tabl cyllid ar y ffurflen gais. Bydd angen i ymgeiswyr ddarparu tystiolaeth eu bod wedi ymgymryd â'r gwaith monitro a gwerthuso eu prosiect wrth gyflwyno hawliadau.

12. Dangosyddion Perfformiad a Thystiolaeth o Weithgaredd Prosiect

Gofynnir i'r ymgeisydd helpu Swyddogion Prosiect Cadwyn Clwyd i gofnodi tystiolaeth o weithgaredd prosiect a sicrhau fod pob tystiolaeth archwilio sy'n gysylltiedig â Dangosyddion Perfformiad y prosiect yn cael ei chasglu. Dylai'r Dangosyddion Perfformiad sydd i gael eu cyflawni gael eu hadnabod wrth wneud y cais. Bydd y Swyddogion Prosiect yn rhoi canllawiau ar y Dangosyddion Perfformiad a'r gofynion tystiolaeth ar gyfer archwiliad.

Rhif	Dangosydd Perfformiad
LD-CL.001	Nifer o astudiaethau dichonolrwydd rydych chi am eu cwblhau

LD-CL.002	Nifer o rwydweithiau rydych chi am eu sefydlu
LD-CL.004	Nifer o weithgareddau peilot rydych chi am ymgymryd â nhw (dulliau newydd/cynnrych newydd/prosesau newydd/gwasanaethau newydd)
LD-CL.005	Nifer y Canolfannau Cymunedol
LD-CL.006	Nifer o ymarferion cyflwyno gwybodaeth/hyrwyddo a/neu farchnata rydych chi am ymgymryd â nhw
LD-CL.007	Nifer o randdeiliaid rydych chi am gydweithio â nhw
LD-CL.008	Nifer o bobl rydych chi am eu cefnogi

Cyf.	Dangosydd Perfformiad	Diffiniad	Nodweddion	Enghraffit	Tystiolaeth Archwilio
DANGOSYDDION LEFEL RHAGLEN					
LD-CL.001	Nifer y Astudiaethau Dichonoledeb	Nifer o astudiaethau dichonoledeb periodol a gomisiynwyd neu a wneir drwy'r rhaglen i ddarparu'r ymchwili ceffndiriol ar grif problem neu fater periodol a chynhyrchu gwerthasiad ysgrifenedig cynhwysfawr o'r materion, yr atebion amgen, y costiadau ariannol, daidansoddiadau risg manwl ac argymhellion ar gylchau nesaf. (Cyfeirnod at ganillawiau LEADER Fersiwn 1 Medi, 2015 paragraff 31).	DB	Copï terfynol caled o'r adroddiad.	
LD-CL.002	Nifer y Rhwydweithiau sefydledig	Nifer o rhwydweithiau flurfol sydd wedi cael eu creu o ganlyniad uniongyrchol i'r rhaglen LEADER ac nad oedd yn bodoli cyn y maglen. (Gellir sgorio pob rhwydweithun wrthwymedil yn unig yn ystod oes y rhaglen a gymeradwywyd)	DB	Creu rhwydweithaeth o ddiddordeb arbennig.	<ul style="list-style-type: none"> • Pob un o'r canlynnoedd: • Manylion am amcanion • Manylion y gweithgareddau • Rhesstr o aelodau • Dydiadau Cyfarfod, agenda a chofnodion
LD-CL.003	Nifer y swyddi a ddiogelywyd trwy brosiectau a gefnogir	Swyddi a ddiogelywyd lle gwydodys bod swyddi mewn pergel yn ystod y 12 mis nesaf. Dylai swyddi gael eu sgorio fel FTE a pharhaol (disgwylir i swydd dymhorol gael ei sgorio os disgwyli'r gweithdigaeth efo am gylch / amheredol, dylai heth y geiriad fel cyfran o'r rhwydweithiau wrthwymedil). Dylai swydd ei hun gael ei sgorio, nid amcangyfrif o faint o bobol all wreul y swydd. Os na fydd y swydd yn lawn amser yna bydd angen rhannu nifer yr oriau yi wytihos gyda 30 i ddod o hyd i'r gyfran sy'n cynchioli FTE (ees byddai 18 awr yr wytihos yn 0.6 FTE).	DB	Cadarnhad ysgrifenedig fod y cyllid LEADER wedi creu swydd GLA	
LD-CL.004	Nifer y gweithgareddau peilit a gynhalwyd / cerngi / supported	Nifer y gweithgareddau peilit a gynhalwyd / gefnogwyd drwy'r gweithgareddau meithrin gallu, wediu rhannu yn ddy danasoddio a nodweddion.	DB	Dulliau newydd Cymrych newydd Prosesau newydd Gwasanaethau newydd	<ul style="list-style-type: none"> • Cynllun sy'n amlinellu pob un o'r: • Camau / gweithgareddau yn y pellot.
LD-CL.005	Nifer yr Hybliu Cymunedol	Nifer y canolfannau cymunedol newydd a gafodd eu ffurfio o ganlyniad uniongyrchol i'r rhaglen LEADER .	DB	Creu Hwb â thema / arbenigol	<ul style="list-style-type: none"> • Pob un o'r canlynnoedd: • Manylion yr amcanion • Manylion y gweithgareddau • Rhesstr o aelodau • Dydiadau Cyfarfod, agenda a chofnodion
LD-CL.006	Nifer o gamau lledeua gwybodaeth / hyrwyddo a / neu weithgareddau marchnata i godi ymwybyddiaeth o'r SDAU a / neu ei brosiectau	Nifer y camau gweithedu a wnaed gan y Grŵp Gweithredu Leol i godi ymwybyddiaeth ac egluro nod, amcanion a'r gweithgareddau a gylchnewydd drwy' Strategaeth Datblygu Leol i'r rhwydweithiau. Mae nifer y gweithgareddau a gynllunir ac a datgeini a wnaed gan y Grŵp Gweithredu Leol sy'n hyrwyddo'r Strategaeth Datblygu Leol a'i brosiectau NEU cynhyrchu a dosbarthu deunyddiau wedi'u hanelu at farchnata a hyrwyddo'r Strategaeth Datblygu Leol	DB		<ul style="list-style-type: none"> • Copï caled o'r deunyddiau.
LD-CL.007	Nifer y rhanddelliad yn cymryd ran	Rhanddelliad: Urihyw grŵp neu unigolyn a all effeithio neu yr effeithir arnynt drwy gyflawni amcanion y prosiect. Gall yr hain fod yn bobol, gwpiau neu enidau sydd â'r ôl a diodderdeb yn y amcanion ac yng ngweithredu'r prosiect. Maent yn cynnwys y gymuned, y mae' prosiect neu'r rhaglen yn ceisio ei newid. Ymgysylltu: Rhanddelliad sy'n ymneud yn weithredol â'r prosiect ar unrhyw adeg.	DB	Ymgyssylltu â Rhanddelliad drwy Rwydweithio, animeiddio , neu ymgynghori.	<ul style="list-style-type: none"> • Manylion y gweithgareddau ymgyssylltu perthnasol. • cofnodiad presenoleb os yn berthnasol.
LD-CL.008	Nifer y cyfranogwyd a gelngor	Cyfranogwy : nifer y bobl sy'n mynychu digwyddiad i ledaenu gwybodaeth, ac ati Nodwch na all y rhif sy'n derbyn unrhwyd faint o yngrych postol sy'n gysylltedig â dosbarthu gwybodaeth (ee dosbarthu crynodeb o'r adroddiad)	DB	Cyfranogwy sy'n cymryd rhan yn sesiwn ymwybyddiaeth.	<ul style="list-style-type: none"> • Cofnodi ysgrifenedig o nifer y cyfranogwy

13. Datganiad Preifatrwydd Cadwyn Clwyd

Mae Cadwyn Clwyd yn ymdrin a phreifatrwydd mewn modd difrifol iawn ac yn cydymffurfio â phob agwedd ar fframwaith deddfwriaethol diogelu data'r DU sy'n cynnwys Rheoliad Gwarchod Data Cyffredinol Ewrop (GDPR) a deddfwriaeth y DU ei hun. Gallwch weld ein polisi preifatrwydd yma <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> sy'n esbonio sut rydym yn diogelu eich hawliau personol.

Background and Guidance Notes for LEADER Applications to Denbighshire, Flintshire and Wrexham Local Action Groups

1. Background: What is LEADER and what is the Local Action Group (LAG)?

LEADER is an initiative to support rural development projects initiated at the local level in order to revitalise rural areas and create jobs. It is part of the Welsh Government Rural Communities – Rural Development Programme 2014 – 2020, which is financed by the Welsh Government and European Agricultural Fund for Rural Development (EAFRD).

‘LEADER’ is the term used to describe a special type of local development approach for rural areas. The name LEADER comes from the French acronym ‘Liaison Entre Actions pour le Development de L'Economie Rurale’ (which roughly translates to ‘links between actions for developing the rural economy’). LEADER’s approach involves a rural development methodology based a number of core components including partnership, ‘bottom-up’ development, innovation and cooperation.

The LEADER programme is implemented by Local Action Groups (LAGs). There are three LAGs in North East Wales, each operating on a county basis in the rural areas of Denbighshire, Flintshire and Wrexham. Each LAG is made up of representatives from the public, private, and community/voluntary sectors. Cadwyn Clwyd is the Administrative Body for each LAG, assisting each one to implement its LEADER programme in their respective areas.

The LAG is responsible for making decisions on how the LEADER monies are distributed in each area. Cadwyn Clwyd is responsible for providing technical, administrative support and assisting the implementation of projects in accordance with the direction of the LAG. Each LAG in the three county areas has 18 members, with 6 members coming from the private, community and public sectors respectively. Each LAG also has a number of advisors to the decision-makers. The LAGs meet every quarter to monitor the programme’s delivery, the implementation of the Local Development Strategy (LDS) and to appraise applications for funding.

Each LAG has a Local Development Strategy (LDS) that contains a set of rural development actions and objectives which have been suggested by local communities in the LAG area. Innovation is an important part of the LEADER methodology. By promoting innovation, LAGs aim to encourage local organisations and businesses to test new ways of developing their areas. LEADER has been extremely effective at stimulating all sorts of different socio-economic and environmental innovations throughout rural Europe. Different ways that innovation is expressed by LEADER include:

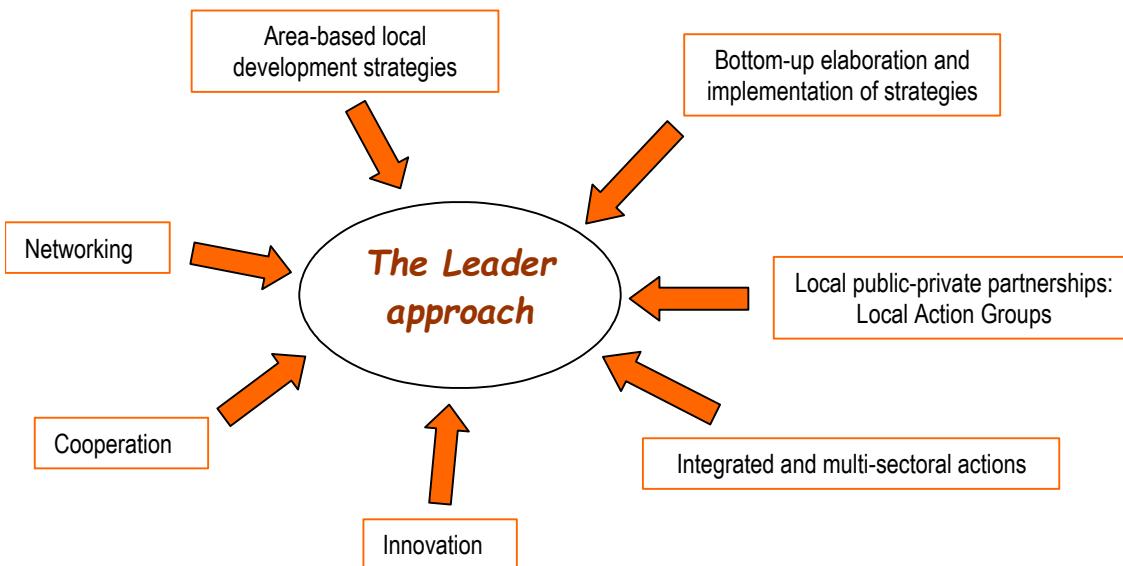
- Working in new ways: this might involve rural development approaches that apply new ideas, using new techniques, focusing on alternative markets, bringing diverse sectors and stakeholders together via new networking methods, supporting new priority groups, or finding new solutions to social, economic and environmental challenges.

- Developing new products and services: these often result from testing innovative ways of working and can be created through the application of new or novel techniques, partnerships, technology, processes, research and thinking.
- Adapting proven approaches to new circumstances is also recognised as an effective means of creating locally significant innovative rural developments. These types of innovative actions are often facilitated by knowledge transfer between regions or Member States.

The European aspect of LEADER has always been an important characteristic of the methodology. Specific parts of the LAGs' European Agricultural Fund for Rural Development (EAFRD) budgets are provided for Transnational Cooperation (TNC). TNC means undertaking a joint rural development project with at least one other area in another country. TNC can be, among other things, a way of getting enough people involved in an activity to make it viable, or as a means of encouraging complementary actions, e.g. joint marketing by rural business organisations from different regions of local products or services, like food or tourism initiatives. Mutual learning is a useful result from TNC projects. TNC helps rural people learn from their peers in other countries about new ideas for rural development projects. Such LAG cooperation has created a great many mutual benefits for many different rural areas across the EU.

LEADER is based on seven principles - all of which must come together for it to be successful.

The seven key features of Leader



The key advantages of the LEADER approach are:

- Local people have a better knowledge of local challenges that need to be addressed and the resource and opportunities available.
- They are able to mobilise local resources for the development process in a way that does not happen with traditional "top-down" approaches.

- This gives local people a greater sense of ownership and commitment to the projects, which in turn allows them to make the best of their local assets.
- The approach can help develop trust and positive working relationships amongst the local community and businesses.

2. LEADER Local Development Strategy (LDS)

Each county area has a Local Development Strategy (LDS) that provides a framework on how LEADER funds will be used in the area. The Local Development Strategy focuses its interventions around 5 themes which are listed below:

6. Adding value to local identity and natural and cultural resources
7. Facilitating pre-commercial development, business partnerships and short supply chains
8. Exploring new ways of providing non-statutory local services
9. Renewable energy at Community level
10. Exploitation of digital technology

A project must fit with one of the themes listed above.

The Local Development Strategies for Denbighshire, Flintshire and Wrexham can be found on the Cadwyn Clwyd website:

http://www.cadwynclwyd.co.uk/news/local_development_strategies

Diagrams summarising each Local Development Strategy - its vision, aims, objectives and priorities – are also available.

3. Cross cutting themes

The Local Action Groups have a responsibility to maximise the local LEADER programmes' contribution towards three cross cutting themes:

Equal Opportunities and the Welsh Language

The LAG must ensure that no disproportionate negative effects occur to the below protected characteristic groups via any LEADER funded actions:

- The Welsh language and Welsh speakers.
- Age (covering all age groups, being particularly aware of children aged under 16, younger people aged 16-24, and older people aged 65 and over).
- Disability (which may include people with sensory impairments, mobility impairments, learning disabilities and mental wellbeing disabilities).
- Gender reassignment (including persons who are at any stage of gender reassignment therapy).
- Marriage and civil partnership (with a focus purely on discrimination on the basis of whether someone is married or in a civil partnership – single people are not covered by this characteristic).
- Pregnancy and maternity (including pregnant women and nursing mothers);
- Race and ethnicity (which may include ethnic or national origins, colour or nationality).
- Religion or belief (which may include all religion, faith or belief groups, including lack of belief).
- Sex / gender (including both women and men).
- Sexual orientation (including heterosexuals, and lesbians, gay men and bisexual (LGB) people).

Tackling Poverty and Social Exclusion

The LAG will make a positive contribution to tackling some of the underlying causes of poverty, deprivation and exclusion in rural communities by investing in actions that help tackle fuel poverty amongst vulnerable older and disabled people:

- Investing in actions that create opportunities for young people not in employment or learning (NEET).
- Investing in actions that maintain and enhance equitable access to basic services to help tackle financial and social exclusion.
- Investing in actions that tackle digital exclusion.

Sustainable Development

The LAG plans to support sustainable development by:

- Investing in actions that support management conservation, sustainable use and enjoyment of the natural landscape and enhancements to the environment.
- Investing in pre-commercial concepts and piloting new businesses that enhance the environment, promote local produce and promote the natural environment as a positive commercial asset.
- Investing in actions which support sustainable and low carbon community transport schemes, the transfer of assets and engagement of volunteers in social enterprises to help deliver physical and natural improvements.
- Investing in actions which support, advise and test/pilot community driven renewable energy technologies, disseminate information and intelligence on renewables at a community level and assist with sustainable re-investment of revenues generated from renewables.
- Investing in actions that encourage the procurement and use of highly efficient Energy Star ICT hardware and which use re-cycled and re-used equipment where appropriate.

Covid-19

The Covid Pandemic has had a significant impact on communities in the LAG area, in health, economic and social aspects. Revised WG LEADER guidance (dated June 2020) identifies the need to support the most vulnerable citizens and communities. Immediate priorities on the ground include:

- securing and distributing food and medical supplies to all, including the most rurally/socially isolated
- Identifying local resources including co-ordinating volunteers and supporting short supply chains,
- Networking and collaborating to ensure an informed and appropriate approach to meet local needs

There will also be a need to work with our rural communities as we move forward from the response to the recovery period to help address the socioeconomic and other societal effects of the lockdown, such as the economic impact on certain socioeconomic groups of not being able to work, impacts on businesses of being closed or facing falling customer demand, psychological harms to the public of social distancing and many others. The existing 5 Themes for the LEADER Local Development Strategy are considered relevant in supporting the response to the COVID-19 immediate priorities above and also to future Covid Recovery actions. Project applicants will be required to clearly demonstrate how their project contributes to the above.

More information on the cross cutting themes can be found in the Local Development Strategies (Section 8.1).

4. Eligible areas

The following is a list of eligible rural wards in each County area:

Denbighshire	Flintshire	Wrexham
Rural Ward	Rural Ward	Rural Ward
Bodelwyddan	Brynfod	Bronington
Corwen	Buckley Mountain	Brymbo
Denbigh Central	Caergwrle	Bryn Cefn
Denbigh Lower	Caerwys	Chirk North
Denbigh Upper/Henllan	Cilcain	Chirk South
Efenechtyd	Ffynnongroyw	Coedpoeth
Llanarmon-yn-lal/Llandegla	Flint Oakenholt	Dyffryn Ceiriog/Ceiriog Valley
Llanbedr Dyffryn Clwyd/Llangynhafal	Flint Trelawny	Esclusham
Llandrillo	Gronant	Gresford East and West
Llandyrnog	Gwernaffield	Gwenfro
Llanfair Dyffryn Clwyd/Gwyddelwern	Gwernymynydd	Gwersyllt North
Llangollen	Halkyn	Holt
Llanrhaeadr-yn-Nghinmeirch	Higher Kinnerton	Llangollen Rural
Rhuddlan	Hope	Llay
Ruthin	Leeswood	Marchwiel
St. Asaph East	Llanfynydd	Marford and Hoseley
St. Asaph West	Mold Broncoed	Minera
Trefnant	Mold East	Overton
Tremeirchion	Mold South	Penycae & Ruabon Sth
	Mold West	Ponciau
Service Centre	Mostyn	Rossett
Dyserth	New Brighton	Ruabon
	Northop	
	Northop Hall	Service Centre
	Penyffordd	Cefn
	Saltney Mold Junction	
	Sealand	Host Wards
	Trelawnyd and Gwaenysgor	Brynyffynnon
	Treuddyn	Grosvenor
	Whitford	Maesydre
		Smithfield
Service Centre		
	Holywell Central SC	
	Holywell East SC	
	Holywell West SC	

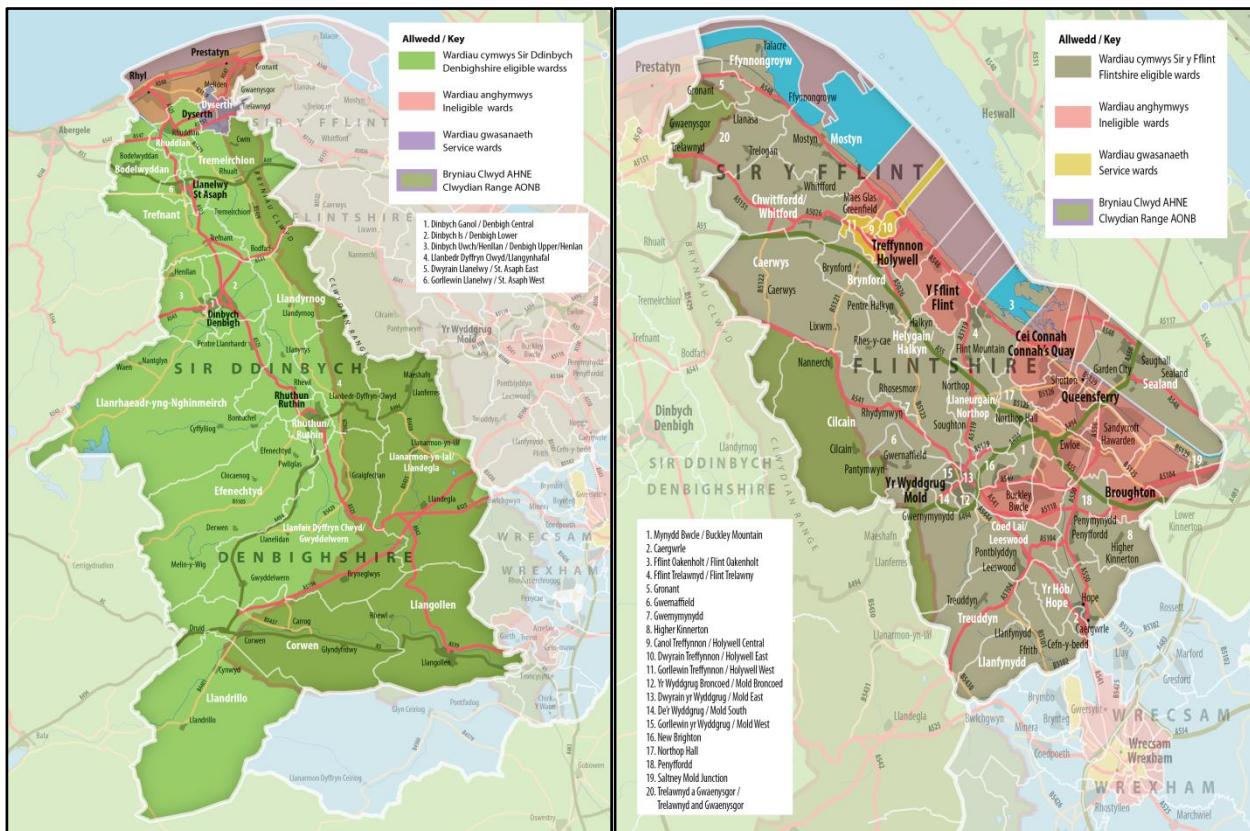
Rural Ward: Projects located in Rural Wards are eligible for LEADER support

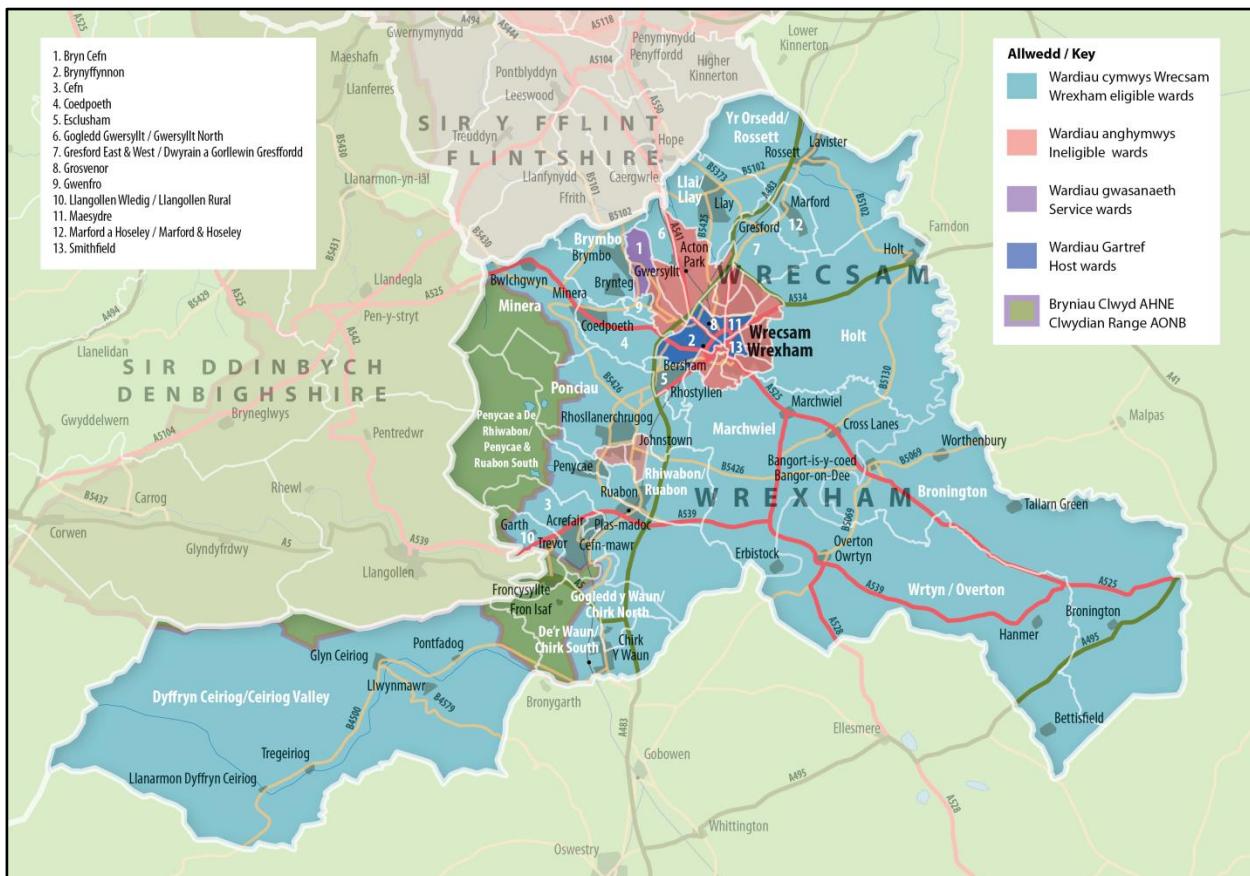
Service Centre: Projects may be located in a Service Centre Ward, but no more than 30% of the benefits of the local LEADER programme can accrue to these wards.

Host Ward: A project can be located in a Host Ward for practical or operational reasons, but none of the benefits arising from the project can accrue to the ward itself; beneficiaries must come from eligible rural wards.

Ineligible Areas

Denbighshire	Flintshire	Wrexham
<i>Ineligible Ward</i>	<i>Ineligible Ward</i>	<i>Ineligible Ward</i>
Prestatyn Central	Argoed	Acton
Prestatyn East	Aston	Borras Park
Prestatyn Meliden	Bagillt East	Cartrefle
Prestatyn North	Bagillt West	Erddig
Prestatyn South West	North East Broughton	Garden Village
Rhyl East	South Broughton	Gwersyllt east
Rhyl South	Buckley Bistre West	Gwersyllt West
Rhyl South East	Bucley Pentrobin	Hermitage
Rhyl South West	Connah's Quay Central	Johnstown
Rhyl West	Connah's Quay Golftyn	Little Acton
	Connah's Quay South	New Broughton
	Connah's Quay Wepre	Offa
	Flint Castle	Pant
	Flint Coleshill	Plas Madoc
	Greenfield	Penycae
	Hawarden	Queensway
	Mancot	Rhosesni
	Queensferry	Stansty
	Saltney Stonebridge	Whitegate
	Shotton East	Wynnstay
	Shotton Higher	
	Shotton West	





5. Eligible Project Activities

Project activities that contribute to the achievement of the objectives of the LDS are eligible. The following are examples of eligible costs:

Mentoring – mainly revenue costs for people who can provide particular kinds of support to organisations and groups to help them develop their own skills and expertise. This is a different approach to training.

Training – mainly revenue costs, though some small items of equipment might fall within the scope of training, for the development and delivery of more formalised courses to groups of people. This may be in formal classroom or lecture room type setting but not necessarily so. The subject matter to be covered and the intended outcome would have been determined by a skills assessment of some kind before the course was delivered.

Feasibility Studies – revenue costs for a combination of staff time and consultancy costs to undertake the background research for a specific problem or issue and the production of a comprehensive written appraisal of the issues, the alternative solutions, the financial costings, a detailed risk analysis and recommendations for the next steps. The conclusion of a feasibility study must not be a recommendation that a further study is necessary. When completed, a feasibility study must show at least the following:

- A detailed description of the issue that any ensuing proposal is expected to address, with particular reference to the actual or potential stakeholders and their requirements. It must also show the applicant's current position in relation to the issue and what they are anticipated to do at the conclusion of the project

- Details of the action to be taken under the proposal, including all items for which grant will be sought
- Why the action is needed in the business, organisation or sector concerned
- An explanation of the benefits of the proposal, particularly in the long-term
- In the case of a proposed new business or organisation, why existing structures cannot be utilised
- A three-year forward cash flow projection for the proposal, showing how it will be implemented and funded
- A three-year forward business plan for the proposal
- A clear recommendation on the likely viability of the project

Pilot Projects – small scale and time limited activities aimed at testing out a concept or to try an innovative technique to see if an idea could be developed into a full scale realisable project. All information gained from pilot project must be freely available so that others outside of the immediate organisation or LAG can see what has been done and how it works. The project can contain revenue or capital expenditure within the capitalisation limits, which is up to £10,000. Total project capital expenditure over £10,000 is not allowed.

6. Ineligible Activities

The LEADER measure cannot be used to provide aid or other assistance that would constitute State aid in respect of a business, enterprise, undertaking or 'economic operator' receiving such support. This means that LAGs cannot provide any kind of assistance that would reduce the normal day to day operational running costs of the business, enterprise, undertaking or 'economic operator' such as: subsidising staff salaries or giving financial support - directly or indirectly- towards rent, rates, energy costs, promotion, publicity, advertising and/or any other running costs or overheads.

The LEADER measure cannot be used to provide capital or revenue grants or other forms of direct or indirect assistance to commercial businesses. This includes but is not restricted to; capital grants towards buildings and equipment; any form of business start-up assistance; business bursaries; aid assistance through the provision of subsidised goods or services (for example, machinery and/or equipment provided on loan) to a business. Direct financial support; loans; financial assistance for new product development; or other methods of indirect financial assistance to a business, such as marketing for publicity or promotional activities that are free or at a reduced rate to a business, are also not eligible.

Any expenditure on ineligible activities such as capital or revenue grants to commercial businesses or other support that would constitute State aid is **not eligible** under the LEADER measure.

The following items or types of expenditure are **not eligible** under the LEADER measure:

- the purchase of trading stock;
- the purchase of land;
- the purchase of buildings;
- the purchase of cars, vans, motorcycles, bicycles and any other form of personal transport (for whatever purpose);
- the purchase of vehicles for external transportation (such as lorries, buses, vans, minibuses or any other kind of vehicle used to transport goods or people);

- any physical site work or other expenditure incurred before the project start date without prior written approval from the grantor;
- temporary works not **directly** related to the execution of the project;
- maintenance costs for existing buildings, plant or equipment;
- like for like replacement;
- costs connected with a leasing contract such as the lessor's margin, interest financing costs, overheads and insurance charges;
- costs of arranging loans, VAT and other taxes recoverable by the beneficiary, administrative and staff costs or compensation paid to third parties for expropriation, etc.;
- overheads allocated or apportioned at rates materially in excess of rates for similar costs incurred by other comparable delivery mechanisms;
- notional expenditure;
- payments for activity of a political nature;
- depreciation, amortisation and impairment of assets purchased with the help of a European grant;
- provisions;
- contingent liabilities;
- contingencies;
- dividends to shareholders;
- interest charges (unless under an approved State Aid scheme);
- service charges arising on finance leases, hire purchase and credit arrangements;
- costs resulting from the deferral of payments to creditors;
- costs involved in winding up a commercial company;
- payments for unfunded pensions;
- compensation for loss of office;
- bad debts arising from loans to employees, proprietors, partners directors, guarantors, shareholders or a person connected with any of these;
- payments for gifts and donations;
- personal entertainments (including alcohol);
- statutory fines and penalties;
- criminal fines and damages;
- legal expenses in respect of litigation;
- reclaimable VAT
- Officer costs for third-party organisations

Advice must be sought from Cadwyn Clwyd project officers if there is uncertainty.

7. Application Process

Advice must be sought from Cadwyn Clwyd project officers before a Project Proposal Form is completed. The applicant group may be required to hold a Welsh Government Customer Reference Number (CRN) before proceeding.

Completed Project Proposal Forms are technically appraised by Cadwyn Clwyd, before going to the LAG, which decides whether or not to financially support a project. This process takes place every quarter.

Cadwyn Clwyd's technical appraisal considers the eligibility of the project. Project proposals are given quantitative scores against the following criteria:

- A. The project's fit with the LEADER Local Development Strategy (LDS)
- B. The project innovation and implementation of the LEADER method
- C. The project's contribution towards tackling poverty and contributing towards jobs and growth
- D. Tackling Covid-19
- E. Value for money (project outputs against expenditure)
- F. Match Funding
- G. Anticipated outcomes

SCORE	CLASSIFICATION
9-10	Excellent – Proposal strongly and positively satisfies the criterion with a good level of substantiating information provided
7-8	Very Good – Proposal positively satisfies the criterion, but with minor reservations
5-6	Good – Proposal goes some way to positively satisfying the scoring criterion, but with some reservations
3-4	Weak – Proposal only weakly satisfies the scoring criterion, with reservations, and little evidence provided
1-2	Very Weak – Proposal provides very weak case against the scoring criterion, there are strong reservations, and very little evidence is provided
0	Poor – Proposal does not satisfactorily address the scoring criterion in any way

SCORE	MATCH FUNDING
9-10	More than the minimum 30% match funding, confirmed
8-9	More than the minimum 30% match funding, not confirmed
8	The required 30% match funding as cash, confirmed and ready to go
6-7	The required 30% match funding as cash, not confirmed (e.g. pending another funding application)
4-8	More than the minimum 30% match funding but some if it is in-kind
4-6	The required 30% match funding but some of it is in-kind, source identified
4-5	The required 30% match funding but some of it is in-kind, source not identified
4-5	The required 30% match funding but it is in-kind only, source identified
3-4	The required 30% match funding but it is in-kind only, source not identified
1-2	Some match funding proposed but not acceptable
0	No match funding

A Project Proposal Form requires 42 marks out of 70 to be recommended for approval.

8. Publication and information about award of funding

As LEADER is a fund that partly enables rural areas to learn from each other, to transfer good practice and lessons learnt, project applicants must allow their project information to be fully disclosed in the public domain. This means that information about projects must be available for wider dissemination and project applicants must allow their projects to be disseminated and publicised through Welsh, UK and EU LEADER Networks.

In accordance with Commission Regulation (EC) No 1303/2013, the Welsh Government is obliged to publish, at least every six months, details about the beneficiaries receiving Rural Development payments including details of such payments. The details publish will be:

- The first name and surname of the beneficiary or the name of the company, partnership or organisation which is the beneficiary;
- The town or city name and the first 3 characters of the Post Code where the beneficiary resides e.g. Cardiff CF10;
- The amount of funding, including both the contribution from EAFRD and the Welsh Government, received in the financial year.

This information will be published by 30 April each year at <http://cap-payments.defra.gov.uk>

All requests to the Welsh Government for the disclosure of information (including that related to this grant application or award) will be considered in accordance with the Welsh Government's Code of Practice on Access to Information ('the Code') and the Welsh Government's statutory obligations under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR) and Data Protection Act 1998 (DPA). The Code reflects the Welsh Government's approach to open government and provides guidance on how the Welsh Government will respond to requests for information from members of the public whether they fall under the FOIA, EIR or DPA.

9. Finance

Match Funding

A project must provide a minimum of 30% match-funding. Projects that provide a greater proportion of match-funding will be scored higher. The match-funding cannot be sourced from EU sources. Examples of match funding sources include Local Authority funding, Lottery funding, Natural Resources Wales (NRW) etc. Any match funding provided into LEADER must comply with the same rules as the LEADER grant.

Project applicants may include in-kind contributions; however, they must seek advice from a Cadwyn Clwyd project officer. In-kind contributions must be identified at application stage. The applicant will need to provide timesheets as evidence of their activity allocated as an in-kind contribution to the project. The approved value allocated to volunteer time is as follows:

Job Title	SOC Code	Hourly Rate (£)	Annual Rate (£)
Business & Financial Project Management Professionals	2424	23.41	46,992
Business & related Research Professionals	2426	18.59	35,298
Business & related Associate Professionals n.e.c.	3539	14.59	27,890
Vocational & Industrial Trainers & Instructors	3563	14.76	29,150
Other Administrative Occupations n.e.c.	4159	11.06	21,733
Elementary Trades, Administration & Service Occupations	91 and 92	9.79	20,786

(These rates are subject to change without notice by the Welsh Government, so please check with a Cadwyn Clwyd Project Officer for the latest rates)

Groups will be required to submit separate, signed timesheets for each individual detailing dates, activity and number of hours contributed to the project's delivery. Cadwyn Clwyd will be able to provide you with a template.

Expenditure

Expenditure may not be incurred before a project proposal is approved financial support by the LAG.

All projects funded through LEADER must demonstrate value for money and open and transparent procurement of goods and services. Projects must adhere to the following requirements for procuring goods and services:

Final Value of Goods/Services (excluding VAT)	Requirement	Action
£0 - £4,999	One written quote*	It is recommended to use suppliers that are registered on www.sell2wales.gov.wales
£5,000 - £24,999	At Least Three written quotes*	It is recommended to use suppliers that are registered on www.sell2wales.gov.wales
£25,000 - £106,046 (Goods and Services)	Full and open competition*	Requirements may be published through www.sell2wales.gov.wales Quotes may be sought by direct reference to suppliers
£25,000 - £4,104,393 (Works)	Full and open competition*	Requirements may be published through www.sell2wales.gov.wales Quotes may be sought by direct reference to suppliers
£106,047 and above (Goods and Services)	Full and open competition*	Publish requirement throughout Europe via www.sell2wales.gov.wales
£4,104,394 and above (Works)	Full and open competition*	Publish requirement throughout Europe via www.sell2wales.gov.wales

*Documented evidence will be kept on file

On like-for-like quotations the cheapest quotation is taken as the chosen supplier. There are, however, some instances when it would not necessarily be appropriate to take the cheapest quotation. These tend to be services where the finished product can vary greatly depending on the supplier, and a written specification cannot pin this down. For example, commissioning an expert to write copy for a booklet, or engaging with an artist to create artwork. In these instances a scoring process can be built into the procurement process, with details of how the supplier is selected clearly outlined in the specification document provided to the providers. If the project wishes to undertake a scored procurement they should contact their Cadwyn Clwyd Project Officer, who will work with them to prepare a specification document.

A typical scoring breakdown would be as follows:

- | | |
|--|-----|
| • Value for money (50 marks) | 50% |
| • Approach, Experience and Knowledge | 50% |
| ○ <u>Response to the brief</u> (25 marks)
Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered with proposed timescales | |

- Experience of the Consultants (25 marks)
Relevant skills of the consultant and experience of working on similar projects

Expenditure

Expenditure may not be incurred before a project proposal is approved financial support by the LAG.

LEADER funding can be awarded in two ways:

- (a) Cadwyn Direct Project Expenditure, or
- (b) Grants

(c) Cadwyn Direct Project Expenditure

Under this process, the cash match funding for the project is paid to Cadwyn Clwyd and then Cadwyn Clwyd commissions goods and services for the project directly. The applicant is not required to have the cash flow to support all the project expenditure upfront.

Quotations are gathered for project expenditure by Cadwyn Clwyd and the project team. Quotes provided for project expenditure by parties other than Cadwyn Clwyd are subject to assessment by Cadwyn Clwyd to ensure value for money. More quotes may be requested by Cadwyn Clwyd to ensure value for money. Cadwyn Clwyd will take the lowest price on like-for-like quotes and issue a Purchase Order to that supplier. Where necessary, a scored procurement can be prepared.

Cadwyn Clwyd will pay all suppliers directly for goods and services. Cadwyn Clwyd is responsible for issuing all Purchase Orders to suppliers relating to the project. Any request for payment for goods or services made by anyone other than Cadwyn Clwyd will not be paid by Cadwyn Clwyd. Expenditure may not be incurred by third party organisations and claimed from Cadwyn Clwyd. Cadwyn Clwyd contracts directly with service providers and will pay suppliers directly up to the total cash project value approved by Cadwyn Clwyd. Cadwyn Clwyd is not able to pay for any work undertaken for which there is no Purchase Order, we cannot pay for any work that took place before a Purchase Order was issued, and we cannot pay an invoice for more than the figure stated in the Purchase Order corresponding to that work.

(d) Grants

Under this process, the applicant will pay all suppliers directly and then reclaim the agreed amounts (as set-out in the approved application form) from Cadwyn Clwyd using a provided Grant Claim Form. The claim form will be provided to successful grant applicants once the project has been approved. The applicant will need to be aware of the following requirements when claiming funding from Cadwyn Clwyd:

VAT (Value Added Tax): It is only irrecoverable VAT that can be claimed via EU funds. If the applicant organisation is able to recover VAT from HMRC, then they would not be able to include this in their claim to Cadwyn Clwyd and all costs claimed must be net of VAT. However, if the applicant organisation cannot recover VAT, they will be able to reclaim this from Cadwyn Clwyd, but they will need to provide a formal statement explaining why their organisation cannot recover VAT.

CRNs: Every organisation claiming will need to clearly state on the Claim Form their CRN (Customer Reference Number) from the Welsh Government. Cadwyn Clwyd will be able to assist organisations that do not already have a CRN.

Where possible invoices should be 100% costs to the project in question, rather than invoices which are split across several departments or projects in the organisation.

Please note we will pay the approved intervention rate on each and every claim (as set out in the approval letter).

Original invoices and bank statements will need to be retained in the applicant organisation until at least 31st December 2028, or until Cadwyn Clwyd advises that they can be disposed of. This is to ensure that the original invoices are available to be viewed by auditors where required and to comply with EU document retention requirements.

Evidence requirements when submitting a claim:

11. **Copy of Paid Invoice(s):** showing 100% of the costs claimed for. Copies of backing invoices must be made out to the organisation claiming or receipts where appropriate. Photocopies must be certified by a relevant officer in the organisation. Cadwyn Clwyd finance officer will need to view the original documents/invoices. Invoices will be checked to verify if they are in line with the project application.
12. **Bank Statements:** to prove that the organisation reclaiming costs from Cadwyn Clwyd have defrayed the costs. Photocopies must be certified by a relevant officer in the organisation. The name of the organisation and account number and sort code must be clearly visible. On-line statements are acceptable but if this does not show name of organisation please also submit one copy of a bank statement so we can evidence the name of the account etc. Original bank statement should be available to be viewed by the Cadwyn Clwyd finance officer.
13. **Apportionment Methodology:** Copy of apportionment procedures e.g. floor space, number of people etc. for invoices which are split and not 100% funded through the project.
14. **Financial Policies:** e.g. invoice authorisation procedures for organisation re-claiming costs from Cadwyn Clwyd. The organisation claiming must use the Welsh Government's (WG) Procurement Policy to seek quotes. The only exception to this is where the organisations own procurement policy is more stringent and this will need to be verified by Cadwyn Clwyd.
15. **Procurement Evidence:** Evidence to support/prove that the procurement procedures have been followed correctly by the organisation reclaiming the costs.
16. **Evidence of work done:** e.g. copy of a written report, evidence of events, press releases, PR undertaken etc.
17. **Written Progress Report:** you will need to complete a Progress Report. A template will be provided to successful applicants upon approval. This should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.
18. **Evidence of compliance:** with EU regulations:
 - i. Acknowledgement of EU funds in press release
 - ii. Correct use of logos on documents viewed by public, timesheets etc. Wales Rural Development Programme 2014-2020 Information & Publicity Guidelines will be provided to you on approval.
 - iii. Eligibility of expenditure – needs to be in-line with project application and please refer to WG LEADER Guidance regarding in-eligible costs.

19. Outputs Evidence: you will need to provide Outputs Evidence. Template forms will be provided to you on approval and should be submitted to Cadwyn Clwyd on specific project intervals as detailed in your Approval Letter.

20. Staffing Costs

- Travel cannot be claimed above the HMRC rate of 45p per mile.
- Timesheets will need to be provided showing hours worked for project out of total contracted hours. A Timesheet Template, will be provided on approval.
- Calculation for hourly rate
- Supporting evidence of hourly rate will need to be provided. (i.e Copy of Employment Contract, annual salary amount, employer contributions (NI) and any pension contributions etc)
- Subsistence – please provide certified copy of receipts, and evidence to prove that spend is in line with your organisations subsistence limits if applicable. Cadwyn Clwyd's subsistence rates are as follows: Breakfast £6.57, Lunch £8.59, Dinner £18.18. Please note that the purchase of alcohol with European Funds is prohibited.

Claim Forms should be sent along with supporting documentation & reports as detailed above to Cadwyn Clwyd, Llys Owain, Stryd y Bont, Corwen, LL21 0AH. Please note the Claim Form needs to be signed by both the 'project officer' or equivalent and a Senior Officer who has the authority to submit the claim on behalf of the organisation.

10. Publicity

Projects must comply with European Commission and Welsh Government publicity requirements. All projects should publicise the support received when communicating the project to beneficiaries and / or the general public.

Printed and Digital Materials for Public Consumption

Before the final items are produced Cadwyn Clwyd must see an electronic proof for each of the items being produced and sign it off. This can be done by sending an email with an electronic proof to your Cadwyn Clwyd Project Officer. All of the items must be fully bilingual (Welsh & English) and the funders' logos must be featured. Please note that when Cadwyn Clwyd checks proofs we are only checking they satisfy Cadwyn Clwyd Welsh Language and Publicity guidelines; it is the responsibility of the applicant to check copy for accuracy and ensure all permissions are in place (copyright etc.).

Welsh Language

All printed and digital materials for public consumption must be fully bilingual (Welsh-English), with the Welsh appearing before the English.

Logos

There are 2 funding logos and they have to be present on all items financially supported by the project:



Asiantaeth Datblygu Gwledig
Rural Development Agency



These are the Cadwyn Clwyd logo and the European Agricultural Fund for Rural Development- LEADER-Welsh Government (EAFRD/LEADER/WG) logo.

The EAFRD/LEADER/WG logo comprises five elements as follows:

6. Emblem of the European Union in accordance with the graphics standards set out in Annex III of Commission Implementation Regulation (EU) No 808/2014.
7. A reference to the support from the European Agricultural Fund for Rural Development (EAFRD).
8. The LEADER logo
9. The statement "Europe investing in Rural Areas"; and
10. The Welsh Government logo.

The logos should be placed together in a line, with EAFRD/LEADER/WG logo on the furthest right of the line. If there are additional logos, they should not appear to the right of the EAFRD/LEADER/WG logo in the line of logos. If there are multiple lines of logos, the additional logos should not appear to the right or above the EAFRD/LEADER/WG logo. All logos should be given equal importance; they should be equal in height, equally spaced and of equitable resolution. No logo can be bigger than the EAFRD/LEADER/WG logo. The logos should be in colour and reproduced on a white background. If there is no alternative to a coloured background, a white border should be placed around the logo; a background of varied colours should be avoided. The logos must be reproduced in a size that allows the smallest text to be read without difficulty.

The logos can be attained in an electronic format from your Cadwyn Clwyd Project Officer.

Press Releases

It is a requirement that Cadwyn Clwyd be informed of public relations initiatives relating to projects supported by Cadwyn Clwyd, and that we must sign off any prepared press releases before circulation. In particular, we ask for an acknowledgment to be included, worded something like the below:

English

This project has received funding through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government.

Welsh

Cyllidwyd y prosiect hwn drwy Cymunedau Gwledig Llywodraeth Cymru - Rhaglen Datblygu Gwledig Cymru 2014-2020, a ariennir gan Lywodraeth Cymru a'r Gronfa Amaethyddol Ewrop ar gyfer Datblygu Gwledig.

It is recommended that engagements with the press are carefully managed by producing a press release (a short written document with your message and detailing all the important facts, normally around one page of A4) before contacting them. Articles written by reporters from scratch, even with multiple interviews, are often prone to mistakes. If you

prepare a press release you have the opportunity to write down a prepared message and circulate it to all committee members and partners for their comment. Then you would contact the press, provide them with the press release, and arrange interviews and picture opportunities. Even at launch events it is common for the invited press to also be provided with a prepared press release.

Any press release, communication text or materials that contain logos should have Welsh Government approval prior to being disseminated. Please ensure that documents are sent to the relevant Project Officer within Cadwyn Clwyd so that he/she can attain Welsh Government approval of publicity material. Projects should factor in sufficient time for this process, which can take up to a week.

Your website

Project sponsors' websites should clearly acknowledge the EU funding awarded by displaying the logo (and LEADER logo where relevant), as a minimum requirement, on the home page and also a link to the European Commission's website relating to the European Agricultural Fund for Rural Development (EAFRD) –

<http://eur-lex.europa.eu/browse/summaries.html>. If there are other logos on the page then each logo should be given equal prominence.

Social Media

We expect your website and social media home pages to acknowledge the EAFRD and Welsh Government funding in the form of logos and wording. Inclusion of logos and wording in each post is not expected.

11. Monitoring and Evaluation

The Welsh Government requires a monitoring and evaluation (M&E) process be in place for all projects. Cadwyn Clwyd will commission an independent consultancy to undertake the monitoring and evaluation for all LEADER projects that have followed the Cadwyn Direct Project Expenditure method of financial support. In order to fund and match this expenditure, 'Monitoring and Evaluation' will need to be present in the cost section of all project applications. The monitoring and evaluation cost should be 1% of the total project cost. For example, if the total project cost were £10,000, the cost for M&E as part of this figure would be £100.

For LEADER funding awarded as a Grant, the applicant will need to specify how they will undertake the monitoring and evaluation of the project. Applicants can include costs for undertaking monitoring and evaluation of their project in the finance table of the application form. Applicants will be required to provide evidence that monitoring and evaluation of their project been undertaken when submitting claims.

12. Performance Indicators and Evidence of Project Activity

The applicant is required to assist Cadwyn Clwyd Project Officers in recording evidence of project activity and ensure all audit evidence pertaining to project Performance Indicators is collected. The Performance Indicators to be achieved should be identified at application stage. Project Officers will provide guidance on the Performance Indicators and audit evidence requirements.

No.	Performance indicator
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LD-CL.001	Number of Feasibility Studies completed
LD-CL.002	Number of Networks established
LD-CL.004	Number of Pilot activities undertaken (new approaches/new products/new processes/new services)
LD-CL.005	Number of Community Hubs
LD-CL.006	Number of Information dissemination actions/promotional and/or marketing activities undertaken
LD-CL.007	Number of Stakeholders engaged
LD-CL.008	Number of Participants supported

Ref No.	Performance Indicator		Definition	Characteristics	Example	Audit Evidence
CASE LEVEL INDICATORS						
LD-CL001	Number of Feasibility Studies	Number of specific feasibility studies commissioned or undertaken through the programme to provide the background research for a specific problem or issue and the production of a comprehensive written appraisal of the issues, the alternative solutions, the financial costings, a detailed risk analysis and recommendations for the next steps. (refer to LEADER guidance Version 1 Sept 2015 paragraph 31).	N/A	A technical assessment; a plan for marketing a specific product/ service; a market infrastructure report; etc.	Hard copy of the final report.	
LD-CL002	Number of Networks established	Number of formal networks that have been created as a direct result of the LEADER programme and were not in existence prior to programme involvement. (Each network can be scored only once over the life of the approved programme)	N/A	Creation of special interest network.	All of the following: <ul style="list-style-type: none">• Details of objectives• Details of activities• List of members• Meeting dates, agendas & minutes.	
LD-CL003	Number of jobs safeguarded through supported projects	Jobs safeguarded are where jobs are known to be at risk over the next 12 months. Jobs should be scored as FTE and permanent (a seasonal job may be scored provided the job is expected to recur indefinitely, the proportion of the year worked should also be recorded). The job itself should be scored, not an estimate of how many people may occupy the job. If the job is not fulltime then the hours per week will need to be divided by 30 to find the proportion of FTE represents (e.g. 18 hours per week would be 0.6 FTE).	N/A		Written confirmation that the LEADER funding has safeguarded a FTE job.	
LD-CL004	Number of pilot activities undertaken/supported	Number of pilot activities undertaken/ supported through the capacity building activities, broken down as defined in characteristics breakdown.	N/A	New approaches New products New processes New services	A plan outlining all of the: <ul style="list-style-type: none">• The stages/ activities in the pilot.	
LD-CL005	Number of Community Hubs	The number of new community hubs that were formed as a direct result of the LEADER programme.	N/A	Creation of a themed/specialist Hub.	All of the following: <ul style="list-style-type: none">• Details of objectives• Details of activities• List of members• Meeting dates, Agendas & Minutes	
LD-CL006	Number of information dissemination actions/ promotional and/ or marketing activities to raise awareness of the LDS and/ or its projects.	The number of actions undertaken by the Local Action Group to raise awareness and explain the aim, objectives and activities undertaken via the Local Development Strategy to the rural population. The number of planned and targeted activities undertaken by the Local Action Group that promote the Local Development Strategy and its projects OR the production and distribution of materials aimed at marketing and promoting the Local Development Strategy and its projects.	N/A		Hand copies of the materials.	
LD-CL007	Number of stakeholders engaged	Stakeholder: Any group or individual who can affect or is affected by the achievement of the project objectives. These can be people, groups or entities that have a role and interest in the objectives and implementation of a project. They include the community whose situation the project or programme seeks to change. Engagement: Stakeholders who become actively involved in the project's implementation at any stage.	N/A	Stakeholder engagement through Networking, animation, or consultation.	Details of the relevant engagement activities. <ul style="list-style-type: none">• Attendance records if relevant.	
LD-CL008	Number of participants supported	Participants: number of people who attend an event to disseminate information, etc. Please note that the number on receipt of any kind of mail-shot associated with the dissemination of information (e.g. the distribution of a report summary) cannot be counted as participants.	N/A	Participants in an awareness session.	Written record of the number of participants.	

13. Cadwyn Clwyd Privacy Statement

Cadwyn Clwyd treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation. You can view our privacy policy here <http://cadwynclwyd.co.uk/wp-content/uploads/Cadwyn-Clwyd-Privacy-Policy.pdf> which explains how we safeguard your personal rights.