Village halls

COMMUNITY
FUND
Lottery money making a difference

Dyluniwyd gan y Gronfa Gymunedol, Gorffennaf 2003.
Argraffwyd gan Taylor Bloxham Ltd ar bapur di-glorin.

Cronfa Gymunedol yw enw gweithredol Bwrdd Elusennau'r Loteri Genedlaethol.
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Self-assessment checklist

Before completing this checklist, make sure you have read our *Before you Apply* and *Guide to eligibility* booklets.

This checklist is designed to help you decide whether you are ready to apply. If you answer 'no' to any of the questions below, we would advise you to consider the issue before going any further. If you need further advice, please contact your local Community Fund regional or country office.

Identifying the need	**YES**	**NO**
Have you carried out a survey or consultation with your community to identify what the needs are and determine how everyone can benefit?	☐	☐
Initial options		
Have you considered other options like hiring or sharing other local halls?	☐	☐
Can you demonstrate that your project is needed in addition to other existing facilities?	☐	☐
Advice and support		
Have you identified and sought advice and support from local helper agencies?	☐	☐
Funding issues		
Have you considered contributing your own funds?	☐	☐
Have you considered approaching other funders?	☐	☐
If the grant request is part of a larger project, are other funds secured?	☐	☐
We are unlikely to fund parts of building used mostly for sports or arts activities – do you have other funding for this?	☐	☐
Have you considered how you will meet your running costs?	☐	☐
Do you have initial costings for all options you are considering?	☐	☐
Are you confident that these costings represent best value for money?	☐	☐
Access issues		
Have you considered your obligations under the Disability Discrimination Act 1995?	☐	☐
Have you carried out a disability access audit and included the recommendations in your plans?	☐	☐

Use the chart below to work out how many fall within type A and how many within type B example activities, as defined in the following notes.

Important notes

We are unlikely to make an award where average use of the building will be four sessions or fewer (as defined above) a week. Ideally, we want to see an average of at least eight sessions a week.

Type A activities are examples of those we are most likely interested in supporting. Type B activities are also valuable to local communities but we would expect to see at least some type A activities included. We will be looking to see the mix of activities and services in your plan for the hall. Each region of the Community Fund has its own local priorities and the more your services and activities match our priorities, the more chance you have of being successful. Contact your local country or regional office for further information and visit our website, **www.community-fund.org.uk**

There are some activities that by law we are unable to fund, or it is not our policy to support, including, league and active sports, use by statutory bodies, social clubs and bars, acts of religious worship, faith classes, commercial or profit making activities. If your hall is predominately used for these activities we will not make an award. However, many halls have a small amount of such use and if your hall also has good use of the Type A activities we can take this into account.

Unless there are exceptional circumstances, we are unlikely to award grants solely for car parks or meeting Disability Discrimination Act requirements (see Statutory Requirements page 3).

Type A Activity Examples

Community help
- good neighbour schemes
- crime prevention schemes
- community transport
- welfare advice
- health and education advice
- Post Office
- Computer and internet use

Community activities
- Community events like fetes, fairs and celebrations
- Fundraising for local charities and voluntary groups
- Food-banks providing food parcels
- Lettings to other charitable or community groups

Families and children
- Pre-schools, play groups
- Parent and toddler groups

Children and young people
- Homework groups
- Out of school clubs
- Youth programmes
- Guides and Scout groups

Education and training
- Numeracy classes
- Literacy classes
- Basic IT training
- Day and evening classes

People with special needs
- Day care services
- Lunch clubs
- Support groups
- Exercise groups

Older people
- Support programmes
- Education programmes
- Exercise groups

Health
- Rooms available for doctors, health visitors, chiropodists complementary medicine
- St John's Ambulance
- First Aid
- Exercise for people with health needs

Type B Activity Examples

General interest
- Animal welfare
- History and family history
- Local family parties

Hobbies
- Art, crafts
- Dance

Soft sports
- Keep fit
- Carpet bowls
- Badminton
- Table tennis
- Other leisure activities

Community arts, music, drama
- Band practice and marching bands
- Drama rehearsals
- Arts, drama and music productions
- Community arts exhibitions

How much should you apply for?

Consider how much you are applying for. The amount will determine which grant programme is most appropriate. *Awards for All* (a joint scheme with other lottery distributors) can award grants from £500 to £5000. Our *Medium grants programme* is for applications between £500 and £60,000 (£30,000 is the property element limit), while applications over £60,000 will need to apply to our *Large grants programme*.

We would rarely, if ever, give a grant of more than £250,000 (£300,000 in a few areas) for village halls. Although we have made some large awards in the past, we are unlikely to do so in the future. However, while lower amounts are probably more likely to succeed, a strong business case for larger amounts will be considered fully but remember there is strong competition.

Quality advice

Any project involving building work needs suitably qualified professionals involved from the beginning. The kinds of professionals you will need to involve will vary according to your project but might include architects, surveyors and engineers. You should get quotes for the work in advance and you should work out how you will pay for the fees charged by professionals – you could get a grant to pay for these or you might want to fundraise to pay for them. Further information is available in our property applications guide.

We strongly suggest that you seek the advice and support available from helper agencies in your area. These may include local authorities and Rural Community Councils. You should also seek support from your local Community Fund office early on in your project. Contact details of our offices can be found on our website at: **www.community-fund.org.uk** or by phoning our enquiries line on 0207 747 5299. Action with Communities in Rural England (ACRE) has a new publication available, ‘Plan, Design & Build’. Contact details for ACRE are available on their website, **www.acre.org.uk**

Planning ahead – monitoring and evaluation

Monitoring and evaluation are important to help you track your progress and measure your achievements in the short and longer term. We will ask you for this information.

- Is your project going to plan, and doing what you set out to do?
- Are you making a difference in your community?
- Who is using the services and activities?
- What feedback are you receiving?
- What works well and what could be improved?
- Are you meeting the needs of those people in the community who have least access to resources?

Activity planner

One of the key measures we use when considering applications is the amount of time and type of use made of the facilities you want to provide.

Use our activity planner to look at the types of activities you are planning to run and see whether these are the types of services and activities we are interested in funding.

Review a typical period of time use of your premises (think about planned use too, if you are confident it will go ahead).

Using a half-day or evening as one session, work out the average number of times your hall is used each week.

It will be helpful if you can provide us with a profile of your community and the people who live there, for example, it may be an isolated rural farming community or it may have a large number of older people.

There may also be a range of services that you could provide for the benefit of the community, especially for those with the greatest needs, for example, those who are very isolated, those needing to acquire new skills or older people needing extra support. You could think of including welfare rights advice, education and health services, transport services, crime prevention programmes, events for older people, out of school clubs and so on. The more need there is for the activities and services, the more people will use them.

Is it really needed?

Why is a new building or refurbishment needed? It might be a nice idea, but you need to demonstrate that there is a clear need. It is particularly important to explain this if there is another village hall only a mile or two away or where there are a range of other available meeting places nearby like a church, school or sports hall.

Finances

This is a critical issue and there are some key considerations you need to think about:
- value for money
- financial planning and running costs
- long-term sustainability.

Although we recognise that some communities are very isolated, we are less likely to award grants for a hall for only a small number of users. And, if there's another hall nearby, you will need to make a strong case that your project is related to community need and not simply convenience.

You will need to develop accurate projections of income and expenditure. Seek advice from professionals and don't overlook any costs. Good financial planning is essential to a good application. There will be a range of costs including VAT, professional fees, meeting health and safety and fire regulations, insurance, and disability access, as well as running costs including water and electricity.

Statutory requirements

Remember to ensure you have planned for meeting all your legislative obligations, including those under the Disability Discrimination Act (DDA). In general, we do not fund projects that are solely about meeting statutory requirements. However, such improvements can be considered as part of a wider general project or if for example, it is part of a strategy to increase usage by disabled people.

Contributing Funds

Do you already have funds to contribute to the project, for example, to pay for professional fees? How much money do you have, or could you raise locally? We realise that raising money is difficult but we are keen to see what efforts you have made, however small. There are also ways in which you could get contributions in kind, for example, local specialists giving free advice, project management support, support for fundraising or furniture donations. Tell us what you have tried.

Ongoing costs

Sustainability is one of the key features of successful village hall projects. You need to predict as accurately as you can how much it will cost to run the hall on an ongoing basis and you should have plans in place to raise the funds to pay for these costs. Think about where the income will come from, for example, you could consider hiring the hall out to other groups in your community.

Getting started

Each year we receive many applications to fund village hall and community centre projects. We can give grants for a range of projects from small sums for basic improvements and repairs through to major renovations or new buildings. However, with more than 8,900 village halls in England alone, there is a great deal of competition for funding. We recognise that village halls are a major focus for community activity in rural areas and we believe they add real value but our funds are limited and we therefore can fund only a relatively small number of village hall projects each year.

With such high demand and competition for funding, we look for value for money, identified need, sound project planning and a good match between the proposed project and our local priorities.

As there are many important things to consider when planning your project, we have put this guide together to help your organisation make sure that you have covered all the important aspects of making an application.

There are two key aspects to these projects:

- the social side – how this project will benefit your wider community, and
- the technical side, for example the building or refurbishment of a community space.

This guide focuses on the social aspects of the project and should be read together with the relevant property applications booklet that deals with the technical questions. These documents are available from your local Community Fund office.

As well as giving some general advice about developing your project, this leaflet also has an activity planner and self-assessment checklist. The planner will show you whether the activities you are planning to run are the types of activities we are keen to support. The checklist is to help you decide whether you are ready to apply.

Defining your goals

The actual physical space or hall is only one aspect of the project. We are interested in how the hall will be used and whether it will meet the needs of your wider community. Think about what's going to happen inside the building.

Make sure you think about the changes (outcomes) you expect your hall to bring about in the local community. How will your project make a difference in your community?

While we want to know that any building work is completed and is of a high standard, we are also interested in how this will lead to improved services and benefits for your community.

For example, your project may lead to:
- reduced isolation for groups of people with particular needs
- increased skills for groups of people with particular needs
- more people becoming involved in their communities and special interest groups.

These are some examples of positive outcomes that we are interested in supporting but there will be a range of others too. For further information, refer to our new publication, *'Your project and its outcomes'*.

What does your community need?

A village hall should be a resource for the whole community and not just a few regulars. We need to see evidence that the community has been consulted about the activities and services that will take place in the hall and that the whole community will be able to use them.

Think about the best ways to consult your community. Surveys, suggestion boxes, local meetings and information in local papers are just a few of the options. Find out what the community wants and needs and then decide how you can best respond.

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Rhestr wirio hunan-arfarnu

Gwnewch yn siŵr eich bod wedi darllen y llyfrynnau *Cyn gwneud cais* a *Pwy sy'n gymwys?* cyn llenwi'r rhestr wirio hon.

Nod y rhestr wirio yw'ch helpu chi i benderfynu os ydych yn barod i wneud cais. Os ydych yn ateb 'na' i unrhyw un o'r cwestiynau isod, dylech rhoi sylw i'r mater cyn mynd dim pellach. Os oes angen mwy o gymorth arnoch, cysylltwch â'ch swyddfa Cronfa Gymunedol leol.

Nodi'r angen	**IE**	**NA**
Ydych chi wedi cynnal arolwg neu ymgynghoriad yn eich cymuned i glustnodi'r angen a phennu sut all bawb elwa?	☐	☐
Dewisiadau cychwynnol		
Ydych chi wedi ystyried dewisiadau eraill fel llogi neu rhannu neuaddau lleol eraill?	☐	☐
Allwch chi ddangos fod angen eich prosiect yn ogystal ag adnoddau eraill presennol?	☐	☐
Cyngor a chymorth		
Ydych chi wedi clustnodi a gofyn am gyngor a chymorth gan asiantaethau cymorth lleol?	☐	☐
Materion ariannol		
Ydych chi wedi ystyried cyfrannu rhywfaint o'ch cynilon?	☐	☐
Ydych chi wedi ystyried gofyn am arian gan arianwyr eraill?	☐	☐
Os yw'r cais grant yn rhan o brosiect mwy, ydy gweddill yr arian wedi ei sicrhau?	☐	☐
Mae'n anhebygol y byddwn yn ariannu rhannau o'r adeilad sy'n cael eu defnyddio ar gyfer gweithgareddau celf neu chwaraeon yn bennaf-ydych chi wedi sicrhau arian arall ar gyfer y rhannau hynny?	☐	☐
Ydych chi wedi ystyried sut fyddwch chi'n cwrdd â'r costau rhedeg?	☐	☐
Oes gennych chi gostau cychwynnol ar gyfer yr holl ddewisiadau rydych yn eu hystyried?	☐	☐
Ydych chi'n hyderus fod y costau hyn yn cynrychioli gwerth am arian?	☐	☐
Materion mynediad		
Ydych chi wedi ystyried eich goblygiadau dan y Ddeddf Gwahaniaethu ar Sail Anabledd 1995?	☐	☐
Ydych chi wedi cynnal archwiliad mynediad i'r anabl a chynnwys yr argymhellion yn eich chynlluniau?	☐	☐

Since we first started giving grants in 1995, the Community Fund has been a major source of funding for village halls. We have paid for schemes to renovate, refurbish and equip village halls to the tune of £130 million up and down the UK to more than 3400 village hall projects.

We know how important village halls are for local rural communities, but as we get many applications for Lottery money we cannot fund everything, particularly as our income drops year by year.

Village halls are more than just buildings, they are for people.

We have produced this booklet to help those wanting to apply for a grant. Competition for funding is stiff, so it is essential any scheme is well planned and that there has been wide consultation.

I wish you all the best with your village halls project.

Diana Brittan
Chair, Community Fund

Neuaddau pentref

CRONFA GYMUNEDOL

Arian loteri yn gwneud gwahaniaeth

Ers i ni ddechrau dyfarnu grantiau ym 1995, bu'r Gronfa Gymunedol yn brif ffynhonnell arian i neuaddau pentref. Rydym wedi rhoi £130 miliwn i dros 3,400 o brosiectau ar draws y DG i atgyweirio, adnewyddu a phrynu adnoddau i neuaddau pentref.

Gwyddom pa mor bwysig yw neuaddau pentref i gymunedau lleol gwledig, ond gan ein bod yn derbyn llawer o geisiadau am arian loteri ni allwn ariannu popeth, yn enwedig wrth i'n hincwm ostwng bob blwyddyn.

Cynhyrchwyd y llyfryn hwn i helpu'r rhai sydd am geisio am grant. Mae'r gystadleuaeth am arian yn llym, felly mae'n bwysig fod unrhyw brosiect wedi ei gynllunio'n dda a bod y gymuned wedi cymryd rhan mewn ymgynghoriad trylwyr.

Dymuniadau gorau i bob neuadd bentref.

Diana Brittan
Cadeirydd, Cronfa Gymunedol

I ddechrau

Derbyniwn nifer o geisiadau i ariannu neuaddau pentref a chanolfannau cymunedol bob blwyddyn. Gallwn roi grantiau i brosiectau o bob math yn amrywio o symiau bach ar gyfer gwelliannau ac atgyweiriadau sylfaenol i adnewyddu llwyr neu adeiladau newydd. Ond, gan fod dros 8,900 o neuaddau pentref yn Lloegr yn unig, mae'r gystadleuaeth am arian yn llym. Cydnabyddwn fod neuaddau pentref yn ganolbwynt gweithgareddau cymunedol mewn ardaloedd gwledig a chredwn eu bod yn werthfawr ond mae ein harian yn gyfyngedig ac felly dim ond nifer gymharol fychan o neuaddau pentref allwn ni eu hariannu bob blwyddyn.

Gan fod llawer o alw a chystadleuaeth am arian, chwiliwn am werth am yr arian, angen penodol, ôl pendant o gynllunio prosiect a chyfatebiad da rhwng y prosiect a'n blaenoriaethau lleol ni.

Gan fod llawer o bethau pwysig i'w hystyried wrth gynllunio eich prosiect, rydym wedi cynhyrchu'r canllaw hwn i helpu'ch mudiad i wneud yn siŵr eich bod wedi rhoi sylw i'r agweddau pwysig o wneud cais.

Mae dwy ochr allweddol i'r prosiectau:

- yr ochr gymdeithasol-sut fydd y prosiect hyn yn elwa eich cymuned ehangach, a
- yr ochr dechnegol, er enghraifft adeiladu neu adnewyddu man cymunedol.

Mae'r canllaw yn canolbwyntio ar agweddau cymdeithasol y prosiect a dylid ei ddarllen ynghŷd â'r llyfryn ceisiadau eiddo pwrpasol sy'n delio â'r cwestiynau technegol. Mae'r llyfrynnau hynny ar gael gan eich swyddfa Cronfa Gymunedol leol.

Yn ogystal â rhoi cyngor cyffredinol ynglŷn â datblygu'ch prosiect, mae'r daflen hon hefyd yn cynnwys cynlluniwr gweithgareddau a rhestr wirio hunan-arfarnu. Bydd y cynlluniwr yn dangos i chi os yw'r gweithgareddau rydych chi'n bwriadu eu rhedeg, yn cyfateb i'r mathau o weithgareddau rydym ni yn awyddus i'w hariannu. Bydd y rhestr wirio yn helpu chi i benderfynu os ydych yn barod i gyflwyno cais.

Gosod eich amcanion

Un agwedd o'r prosiect yn unig yw gwagle ffisegol y neuadd. Ein prif ddiddordeb ni yw sut fydd y neuadd yn cael ei defnyddio, ac a fydd yn diwallu anghenion eich cymuned gyfan. Meddyliwch am beth sy'n mynd i ddigwydd tu fewn i'r adeilad.

Gwnewch yn siŵr eich bod chi'n meddwl am y newidiadau (canlyniadau) fyddwch chi'n disgwyl i'r neuadd eu rhoi ar waith yn y gymuned leol. Sut fydd eich prosiect yn gwneud gwahaniaeth yn eich cymuned?

Er ein bod ni angen gwybod fod unrhyw waith adeiladu wedi ei gwblhau ac o safon uchel, rydym hefyd am wybod sut fydd hynny'n arwain at wella'r gwasanaethau i'ch cymuned.

Er enghraifft efallai fydd eich prosiect yn arwain at:

- lleihau unigrwydd ymhlith grŵp o bobl ag anghenion penodol
- cynyddu sgiliau ymhlith grŵp o bobl ag anghenion penodol
- mwy o bobl yn cymryd rhan yn eu cymuned ac mewn grwpiau sy'n rhannu diddordeb arbennig.

Dyma rhai enghreifftiau o ganlyniadau cadarnhaol hoffwn eu hariannu ond bydd llawer o rai eraill hefyd. Edrychwch ar ein llyfryn '*Eich prosiect a'i ganlyniadau*'.

Beth sydd angen ar eich cymuned?

Dylai neuadd bentref fod yn ganolfan ar gyfer y gymuned gyfan, nid grŵp o ddefnyddwyr rheolaidd yn unig. Bydd angen tystiolaeth i ddangos eich bod wedi ymgynghori â'r gymuned ynglŷn â'r gweithgareddau a'r gwasanaethau a fydd yn digwydd yn y neuadd a dangos y bydd y gymuned gyfan yn medru'u defnyddio.

Ystyriwch y ffordd orau o ymgynghori â'ch cymuned. Arolygon, blychau awgrym, cyfarfodydd lleol a gwybodaeth mewn papurau lleol yw rhai o'r dewisiadau sydd ar gael i chi. Darganfyddwch beth mae'r gymuned yn dymuno a beth sydd angen arni, ac wedyn penderfynwch beth yw'r ffordd orau o ymateb i hynny.

Byddai'n ddefnyddiol i chi rhoi disgrifiad i ni o'ch cymuned a'r bobl sy'n byw ynddi, er enghraifft, efallai mai cymuned amaethyddol wledig anghysbell yw hi neu efallai fod llawer o'r trigolion mewn oed.

Hefyd, efallai fod amrywiaeth o wasanaethau allech chi ddarparu er budd y gymuned, yn enwedig ar gyfer y rhai â'r anghenion mwyaf, er enghraifft, rhai sy'n unig iawn, sydd angen dysgu sgiliau newydd neu henoed sydd angen cymorth ychwanegol. Gallech gynnwys cyngor ar hawliau lles, gwasanaethau addysg a iechyd, gwasanaethau trafnidiaeth, rhaglenni atal trosedd, gweithgareddau i henoed, clybiau ar ôl ysgol ayb. Y mwyaf yw'r angen am y gwasanaethau a'r gweithgareddau, y mwyaf o bobl fydd yn eu defnyddio.

Oes gwir angen?

Pam fod angen adeilad newydd neu adnewyddu? Efallai ei fod yn syniad da, ond bydd angen i chi ddangos bod gwir angen. Mae'n arbennig o bwysig i chi esbonio hyn os oes neuadd bentref o fewn milltir neu ddwy neu os oes nifer o fannau cyfarfod eraill fel capel, ysgol neu neuadd chwaraeon wrth ymyl.

Cyllid

Mae hwn yn fater hanfodol ac mae rhai ystyriaethau allweddol bydd yn rhaid i chi feddwl am:

- gwerth am arian
- cynllunio ariannol a chostau rhedeg
- cynaladwyedd tymor hir.

Er ein bod yn cydnabod bod rhai cymunedau'n ynysig, rydym yn llai tebygol o ariannu grant i neuadd â nifer fach o ddefnyddwyr. Ac os oes neuadd arall gerllaw bydd yn rhaid i chi ddangos bod y prosiect yn ateb angen cymunedol ac nid er mwyn cyfleustra'n unig.

Bydd yn rhaid i chi ddatblygu rhagolwg cywir o incwm a gwariant. Ceisiwch gyngor gan broffesiynolion a pheidiwch esgeuluso unrhyw gostau. Mae cynllunio ariannol manwl yn hanfodol ar gyfer cais da. Bydd llawer o gostau yn cynnwys TAW, ffioedd proffesiynol, cwrdd â rheolau tân a iechyd a diogelwch, yswiriant, mynediad i'r anabl a chostau rhedeg yn cynnwys dŵr a thrydan.

Anghenion statudol

Gofalwch gynllunio ar gyfer anghenion statudol, yn cynnwys y Ddeddf Gwahaniaethu ar Sail Anabledd. Yn gyffredinol, nid ydym yn ariannu prosiectau ar gyfer cwrdd ag anghenion statudol yn unig. Ond, gallwn ystyried gwelliannau felly, fel rhan o brosiect ehangach neu os yw cynyddu'r defnydd gan bobl anabl yn rhan o'r strategaeth.

Cyfrannu arian

Allwch chi gyfrannu arian at y prosiect, er enghraifft, i dalu am ffioedd proffesiynol? Faint o arian sydd gennych neu gallech chi godi'n lleol? Sylweddolwn fod codi arian yn anodd ond rydym yn awyddus i weld pa ymdrech a wnaethoch, hyd yn oed os mai ymdrech fach oedd hynny. Mae ffyrdd eraill o gyfrannu hefyd, er enghraifft, arbenigwyr lleol yn rhoi cyngor am ddim, cymorth rheoli prosiect, cymorth i godi arian neu gyfrannu dodrefn. Dywedwch beth rydych wedi rhoi cynnig arni.

Costau cyffredinol

Cynaladwyedd yw un o nodweddion allweddol prosiectau neuaddau pentref llwyddiannus. Bydd angen i chi broffwydo mor gywir â phosib, faint fydd hi'n gostio i redeg y neuadd a dylech gael cynlluniau i godi'r arian hynny. Meddyliwch am sut allech chi godi incwm, er enghraifft, gallech chi hurio'r neuadd i grwpiau eraill yn eich cymuned.

Faint ddylech chi ofyn amdano?

Ystyriwch faint o arian i ofyn amdano. Y swm hyn fydd yn pennu pa raglen grantiau sy'n addas i chi. Gall *Arian i Bawb Cymru* (cynllun ar y cyd gyda dosbarthwyr loteri eraill) roi grantiau rhwng £500 a £5,000. Mae ein *Rhaglen grantiau canolig* ar gyfer ceisiadau rhwng £500 a £60,000 (£30,000 yn unig allwn ni roi ar gyfer costau adeiladu), a bydd angen i geisiadau dros £60,000 ymgeisio i'r *Rhaglen grantiau mawr*.

Fel arfer ni fyddwn yn rhoi grantiau dros £300,000 ar gyfer neuaddau pentref. Er ein bod ni wedi dyfarnu rhai grantiau mawr yn y gorffennol, rydym yn annhebygol o wneud hynny yn y dyfodol. Ond, er bod grantiau llai yn fwy tebygol o lwyddo, byddwn yn rhoi ystyriaeth lawn i achosion busnes cryf dros grantiau mwy, ond cofiwch fod y gystadleuaeth yn gryf iawn.

Cyngor priodol

Bydd angen cynnwys proffesiynolion â chymwysterau priodol o'r dechrau mewn unrhyw brosiect sy'n cynnwys gwaith adeiladu. Bydd y math o broffesiynolion sydd angen i chi eu cynnwys yn amrywio gan ddibynnu ar y prosiect, ond efallai dylech ystyried gynnwys penseiri, syrfewyr a pheirianwyr. Dylech gael dyfynbris ar gyfer y gwaith ymlaen llaw a dylech drefnu sut fyddwch chi'n talu am ffioedd y proffesiynolion – gallech gael grant i wneud hynny neu godi arian eich hun. Cewch wybodaeth bellach yn ein llyfrynnau ceisiadau eiddo.

Awgrymwn yn daer y dylech ofyn am gyngor a chymorth gan yr asiantaethau cymorth lleol. Gallai'r rheiny gynnwys awdurdodau lleol a Cynghorau Cymuned. Dylech hefyd ofyn am gymorth gan eich swyddfa Cronfa Gymunedol leol yn fuan wrth feddwl am eich prosiect. Mae manylion am ein swyddfeydd ar ein gwefan: **www.cronfa-gymunedol.org.uk** neu trwy ffonio'n llinell ymholiadau ar 01686 611700. Yn ddiweddar cyhoeddodd *Action with Communities in Rural England* lyfryn newydd o'r enw *'Plan, Design and Build'* a allai fod yn ddefnyddiol i chi. Mae manylion ar eu gwefan **www.acre.org.uk**

Cynllunio ymlaen llaw – monitro a gwerthuso

Mae monitro a gwerthuso yn holl bwysig i'ch helpu i olrhain eich cynnydd a mesur eich cyflawniadau yn y tymor byr a'r tymor hir. Byddwn yn gofyn am yr wybodaeth ganlynol:

- Ydi'r prosiect yn mynd yn ôl y bwriad ac ydych chi'n gwneud y pethau roeddech wedi eu nodi?
- Ydych chi'n gwneud gwahaniaeth yn eich cymuned?
- Pwy sy'n defnyddio'r gwasanaethau a'r gweithgareddau?
- Pa atborth neu ymateb ydych chi'n derbyn?
- Beth sy'n gweithio'n dda a beth allwch ei wella?
- Ydych chi'n cwrdd ag anghenion y bobl sydd lleiaf abl i ddefnyddio'r adnoddau?

Cynlluniwr gweithgareddau

Wrth ystyried ceisiadau mesurwn y math o ddefnydd a'r nifer o gyfnodau y defnyddir yr adeilad.

Defnyddiwch ein cynlluniwr gweithgareddau i edrych ar y math o weithgareddau rydych yn bwriadu eu rhedeg ac i weld os mai dyma'r math o wasanaethau a gweithgareddau byddem yn hoffi eu hariannu.

Adolygwch gyfnod o amser nodweddiadol yn eich canolfan (gallwch gynnwys gweithgareddau newydd hefyd, os ydych yn hyderus byddant yn cymryd lle).

Ystyriwch hanner diwrnod neu fin nos fel un sesiwn, a chyfrifwch faint o weithiau mae eich neuadd yn cael ei defnyddio bob wythnos.

Defnyddiwch y siart i weithio allan faint o'r gweithgareddau sydd o fewn math A, a faint sydd yn debyg i'r enghreifftiau dan math B, fel a nodir yn y nodiadau isod.

Nodiadau pwysig

Mae'n annhebygol y byddwn yn rhoi grant os nad yw'r adeilad yn cael ei defnyddio mwy na phedwar gwaith (wedi eu diffinio uchod) yr wythnos. Yn ddelfrydol hoffwn weld cyfartaledd o wyth sesiwn yr wythnos o leiaf.

Gweithgareddau math A yw'r rhai sydd o'r diddordeb mwyaf i ni. Mae gweithgareddau math B hefyd yn werthfawr i gymunedau lleol ond byddem yn disgwyl gweld o leiaf rhai gweithgareddau math A. Byddwn yn edrych am gymysgedd da o weithgareddau a gwasanaethau yn eich cynlluniau ar gyfer y neuadd.

Mae pob ardal o'r Gronfa Gymunedol yn awyddus i ariannu blaenoriaethau lleol penodol a'r agosaf fydd eich gwasanaethau a gweithgareddau'n cyfateb i'r blaenoriaethau hynny, y mwyaf yw'ch siawns o lwyddo. Cysylltwch â'ch swyddfa Cronfa Gymunedol leol ac edrychwch ar ein gwefan **www.cronfa-gymunedol.org.uk** am wybodaeth ar y blaenoriaethau yng Nghymru.

Mae rhai gweithgareddau nad allwn eu hariannu'n gyfreithiol neu am nad ydynt o fewn ein polisi, gan gynnwys chwaraeon cynghrair neu weithredol, defnydd gan gyrff statudol, bariau a chlybiau cymdeithasol, addoliadau crefyddol, dosbarthiadau ffydd, gweithgareddau busnes neu wneud elw. Os yw eich neuadd yn cael ei defnyddio'n bennaf ar gyfer y gweithgareddau hyn nid ydym yn debygol o'i ariannu. Ond, mae nifer o neuaddau'n cynnal rhywfaint bach o'r gweithgareddau hyn ac felly os oes llawer o weithgareddau math A hefyd yn digwydd, gallwn ystyried hynny.

Rydym yn annhebygol o ariannu meysydd parcio nac o ddiwallu anghenion y Ddeddf Gwahaniaethu ar Sail Anabledd (gweler Anghenion statudol ar dudalen 3) yn unig, heblaw mewn amgylchiadau eithriadol.

Enghreifftiau o Weithgareddau Math A

Cymorth cymunedol
- Cynlluniau cymydog da
- Cynlluniau atal trosedd
- Cludiant cymunedol
- Cyngor lles
- Cyngor addysg a iechyd
- Swyddfa Post
- Defnyddio cyfrifiadur a'r rhyngrwyd

Gweithgareddau cymunedol
- Gweithgareddau cymunedol fel ffeiriau, gwyliau a dathliadau
- Codi arian i elusennau lleol a grwpiau gwirfoddol
- Banciau bwyd yn darparu parseli bwyd
- Llogi i grwpiau cymunedol ac elusennau eraill

Teuluoedd a phlant
- Cylchoedd meithrin
- Cylchoedd chwarae

Plant a ieuenctid
- Grwpiau gwaith cartref
- Clybiau ar ôl ysgol
- Rhaglenni ieuenctid
- Grwpiau geidiaid a sgowtiaid

Addysg a hyfforddiant
- Dosbarthiadau rhifedd
- Dosbarthiadau llythrennedd
- Hyfforddiant TG sylfaenol
- Dosbarthiadau dydd a nos

Pobl ag anghenion arbennig
- Gwasanaethau gofal dydd
- Clybiau cinio
- Grwpiau cymorth
- Grwpiau ymarfer

Henoed
- Rhaglenni cymorth
- Rhaglenni addysg
- Grwpiau ymarfer

Iechyd
- Ystafelloedd ar gael i feddygon, ymwelwyr iechyd a thrinwyr traed
- Meddygaeth amgen
- Urdd Sant Ioan
- Cymorth Cyntaf
- Ymarferiadau i bobl ag anghenion iechyd

Enghreifftiau o Weithgareddau Math B

Diddordeb cyffredinol
- Lles anifeiliaid
- Hanes a hanes teuluoedd
- Partïon i deuluoedd lleol

Hobïau
- Celf a chrefft
- Dawns

Chwaraeon meddal
- Cadw'n heini
- Bowlio carped
- Badminton
- Tennis bwrdd
- Gweithgareddau hamdden eraill

Celfyddydau, cerddoriaeth a drama cymunedol
- Ymarfer band a bandiau gorymdeithio
- Ymarferion drama
- Cynhyrchiadau celf, drama a cherddoriaeth
- Arddangosfa o gelf cymunedol