

Navitas Education Trust

Application guidelines
January 2020



At Navitas, our purpose is to transform lives through education. We are passionate about the impact education can have on individuals and their families; and their wider communities.

We see this firsthand, as across our organisation our students are often the first in their families to access higher education. Some of our international students are the first in their communities to go abroad to study at university. These are literally life-changing opportunities with reach far beyond the individual student.

We have a new vision at Navitas – to be the best global education provider for our students, partners and people – and that includes the communities we serve and the wider global community in which we operate. I believe that how we behave in those communities and the contributions we make to them sets us apart as an organisation.

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 2014, the Navitas Education Trust (NET) has made grants of more than \$2.3million to help numerous not-for-profit organisations deliver positive educational outcomes 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 increase the accessibility of education to disadvantaged communities. Please visit the [Navitas website](#) and select 'Community' to learn more about our partners.

We have updated our guidelines for 2020 to ensure the applications we receive align closely with our organisational goal to transform lives through education. We look forward to receiving your application and continuing to work on exciting and rewarding projects in the coming years.

Scott Jones
Group CEO Navitas Ltd



About Navitas

Navitas has helped generations of learners transform their lives through education. Over the last 25 years, hundreds of thousands of learners from around the world have graduated from Navitas colleges, having experienced a teaching and learning environment that has supported them in harnessing their talents and achieving their dreams.

Our success is underpinned by our unparalleled international network, a peerless commitment to student experiences and outcomes, and our proven track record working in partnership with universities and industry. Our passion for discovering new technologies and models of teaching and learning lead to improving 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 the [Navitas website](#).

About the Navitas Education Trust

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

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

Submission of applications

- Applications must be submitted by email to corporateresponsibility@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.
- Shortlisted applicants may be asked to present on their proposal either in person or via videoconference.
- 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 2 January 2020
Closing date for applications	Friday 28 February 2020
Review of applications	March and April 2020
Notification of outcome via email to all applicants	May 2020
Successful applicants complete contract requirements	June 2020
Approved grant amounts distributed to successful applicants	July 2020

Application guidelines

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

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 **Friday 28 February 2020**.

Current partners are permitted to apply.

Organisations are permitted to submit more than one application, if seeking funding for different projects.

PLEASE NOTE: Applications must be in the form of a PDF document that includes the signed declaration as cover page (Appendix B). Annual reports can be attached as a second PDF.

Applications are only accepted via email to: corporateresponsibility@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	
Evidence of endorsement as an Australian <i>Deductible Gift Recipient, category 1 (DGR1)</i>		
A description of the proposed project and how it aligns with the Navitas purpose of <i>transforming lives through education</i> . NOTE: See Appendix A (i) for a list of the key areas of focus for 2020	Maximum 500 words	1
The country, state, and city/town where the project is to be undertaken. NOTE: Consideration is given to projects impacting communities in the countries listed in Appendix A (ii)	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 accurate, itemised project budget. NOTE: Excel spreadsheets will not be accepted. Please table the budget and include in the application document.		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

Specify whether the project is new. If the project is not new, outline 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 and 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 the cover letter and the application must include additional material such as AGM minutes, 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/cover page of Appendix B		

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 A (ii)]	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 A (ii)	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.

Appendix A

(i) Key areas of focus

In 2020 the Navitas Education Trust intends to award grant(s) to projects that demonstrate connection to the following areas of focus:

- Increasing the quality level of education for disadvantaged communities, including higher education and vocational training
- Improving access to quality education for disadvantaged communities, including higher education and vocational training
- Employability; including vocational training and skills development
- English language teaching (particularly where there is a connection to further education)

(ii) Countries

In 2020 the Navitas Education Trust intends to award grant(s) to education-focused projects with positive impact to disadvantaged communities in the following countries:

- Bangladesh
- India
- Kazakhstan
- Kenya
- Mongolia
- Myanmar
- Nigeria
- Pakistan
- Rwanda
- Sri Lanka
- Uzbekistan
- Vietnam
- Zambia
- Zimbabwe

Appendix B: Declaration/cover page

IMPORTANT: A completed replica of this page must be included as cover page of the application in PDF

Name of the organisation	
Name of organisation representative	
Email of organisation representative	
Phone number of organisation representative	
Project title	
Full amount requested	
Country of project location	
Project summary (maximum 100 words)	
Annual Report (if no, other documentation attached?)	Y N Y N

To be signed by the Chief Executive Officer or equivalent of the applicant organisation:

Full name of signatory

Position Held

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

I confirm that the organisation is aware of and agrees to the application requirements outlined 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

Date

Checklist for applicants

Signed declaration/cover page

Application submission in PDF

Evidence of DGR1 status

Copy of most recent Annual Report or alternative documentation*

Copy of most recent financial statements

*See application guidelines for examples

Further Information

For more information about the Navitas Education Trust, the grant selection process or requirements of successful applicants, please email: corporateresponsibility@navitas.com

Please note: The NET receives a substantial number of applications each year and therefore individual feedback cannot be provided to unsuccessful applicants.