

Dear Friends and Supporters,

The CAP Network is pleased to invite like-minded organizations to join us for our annual bike-a-thon, which will take place on Sunday, June 11th, in Toronto.

We are once again inviting other Canadian groups to take part in this project by **creating your own teams** and **raising funds for one of your own projects** in African communities.

Further information is included below, which explains how the event works and the details of this proposed partnership.

Please do not hesitate to contact me with any questions.

I hope to be working with you in the near future!

Sincerely,



Claire Holloway Wadhvani
Executive Director

claire@capaids.org / 416-532-2437

About the CAP Network

The Canada Africa Partnership connects Canadian communities of support with community-based organizations (CBOs) in Africa. We provide capacity-building and resources supporting local efforts aimed at advancing education, investing in livelihoods and promoting health. Since 2003, the CAP Network (formerly CAP/AIDS) has supported more than fifteen grassroots CBOs, in seven African countries, namely, Uganda, Ethiopia, Zimbabwe, Kenya, Malawi, Tanzania and South Africa. The CAP Network is a registered Canadian Charity #88898 7500 RR0001 with a Toronto office and a voluntary Board of Directors based in Ottawa, Toronto and Vancouver.

Canada Africa Partnership Ride

History

The Canada Africa Partnership Ride is an annual fundraising bike-a-thon the CAP Network has hosted since 2005 (previous names for the event include Bike2CAPAIDS and AIDS Ride for Africa). The events have, over the years, taken place each June in Ottawa, Toronto and Vancouver in support of community projects in Africa. Together these bike-a-thons have generated

more than \$250,000 and have engaged more than 1,100 participants across the country. An average of 70% of registered riders successfully raise funds with an average of \$250 per fundraiser.

2017 Event Details

The 2017 campaign will launch on April 3rd and will be accepting registrations until the day of event on June 11th. Donations will be accepted until June 30th.

Upon registration, participants will gain access to Personal Fundraising pages which they can then use to email friends and family and solicit sponsor donations. On event day participants will rendezvous at the park and will ride together a 15-20km bike-a-thon route. Post-ride participants will enjoy a celebratory meal and an opportunity to mingle with other like-minded groups.

SUNDAY JUNE 11 | 11:00am | HIGH PARK

Participate and Raise Funds

Register Your Organization

If your organization is interested, simply complete the Organization Registration form and email to the CAP Network. We will set you up as a participating organization on the event website.

Once you are set-up you will be able to share the link to your organization's page with your supporters – from there they will be able register to ride for you and/or make a donation towards your campaign. They are also given the option of forming a team under the umbrella of your project so that they can invite their friends and family to ride with them in support of your project.

Raise Your Profile

Pledge-based events are a great way to develop new relationships and build your house file!

We will provide you will regular updates throughout the lead up to the event with a list of all those who have registered to ride for your project so that you can communicate directly with them about the project they are supporting. You will also retain exclusive rights to the contact information of your riders and donors through this campaign – The CAP Network will not contact them directly (with exception of general event-related communications with riders prior to the event).

Raise Funds for Your Work

Pledge-based events are also a great way to raise funds outside of your network – rather than relying on your existing donors, your supporters will do the asking for you and will raise funds from their networks of family, friends and colleagues.

Since the CAP Network is responsible for the design, logistics and administration of the campaign, you'll be able to focus all your energy on recruiting riders and supporting their fundraising efforts!

Fees

In order to cover our costs the CAP Network will hold back an administrative fee of 12% on all funds raised. These funds will contribute to event-related expenses including powering the online fundraising site, permits, insurance, printing of

campaign materials, etc. In addition, online donations will be charged the *3% credit card processing fee* automatically incurred through the online system.

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|--------------|--------------------------------|-----------------|-----------------------------------|------------------------|
| For Example: | Total \$ Raised Online: | \$ 2,500 | 12% Administration Fee: | \$ 360 |
| | Total \$ Raised Offline: | <u>\$ 500</u> | 3% Credit Card Fee: | <u>\$ 75</u> |
| | Total Gross Fundraised: | \$ 3,000 | Total CAP/AIDS Fees: | \$ 435 |
| | | | <u>Total for Project =</u> | <u>\$ 2,565</u> |

All donations received (including through the online system and through cash/cheques will be reflected in the online fundraising total on your organization's page. The CAP Network also provides a complete financial report by mid-July with details of all donations received for your review prior to transferring funds.

If you are a *registered charity in Canada*, the CAP Network will issue a cheque for the total of your donations received, less the admin and credit card processing fees, by the end of July 2017.

If you are *not a registered charity*, the CAP Network will wire transfer the funds directly to your partner project in Africa using the banking information you provide by the end of August 2017.

Eligible Projects

All projects benefitting from the Canada Africa Partnership Ride must fit within the CAP Network's mission of supporting grassroots projects which are implemented in partnership with communities.

Projects should be responsive to the needs of local communities and should emphasize local ownership and participation in project design and evaluation.

The CAP Network will require one brief 1-page report on the use of funds raised through the Canada Africa Partnership Ride on or before December 31st, 2017 for audit purposes.



2016 Participating Organization – Registration Form

| | | |
|--|---|--------|
| Organization Name: | | |
| Charity Registration # (if applicable) | | |
| Website URL: | | |
| Fundraising Goal: | \$ | |
| Organization Description (will be included on event site): | | |
| Contact Name: (will be team captain) | | |
| Contact Information: | Email: | Phone: |
| | Mailing Address: | |
| Describe Project to be Supported (text will be included on event site): | | |
| Other Requirements: | <ul style="list-style-type: none"> ✓ Logo (as close to 270x120 pixels ratio as possible and in EPS format) ✓ Photo/image for organization page on site (will be resized to 300x300) | |
| Where will you have riders? | In Toronto? _____ In Ottawa? _____ In Vancouver? _____ | |

By registering as a participating organization in the 2017 Canada Africa Partnership Ride, we acknowledge:

That as the lead organizer of the Canada Africa Partnership Ride, the CAP Network will:

- ✓ Create a fundraising page for our organization based on the information provided here
- ✓ Include our logo on all campaign materials (printed and online) – **NOTE: deadline for registration to guarantee inclusion on print materials is April 10, 2017**
- ✓ Have the right to contact our members/supporters/donors who have registered/donated through the Canada Africa Partnership Ride with campaign-specific information related only to the 2017 Canada Africa Partnership Ride (e.g. registration confirmation, reminders, generic fundraising encouragements, thank yous and tax receipts)
- ✓ Process all donations and issue tax receipts for all donations received
- ✓ Provide us with a full financial report and transfer all funds raised accordingly
- ✓ Retain administrative/processing fee on online donations as per above
- ✓ Be the lead media liaison for the campaign

We hereby therefore provide the CAP Network permission to:

- ✓ Use the logo provided in Canada Africa Partnership Ride materials (printed and online)
- ✓ Use the organization and project names/descriptions provided here on campaign materials (printed and online)

We further agree to:

- ✓ Direct any media enquiries related to the Canada Africa Partnership Ride to the CAP Network
- ✓ Complete a post-event participation survey to provide feedback and contribute to evaluation of the 2017 campaign
- ✓ Provide a report on use of funds to the CAP Network no later than December 31st, 2017
- ✓ Use the following standard text and official designs (will be sent by email) in all communications to our audiences related to the Canada Africa Partnership Ride:

“The Canada Africa Partnership Ride is organized by the Canada Africa Partnership Network (The CAP Network). Proceeds benefit CAP Network projects and those of participating organizations – including INSERT YOUR ORGANIZATION – focused on supporting local efforts aimed at advancing education, investing in livelihoods and promoting health.”

Authorization:

| | |
|----------------------------|-----------------|
| _____ | _____ |
| Name (please print) | Position |
| _____ | _____ |
| Signature | Date |