



## Joining the CAP Shared Platform Network

### 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 can be most cost-effective and 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.

### Join the Network – Affiliate Communities

Our Affiliate Communities 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. Affiliate Communities are encouraged to maintain their own leadership Councils who work to advance fundraising goals and engage Canadian constituents.

Our Network Model facilitates three-way partnerships between the Canadian community, operating under the CAP Network umbrella, the African partner project and the Network. 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. Affiliates may propose a partner/project 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?

Affiliate Communities 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)

- Annual Financial Statements, Tax Filing and other required filings with the CRA
- Reporting (monthly financial/donation reports and quarterly campaign reports)
- Mentorship and networking opportunities for partner project in Africa and for volunteers in Canada
- Participation in Network programs in the region including internships and future funded projects
- Monthly capacity building 'CAP 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 fees?

- 12% of revenue raised through the CAP Network / 7% for donations over \$500 (see note below re: surplus)
- 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)

What do the administrative fees pay for?

The CAP Network strives to maintain a lean operation with a cost-effective overhead. By pooling our resources, we can spread the cost of operations, thereby reducing the overhead incurred by each group and ensuring more funds can reach our partner projects in Africa. The fees retained from fundraising revenue provide for the annual operational costs of running the organization including:

- A part-time Executive Director (9 days per month)
- Insurance (General Liability and Directors & Officers)
- Annual Audit and Financial Statements (CRA mandated)
- Annual subscription and fees for Online Fundraising Platform (Artez), Donor Database (Giftworks), Accounting Software (Quickbooks) and Email Communications (Mailchimp)

How do we keep track of funds allocated to each project?

Each Affiliate Community has a separate fund set-up in our donor database. All transactions are coded to the appropriate fund and a detailed report of transactions is provided to partners at the end of each month. The monthly report also keeps a running tally of funds received, expenses incurred, administrative fees and the balance ready for investment in the African partner project. This also applies to donor contact information. All donor information is segregated and for use only by the partner responsible for engaging that donor.

What happens if there is a financial surplus?

Per the terms of the Operating Surplus Policy, the Board may retain 10% of the operating budget to invest in the Network or to replenish the reserve fund. All other surplus funds are distributed back to active Affiliate Communities based on their % share of overall revenue. In the most recent fiscal year, surplus reallocated back lowered the overall admin fee retained by the Network to between 5-8%.

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## Top 5 Benefits of our Shared Platform Network Model

### 1) We believe we are stronger together

We believe that by bringing multiple communities of support together, our impact will be greater than if we work ourselves.

- We share information and best practices
- We reduce duplication of administrative efforts
- We share costs
- We can come together as consortium for larger funding opportunities

### 2) We believe in the agency of African communities and we can provide better support to them through the network.

- We can connect with a greater number of African communities and projects
- We can prioritize listening to our African partners through direct, personal partnerships
- We provide more and better capacity building support to help communities develop their practice
- We can provide more resources to community driven development efforts

### 3) We believe that a model of collaboration and partnership resonates with Canadian audiences.

- We demonstrate fiscal responsibility and efficiency
- We provide the opportunity to direct support to a particular community/project/partner
- We provide the ability to see impact of efforts on real people

### 4) We believe that direct partnership builds trust, understanding and a sense of mutuality needed for a more equitable, just and sustainable future for all.

- We foster equitable partnerships which allow Canadians and Africans to focus on their strengths
- We are supporting people-centred sustainable development

### 5) We can serve as an incubator for innovative ideas and models

It's hard starting something new. Period. We can help new projects get off the ground by providing them with the infrastructure and mentorship they need to grow and flourish – long before they would be able to afford these tools and resources on their own. Down the road we can also provide support to projects who feel they have outgrown our model as they transition to independent operations – helping to ensure sustainability.