



**NAVITAS EDUCATION TRUST**  
**GRANT GUIDELINES**



## Introduction

***"Education is the most powerful weapon you can use to change the world"***  
**Nelson Mandela**

At Navitas we firmly believe that education is essential to building better futures and is a core component to the sustainable development of any community.

We are pleased to support community organisations around the world, both locally where we operate and globally where there is need. The Navitas Education Trust (NET) was established to support education projects in communities where a little can go a long way, enabling us to fairly share some of our success in suitable projects around the world.

Being an education provider our focus in granting funds will be for projects related to education. We are also looking to support projects that will impact the audience within a 12-36 month period, and those that can be effectively evaluated.

This year we funded five projects to help improve access and take up of education. We again partnered with the [Australian Business and Community Network](#) to provide scholarships to Australian, high need, low SES, high school students to support them to enter higher education. We are continuing our support of [Room to Read](#) to construct a new library in Sri Lanka, as well as extending the schools we support through [Classroom of Hope's](#) work to create child friendly school environments in primary schools in rural Cambodia. This year we have also added [Plan International](#) to our fold, and supported their work to assist children with disabilities in Bangladesh to access and engage in education, as well as [Chiedza Child Care Centre](#) in Zimbabwe, to assist young people who have disengaged from the school process re-engage, and succeed.

We look forward to receiving your grant application and working on more exciting and rewarding projects in the coming years.



Rod Jones  
Group CEO, Navitas



### **About Navitas**

Navitas is a global education leader providing pre-university and university programs, English language courses, migrant education and settlement services, creative media education, student recruitment, professional development and corporate training services to more than 80,000 students across a network of over 120 colleges and campuses in 31 countries. Navitas is an S&P/ASX 100 Company.

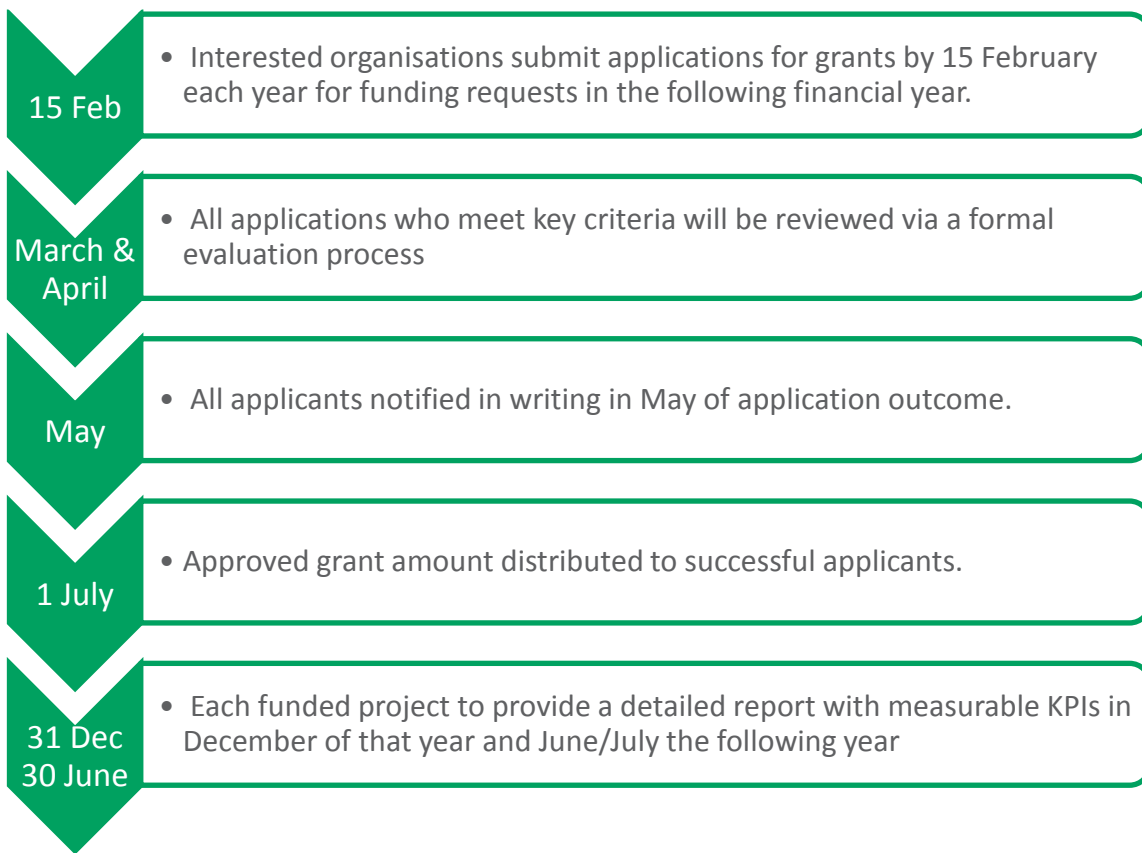
Further details about Navitas are available at [www.navitas.com](http://www.navitas.com).

# Application Process

## Timeframe

Applications may be made throughout the year however all applications will be considered as part of the following process and timeframe.

- All applications received will be acknowledged upon receipt.
- Those that meet the key criteria will be formally reviewed in March.
- All applicants will be notified in of the outcome in May.
- Funds will be distributed to successful applicants at the beginning of the financial year.



### Application requirements

The Navitas Education Trust welcomes submissions from any education-related charity or not-for-profit organisation for projects that will contribute to the enhancement of education and educational opportunities around the world.

Organisations must be registered as a Deductible Gift Recipient, category 1 (DGR1) and evidence of this must be provided as part of the application.

Formal applications must be received before 5.00pm Australian Western Standard Time on Wednesday, 15 February 2017. Applications are to be emailed to: [cr@navitas.com](mailto:cr@navitas.com)

Applicants must clearly address the following items in their application:

1. State the title of the nominated organisation's proposed community activity/initiative and provide evidence of being endorsed as a *Deductible Gift Recipient, category 1 (DGR1)*. (60 characters or less).
2. In which country and state/city will the project be undertaken? (60 words or less)
3. Provide a summary of the proposed project and why it is needed. (500 words or less).
4. Outline the details of the timeline for implementation of the project. The project must be implemented within a one to three year period. (150 words or less).
5. What is the amount of funding sought and over how many years? (the maximum funding available is \$100,000 per year for 3 years)
6. Provide an itemised budget of your program. An accurate budget is an essential element of your application.
7. Is this a new project?
8. If not, how long has the program been running? (100 words or less).
9. Describe the audience who will benefit from this project. (300 words or less).
10. How many people will the project positively impact over the course of a year? (60 words or less).
11. What are other benefits of this project? (300 words or less).
12. Describe how the proposed project will be measured and/or evaluated to determine whether it has been successful in achieving the proposed outcomes. (300 words or less).
13. How do you propose to involve Navitas, and provide opportunities for Navitas staff and it's community to see and understand the impact the project is having (200 words or less)
14. How did you hear about the Navitas Education Trust? (e.g. Twitter, Facebook, LinkedIn, non-profit website (please specify which), grant service (please specify which), other (please specify))
15. Provide a copy of your organisation's most recent annual report AND a copy of your organisation's most recent signed and audited financial statements. If you are unable to provide an annual report you should note this in a cover letter and include additional material such as AGM minutes, newsletters from the past year or brochures detailing your activities.
16. A signed declaration using the template of which is available at the end of this document as Appendix A.

**Evaluation of applications**

The Navitas Education Trust Grants Committee assesses all applications based upon the following key criteria, as well as in combination with the Trust’s existing portfolio of charitable projects.

Each application will be evaluated on the following key criteria, which should be evident in the responses to the application requirements outlined above.

Criteria		Not evident	Fair	Good	Excellent
1	The project has an education focus and has been developed specifically for a targeted audience.	Unclear and/or not evident	Clear	Clear and convincing	Clear, convincing and distinctive
2	The project has a demonstrable need.	Not evident, unconvincing	Some attempt to identify need and benefits of the project.	Clearly identifies need and benefits of the project	Identifies and justifies need and benefits of the project
3	The program will positively impact the audience within the identified 12-36 month time period.	Not evident, unconvincing	Completion point and some impact	Completion point and shows how the project will positively impact the audience within 12-36 months of receiving the Grant	Completion point and clearly shows and justifies how the project will positively impact the audience within a 12-36 month period
4	The project will be measured and/or evaluated to determine whether it has been successful in achieving its desired outcomes.	Not evident, unconvincing	Some attempt to identify measurement tools and processes.	Clearly identifies realistic measurement tools and processes	Measurement and evaluation processes are comprehensive and sound
5	The project will provide a positive association for Navitas	No positive association	Limited positive association	Some positive association or brand enhancement for Navitas	Strong positive association or brand enhancement for Navitas

The Navitas Education Trust will acknowledge receipt of all applications, and all applicants will be advised if their application is successful or not. While some minor feedback may be provided, no negotiation will be entered into.

Successful applicants will then work with the Navitas Education Trust to agree terms and timeframes, before funding is provided.

Successful applicants will also provide progress reports to the Navitas Education Trust on the status of the project on an annual basis.

For more information about the Navitas Education Trust, the grant selection process or requirements of successful recipients please email [cr@navitas.com](mailto:cr@navitas.com).

## Appendix A

### Declaration

To be signed by the Chief Executive officer or equivalent of the applicant organisation.

I (full name of signatory)

Position Held

Organisation

am authorised by the applicant organisation named in this application to make this application on its behalf.

I confirm that my organisation is aware of and agrees to the terms and conditions relating to grants from the Navitas Education Trust. I confirm that all the information provided in or with the application is true and complete.

The applicant acknowledges that the Navitas Education Trust is under no obligation to make a grant even though the application meets all guidelines and eligibility requirements.

Signed on and behalf of the applicant organisation.

Signature .....

Print Name .....

Date .....