



Dear Friends,

The Canada Africa Partnership (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 10th, in Toronto.

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

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

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About the CAP Network

The Canada Africa Partnership connects Canadians and African communities, providing capacity building and resources to support locally developed, community-driven projects. Our partners are focused on meeting the most pressing needs of their communities, advancing education, investing in livelihoods and promoting health.

Since 2003, the CAP Network (formerly CAP/AIDS) has supported more than twenty grassroots Community Based Organizations (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 an office in the GTA and a voluntary Board of Directors based in Ottawa, Toronto and Vancouver.

The 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 \$275,000** 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 2018 campaign will launch on April 2nd and will be accepting registrations until the day of event on June 10th. 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 10 | 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 15% 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.

For Example:	Total \$ Raised By Your Team:	\$ 3,000
	15% Administration Fee:	\$ (450)
	<u>Total for Project =</u>	<u>\$ 2,550</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 2018.

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 2018.

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, 2018 for audit purposes.