



Khanya grant-making guidelines

Who Khanya will fund

Khanya works with partner organisations i.e. corporations/trusted partner, registered charities, recognised educational institutions, and trusted individuals who oversee training on Khanya's behalf.

What Khanya will fund

Khanya will fund trainers' fees, materials and equipment needed for training that is not provided by the local education authority where that might be a reasonable expectation. Khanya may consider contributing to administration rent and other costs related to the training, such as electricity.

Khanya will fund courses to enable training for trainers where there is a clear and immediate purpose for such training.

Any training should be aimed specifically at school leavers or young people up to the age of thirty or so.

Khanya would not normally consider funding capital projects on behalf of third parties (e.g. the acquisition of land).

Minimum and maximum time limits

There is no minimum time period for a grant. The maximum period would be three years, renewable if outcomes are being achieved and the project appears sustainable.

Outcomes

Outcomes must be clearly stated and must be in line with Khanya's that is:

- To advance the education of the pupils of Amasango Career School, Grahamstown, Eastern Cape, South Africa by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for the vocational education at the school.
- To partner other local bodies in Southern Africa who are providing training in skills and trades education.

Monitoring and evaluation

As well as containing a statement of potential outcomes, an application should outline proposed frequency and type of reporting. This should include

- contributions (text, photos, videos etc) to social media, whether the partner's social media or for inclusion in Khanya's online presence.
- who will report with contact details and how (email, WhatsApp etc)
- how often

A final report assessing to what extent proposed outcomes have been met should be submitted within a month of the end of the grant period, and insofar as it is feasible, a follow up note six months or so later outlining the progress of trainees.

Methods of monitoring and evaluation must be agreed before grants are paid. If the agreed reporting structure is not met then grants may be discontinued at any time.

**When grants will be paid**

Grants may be paid either, monthly, quarterly or yearly depending on the nature of the project and by agreement. An account of how the money is spent will be required at agreed intervals (i.e. a record of expenditure will be required in addition to monitoring of progress and outcomes).

Applying for a grant

A grant must be applied for in writing. An application should contain a narrative proposal describing the activity and its intended outcome and impact and an indicative budget. Applications will be considered at the trustees meeting following submission in most cases. Small grants of £500 or less may be given at the discretion of the chair and vice-chair without reference to the full meeting of trustees.

Other points to note

Khanya reserves the right to recover any unused portion of a grant. Should the grantee become insolvent, wound up or become subject to any circumstances that are in opposition to Khanya's objectives / values, Khanya would terminate any grant unilaterally. All grant agreements are subject to the jurisdiction of the UK courts.

**Christina Thomas (Co-Chair, Khanya). Reviewed June 2023. Final version.
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