



Operating Under CAP Network Umbrella

Why a Network Model?

We believe that by working together, our **collective impact** will be greater than working alone.

We believe in the agency of African communities and that through a network model we are better able to provide **direct support** to their efforts.

We believe that **community-to-community partnerships** build trust, understanding and the sense of mutuality needed for a more equitable, just and sustainable future.

What are Network Communities of Support?

Our Communities of Support are volunteer groups and organizations who have committed to supporting the work of an African partner on a sustainable basis. The CAP Network supports their outreach and fundraising efforts within their communities in Canada, manages funds, provides project oversight and facilitates direct connections with the African partner. Communities of Support are encouraged to maintain their own Leadership Committees who work to advance fundraising goals and engage Canadian constituents.



Communities of Support are two-way partnerships between the Canadian group – operating under the CAP Network umbrella – and the African partner project. The CAP Network acts as a bridge between Canada and Africa, providing support to efforts on both sides to maximize impact towards our shared goals. Communities of Support may propose a partner with whom they are already connected or may choose to direct their efforts to African partner already affiliated with the CAP Network.

What are the benefits of joining the CAP Network?

Communities of Support operate through the CAP Network and as such have access to CAP Network resources and fundraising tools including:

- Email list management / e-Communications (*customized branding)
- Online donation forms (*customized branding)
- Campaign development and support (including special donation forms, pre-set roll outs and analytics)
- Event development and support (including online ticket sales)
- Participation in umbrella events (e.g. annual bikeathon)

- Tax receipting (online and printed)
- Banking (we manage deposits and wire transfers of funds to the project)
- Reporting (monthly financial/donation reports and quarterly campaign reports)
- Mentorship and networking opportunities for partner project in Africa
- Participation in Network programs in the region including internships and future funded projects
- Monthly capacity building 'CAP/AIDS Network Partners Bulletin'
- Shared learning opportunities for both African and Canadian partner
- Access to CAP Network online resource library (coming soon)

What are the Administrative Costs?

- 12% of all revenue raised through the CAP/AIDS Network (depends on capacity building support required)
 - An additional 3% of all revenue donated via Credit Card (processing fee paid to Visa & Mastercard)
 - \$30 per Wire Transfer of \$9,999 or less or \$50 for Wire Transfers over \$10,000 (bank charge)
 - Costs incurred for any site visits, trainings and shared learning exercises (if applicable and only with prior approval from both Canadian and African partners)
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Participate and Raise Funds – Event Partnerships

The CAP Network has hosted an annual fundraising bike-a-thon since 2005. The events have taken place each June in Ottawa, Toronto and Vancouver in support of projects in Africa. Over the years, these bike-a-thons have generated more than \$250,000 and have engaged more than 1,100 participants across the country. Over the years, an average of 70% of registered riders successfully raise funds with an average of \$250 per fundraiser.

Raise Your Profile - Pledge-based events are a great way to develop new relationships and build your house file! You will also retain exclusive rights to the contact information of your riders and donors through this campaign – CAP/AIDS 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.

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.

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. CAP/AIDS will also provide 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*, CAP/AIDS will issue a cheque for the total of your donations received, less the admin and credit card processing fees, by the end of August. If you are *not a registered charity*, CAP/AIDS will wire transfer the funds directly to your partner project in Africa using the banking information you provide by the end of August.