

# Navitas Education Trust

## Application guidelines

December 2018



At Navitas our purpose is to transform lives through education. We are passionate about learner outcomes, creating employment opportunities through lifelong learning, and being a global leader in delivering better learning solutions.

The Navitas Education Trust (NET) was established to support education projects that closely align with our purpose. We believe access to quality education is essential to building better futures, and is a core component of the sustainable development of any community.

Since 2013, the NET has helped numerous philanthropic organisations deliver positive educational outcomes to communities around the world. Funding has been used to build schools, create local language reading books, connect business mentors with at-risk high-school students, increase the number of women in the STEM field, and provide education to women and children who have experienced human rights abuses. Visit the [Navitas website](#) and click on 'Community' to learn more about our partners.

We support programs that share our own commitment to transforming lives through education and have updated our guidelines for 2019 to ensure that the applications we receive are closely aligned to our organisational goals.

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

A handwritten signature in black ink that reads "D. Buckingham". The signature is fluid and cursive, with a long horizontal line extending from the end.

David Buckingham  
Group CEO and Managing Director, Navitas Ltd



## About Navitas

Navitas has helped generations of learners transform their lives through education. Over the last 40 years, hundreds of thousands of learners from around the world have graduated from Navitas colleges, having experienced a teaching and learning environment that supports them to harness their talents and achieve their dreams.

Our success is underpinned by our unparalleled international network, a peerless commitment to student experiences and outcomes, a track record of working in partnership with universities and industry, and a passion for discovering new technologies and models of teaching and learning that will improve education now and into the future.

From university pathway programs, to English language, vocational training and undergraduate and postgraduate degrees, we reach more than 70,000 aspirational learners at more than 120 colleges and campuses across our global network each year.

For more information about Navitas, visit our website: [www.navitas.com](http://www.navitas.com).

## About NET

The Navitas Education Trust (NET) was established in 2013 as a vehicle for Navitas to support charitable organisations and activities. Navitas is committed to providing annual funds to the NET, some of which are used to support education based programs in partnership with charitable organisations, and some of which are invested to generate funds for future programs.

Each year we consider applications from a wide range of charitable organisations and, following a rigorous selection process, make grant(s) to selected applicant(s) whose programs meet our criteria and fit closely with our own purpose of transforming lives through education.

## Submission of applications

- Applications must be submitted by email to [cr@navitas.com](mailto:cr@navitas.com) prior to close of business 5pm Australian Western Standard Time (WST) on the closing date.
- Interested organisations submit applications for grants each year to request funding for the following financial year.
- The Navitas Education Trust will acknowledge receipt of all applications.
- All applicants will be advised as to whether or not their application has been successful.
- Incomplete applications will not be reviewed.

Key dates	
Opening date for applications	Thursday 3 January 2019
Closing date for applications	Thursday 28 February 2019
Review of applications	March and April 2019
Notification of outcome via email to all applicants	May 2019
Successful applicants complete contract requirements	June 2019
Approved grant amounts distributed to successful applicants	July 2019

## Application guidelines

The Navitas Education Trust welcomes submissions from education-related charities or not-for-profit organisations. Our primary focus is on enhancing access to quality education for disadvantaged communities in the countries specified in Appendix C.

Organisations must be registered as an Australian Deductible Gift Recipient, category 1 (DGR1), or be affiliated with an Australian DGR1 organisation that is able to accept donations on the applicant's behalf. Evidence of this must be provided as part of the application.

Applications must be received before 5.00pm Australian Western Standard Time on Thursday 28 February, 2019.

Applications are only accepted via email to [cr@navitas.com](mailto:cr@navitas.com).

## Application requirements

Applicants must provide the following information in their application:

Requirement	Word/character count	Criteria reference
The title of the proposed project.	Maximum 60 characters	
<b>Evidence</b> of endorsement as an Australian <i>Deductible Gift Recipient, category 1 (DGR1)</i>		
A summary of the proposed project and how it aligns with the Navitas purpose of <i>transforming lives through education</i> . NOTE: See Appendix B for a list of the key areas of focus for 2019	Maximum 500 words	1
The country, state, and city/town where the project is to be undertaken. NOTE: Particular consideration is given to projects impacting communities in the countries listed in Appendix C	Maximum 60 words	2
The amount of funding being sought and the funding period. NOTE: The maximum funding available is \$100,000 per year for a maximum of three years		
An itemised project budget. NOTE: Budget accuracy is essential		3
Description of the audience who will benefit from the project and the number of people it will impact over its duration, year by year.	Maximum 350 words	4
A detailed timeline for implementation of the project. NOTE: The funding requested must be used within a three year period.		4
Outline of whether or not the project is new. If the project is not new, outline of how long the project has been running and details of its history.	Maximum 200 words	

Proposal of how the project will be measured and/or evaluated to determine whether it has been successful in achieving its outcomes.	Maximum 300 words	5
Other benefits of the project (if applicable).	Maximum 300 words	
A copy of the organisation's most recent annual report <b>and</b> a copy of the organisation's most recent signed and audited financial statements. *If it is not possible to provide an annual report, this must be noted in a cover letter and the application must include additional material such as AGM minutes, and recent newsletters or brochures outlining the organisation's activities.		
Outline of how Navitas staff may be able to share their knowledge and expertise and get involved with the project.  NOTE: Include outline of volunteering opportunities for staff (if available).	Maximum 200 words	6
Outline of any additional reputational benefits for Navitas either in Australia or in the project country, such as media/ PR opportunities etc.	Maximum 300 words	7
A signed declaration using the template in Appendix A		

## Evaluation of applications

The Navitas Education Trust Grants Committee assesses all applications based on the following:

Criteria		Not evident	Fair	Good	Excellent
1	The project aligns with Navitas' purpose; <i>transforming lives through education</i> – and considers our key areas of focus (see Appendix B)	Unclear and/or not evident	Some alignment with Navitas purpose	Good alignment with Navitas purpose and some connection with at least one key area of focus.	Close alignment with Navitas purpose and strong connection with at least one key area of focus.
2	The project will impact disadvantaged communities in one of the countries listed in Appendix C	Application does not demonstrate impact on disadvantaged communities in countries listed.	Some part of the project will impact disadvantaged communities in countries listed.	The project will have specific impact on disadvantaged communities in one of the countries listed.	The project will have specific impact on disadvantaged communities in more than one country listed.
3	The application includes a budget demonstrating how funding would be used to support the project.	Unclear and/or not evident	Budget included	Budget included, with general breakdown of how funding would be used.	Comprehensive budget included, with detailed breakdown of how funding would be used.
4	Description of the audience, number of people and how they will benefit from the project over its duration, year by year.	Not evident, unconvincing	Basic timeline evident, and some description of audience and impact.	Timeline evident, and good description of audience and impact.	Detailed description of audience, number of people and impact clearly aligned to detailed timeline.
5	The project will be measured and/or evaluated to determine its level of success in achieving its outcomes.	Not evident, unconvincing	Some attempt to identify measurement tools and processes	Identifies realistic measurement tools and processes.	Measurement and evaluation processes are clear, realistic and comprehensive.
6	Opportunities for Navitas staff to share their knowledge and expertise and get involved with the project.	Not evident	Minor attempt to demonstrate	Moderate attempt to demonstrate	Application clearly demonstrates
7	Reputational benefits for Navitas in Australia and/ or in country of project (e.g. media and PR opportunities)	Not evident	Minor attempt to demonstrate	Moderate attempt to demonstrate	Application clearly demonstrates

## Obligations of successful applicants

### Contract requirements

Successful applicants are required to:

- work with the Navitas Education Trust to agree to terms, proposed milestones and timeframes of the project and funding arrangements. Once agreed, the terms, milestones, funding amounts and timeframes must be entered into contract.
- agree to, and sign all relevant contracts prior to the provision of funding.
- provide proof of relevant insurance policies (such as protector association liability, public liability, voluntary workers personal accident, property)
- Reporting requirements
- Successful applicants are required to provide Navitas with:
- progress reports to the Navitas Education Trust on the project's status on a twice-yearly basis. Progress reports must include details of the milestones that have been achieved, and the time taken to achieve them.
- statements of spending against the budget as outlined in the contract, (provided along with each progress report).
- any imagery (such as photos or videos) of project-related activity that can be used by Navitas to share information about the project.
- a 2000-3000 word summary within one month of the conclusion of the funding period. The summary must include the final budget and be suitable for publication on the Navitas website and intranet (either whole or in part).

Note: These documents must be submitted to Navitas in a timely fashion, and/or as requested.

## Checklist for applicants

**Completed application submission**

(Word or PDF)

**Evidence of DGR1 Status**

**Copy of most recent Annual Report or appropriate alternative documentation\***

(\* See Application Guidelines for alternatives)

**Copy of most recent financial statements**

**Signed declaration (Appendix A)**

### Further Information

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

Please note, the NET receives a substantial number of applications each year and therefore individual feedback will not be given to unsuccessful applicants.

# 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

I 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 application requirements outlined above in applying to the Navitas Education Trust.

I confirm that all the information provided in or with the application is true and complete.

NOTE: The applicant acknowledges that the Navitas Education Trust is under no obligation to offer a grant even if the application meets all eligibility requirements.

Signed on and behalf of the applicant organisation:

Signature .....

Print Name .....

Date .....

How did you hear about Navitas Education Trust? (E.g.; Navitas website, Twitter, Facebook, LinkedIn, non-profit website (please specify which), grant service (please specify which), other (please specify).

.....  
.....

## Appendix B

### Key areas of focus

In 2019 the Navitas Education Trust intends to award grant(s) to projects that demonstrate a connection to the following areas of focus.

- Improving access to quality education for disadvantaged communities, including higher education
- Projects relating to employability, including vocational training and skills development
- Projects relating to English language teaching (particularly where there is a connection to further education)

## Appendix C

### Countries

In 2019 the Navitas Education Trust intends to award grant(s) to education-focused projects that impact disadvantaged communities in the following countries.

- Bangladesh
- Cambodia
- India
- Kazakhstan
- Kenya
- Myanmar
- Nepal
- Pakistan
- Rwanda
- Sri Lanka
- Uzbekistan
- Vietnam
- Zambia

In addition, the Navitas Education Trust will consider projects in Australia if they:

- Focus on increasing access to higher education (Diploma to Bachelor Degree), and
- Support low SES students (as defined by the ABS); or are 'first-in-family' to enter higher education
  - Preference may be given to programs which support mature age students attempting HE study for the first time, or students who move away from their support network to attend studies