

## Cycle North-South

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### Guide for Southern Partner Candidates

Adopted by the Board of Directors of Cycle North-South on June 7, 2006  
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## 1. ELIGIBILITY OF PARTNER GROUPS

The Partners (hereafter referred to as "Southern Partners") are non-governmental organizations (NGOs), non-profit organizations, or cooperative associations working with low-income people in the Southern hemisphere, in areas such as education, healthcare, women's assistance, environment, local agricultural development, micro-credit, micro business promotion and other social services.

The Southern Partners must have a reputation for social service or sustainable economic development, articulated around respect for natural habitats and their inhabitants. They must have democratic internal management procedures, financial transparency, and an obligation to present reports to their members and to the general public. Cycle North-South will give preference to groups having already demonstrated, through past achievements, their ability to manage financial and logistical details.

The Southern Partners should be in operation for at least three (3) years and be producing an Annual Report and Financial Statements.

In each instance, the Southern Partners must present a clear proposal addressing the elements set out in the present Guide and pledge firmly to produce transparent reports covering activities, financials and statistics.

In its selection process, Cycle North-South gives preference to proposals (hereafter called: "Bicycle Project") with the following characteristics:

- a vision of the potential for bicycles to satisfy people's needs for mobility, as well as an intention to raise public debate on issues of sustainable transportation and the need to develop bicycle facilities such as signage, paths, parking, etc;
- a special awareness of the situation faced by women and an intention to take measures to facilitate the use of bicycles by women;
- an encompassing vision consistent with the distribution of bicycles, including complementary services such as: technical support for bicycle users, financial access, training of bicycle mechanics, initiation of women to bicycle mechanics, community networking, and public promotion of utilitarian cycling, political advocacy, etc.
- an interest in making the Bicycle Project a long-term activity.

## 2. CYCLE NORTH SOUTH'S BICYCLE DISTRIBUTION POLICY

The goal of Cycle North-South's activities is to offer new opportunities to low-income people in southern countries from a perspective of social justice and sustainable development. This is the message Cycle North-South conveys to the general public and to which donors, collaborators and volunteers respond. Cycle North-South is committed to ensuring that the results of its activities comply with these objectives.

To protect its reputation and ensure a smooth working process, Cycle North-South must be sure that its Southern Partners acknowledge and adopt its bicycle distribution policy.

### **2.1 Low-income and very low-income people**

The basis of Cycle North-South's philosophy is to improve the personal productivity of individuals and families who have been deprived of true opportunities to help themselves. Adults with families to support are the people best able to spread the benefits of revenues generated through acquisition of a bicycle.

It is thus essential that proposals from Southern Partners demonstrate that the bicycles will be distributed to persons whose households are below the poverty threshold in the partner country. This means low-income or very low-income people, mostly adults. Proposals from Southern Partners must describe the sociological profile of target communities and of future bicycle users.

### **2.2 Women's share**

In Southern countries, chores such as transporting water, wood, produce and other necessities are carried out primarily by women. Thus it seems only logical to offer bicycles on a preferential basis to women and girls, in particular women with children. Special preference should go to single-parent families and to women holding jobs (whether salaried or self-employed).

Cycle North-South prefers Bicycle Projects where precise plans favor women and girls in the distribution of bicycles. The best Bicycle Projects include complementary measures such as teaching women how to ride bicycles, training and hiring women as bicycle mechanics, involving well known women in their communities as role models, conducting promotional campaigns targeting women, etc.

It is Cycle North-South's sincere hope that at least 50 % of the bicycles be distributed to women and gives preference to projects whose aim is to reach over 50% of women through initiatives such as vigorous campaigning to target women. We particularly welcome women's groups where women occupy the majority of seats on the Board of Directors.

### **2.3 Long distances, topography**

Bicycle use is particularly appropriate for people who have to travel long distances each day, especially those who spend several hours traveling on foot. Cycle North South favors proposals whose objective is to provide bicycles to users whose daily itinerary involves long distances.

Topography: please note that mountainous terrain can be a serious deterrent for bicycle use and creates the need for more detailed market research. Please contact for more information if this is your situation.

### **2.4 Rural areas**

The poorest people generally live in rural areas, which is where mobility problems tend to be most acute.

Cycle North-South thus prefers Bicycle Projects showing that the bicycles adapted to rural roads will be distributed in rural areas. Nevertheless, Bicycle Projects targeting urban areas are equally welcome; such projects would thus receive a larger quantity of bicycles adapted to paved roads. Generally, all containers will include a percentage (varying according to availability) of different types of bicycles.

## 2.5 A tool for work and for transportation

To help fight poverty, the bicycles must be distributed to people who will use them for work or transportation purposes as opposed to recreation or sports. Cycle North-South favors Bicycle Projects that promote bicycle use (by order of preference):

- as tools for paid work (e.g., for deliveries, bicycle-taxis, or to enable a workman or workwoman to reach a wider clientele) or for domestic work (e.g., to carry water, wood or produce);
- as a personal vehicle to go to work (to travel to and from an employer's premises or for use in a self-employed business);
- to travel to and from school.

## 2.6 No discrimination or favoritism

Bicycles must be allocated without discrimination on racial, religious or political lines, nor must any favoritism be involved.

Cycle North-South prefers Bicycle Projects containing statements asserting that the opportunity to acquire a bicycle will be offered without discrimination.

## 2.7 Long term partnership

The setting-up of a new partnership requires a considerable investment in time and energy. Therefore, Cycle North-South strives to establish long-term relationships with its Southern Partners. Cycle North-South prefers proposals targeting a large number of people, where many containers will be needed over many years.

# 3. FINANCIAL ASPECTS

To help sustain this activity over the longer term, Southern Partners must generate revenues to cover Northern Administration fees, international freight charges plus expenses incurred in the recipient country. This is why the sale of bicycles is a critical element of this program. The Southern Partner must be able to pay for expenses incurred in its own country right from the very start, upon receipt of the first container. Northern Administration fees and international freight charges are payable for the second container and after (for more details, see 3.3).

## 3.1 Cost per bicycle and sustainability of Bicycle Project

To determine if the Bicycle Project is sustainable in the long term, its place in the bicycle market must first be assessed. Thus, the calculation of the cost per bicycle is essential, taking into account the following expenses:

### in the North:

- Administration fees (part of collection & managing of bicycles in Canada, positioning of container, documentation, packing materials, coordination): US\$2000,
- the cost of international shipment (a 40-foot highcube container, weighing 20,000 pounds); cost will vary according to the destination;

and in the South, the following expenses:

- duties, taxes and other fees (if any) to bring bicycles into the country,
- the cost of land transportation of the container (from the port to the Southern Partner's premises, and from there to local distribution points, if any),

- the cost of bicycle storage space (a minimum of 40 square meters, or about 400 square feet plus working area and space for the management of parts) (two to six months), including utilities (electricity, etc.),
- the cost of protection against theft during transportation and storage at various distribution points,
- the cost for installing a mechanic's workshop and shelves for the management of parts inventory,
- the cost of reassembling bicycles (reattaching pedals and repositioning seats and handlebars, see details at 4.) and minor repairs, prior to distribution,
- administrative costs (sales and invoicing, accounting, reports, communications).

Once these amounts are known, the cost per bicycle can be calculated (one container contains a minimum of 400 bicycles) and compared to the purchase price of a cheap new bicycle in the partner country. This calculation enables the Southern Partner to estimate if the Bicycle Project is sustainable. Partners should anticipate slightly higher expenses for first-time projects due to unforeseeable circumstances that may arise. The sale of bicycles should generate sufficient funds to cover the Southern Partner's management expenses related to the Bicycle Project plus a small surplus of 5 to 20% that may be invested in other programs/projects that benefit the local community.

### **3.2 Selling price and financial accessibility**

Sales prices of the bicycles are to be established, taking into account the costs of the Bicycle Project in the South AND ALSO the Northern Administration fees and international freight costs.

The selling price per bicycle must be reasonable and affordable for poor people. The selling price may be lower or higher than the calculated cost per bicycle, depending on the quality and condition of each bicycle. The maximum selling price of a bicycle should not normally be more than three times the calculated cost per bicycle. In a few rare exceptions (for very high-quality bicycles, tricycles, etc.), the selling price may be higher than this standard, in which case such bicycles are considered to "revenue-generating bicycles" whose higher value contributes to the overall financial health of the project.

For example: if the calculated cost per bicycle is \$US20, then:

20 % of the bicycles may be sold for between \$10 and \$20,

48 % of the bicycles may be sold for \$25, and

30 % of the bicycles may be sold between \$25, and \$60,

and in a few exceptional cases very high-quality bicycles may be sold for a maximum price.

Please note that besides bicycles, Southern Partners also receive a large quantity of bicycle parts and accessories that help raise income generated by container contents.

Furthermore, flexible payment plans (micro-credit) may be made available to accommodate a reasonable number of people (10-20% of bicycle purchasers) who wish to pay by installments after making a significant down payment. Southern Partners must take note, however, that too large a number of micro-credit arrangements will postpone the time when enough money is available to order a new shipment (for more details, see 3.3).

In some cases bicycles can be provided in exchange for goods or services (barter or volunteer work). Bicycles may also be given away for free (donated), however, in such cases, Southern Partners must be prepared to justify the reasons for such preferential treatment to Cycle North-South and to members of the community sponsoring the Bicycle Project.

### **3.3 Allocation of revenues and provisions for the next shipment**

When a new Southern Partner is selected and adopted by the Board of Directors, Cycle North-South then looks for a sponsoring foundation to pay for the packing and international freight costs (but

NOT customs duties or any other costs in the South) of the first container, and of the first container ONLY. Cycle North-South can usually find a sponsoring foundation but offers no promises or guarantees in this matter.

This normally provides the Southern Partner with a huge saving. Revenue generated by the sale of bicycles in the first shipment allows for the accumulation of sufficient funds to order a second shipment with advance payment of packing and international freight charges.

Revenue from bicycle sales goes first to cover local expenses for the Bicycle Project in the partner's country for the first container and then to accumulate funds required for the next shipment. Free packing and freight applies only to the first shipment. The Southern Partner must manage its operations rigorously to accumulate the money needed for the next container. Cycle North-South requires that a separate bank account be set up for this purpose.

In view of the significant amount of time and effort needed in both the North and the South in order to open a new bicycle distribution channel, the Bicycle Project must be developed as a long term activity that can be repeated for years to come.

### **3.4 Allocation of surpluses**

Past experience has shown that revenue from bicycle sales, even after covering local expenses and paying for the next container, often generates surpluses allowing the Southern Partner to provide financial support for parallel community activities. Cycle North-South does not want the Bicycle Project to become a major financial backer of parallel activities because this would put upward pressure on the selling price of bicycles. But it is normal for small surpluses to be reinvested in the community.

The Southern Partner must specify where any potential Bicycle Project surpluses are allocated, mentioning the nature of the community activity, the profile of the beneficiaries and the impact on the community.

## **4. LOGISTICS**

Bicycles shipped by Cycle North-South arrive in the following condition: the pedals are removed from each bicycle and attached to the frame, the handlebars are turned sideways, and the seats are lowered.

Cycle North South only accepts bicycles that are capable of being repaired. This means that many bicycles may require minor repairs or parts. Bicycles are packed in bulk on three layers in each container. Additional parts are usually squeezed between the bicycles. A specialized tool kit for bicycles is included with the first shipment.

Cycle North South encourages its partners to involve members of the community in setting up a bicycle sales and repair shop in order to create jobs that are directly linked to the bicycle project.

If Customs authorities require that a container be emptied for inspection and reloaded, it is important to observe while unloading how the bicycles are squeezed in and use the same method when reloading. It is difficult for inexperienced people to reload all that material in a container. It is possible that a certain surplus will remain and it would be wise to plan for this.

After the container has left a Canadian port, Cycle North-South receives and then forwards to its Southern Partner, by express mail, the following documents: the Bill of Lading, a pro-forma invoice (not payable to Cycle North-South, for customs and insurance purposes only) for a total amount of approx. 2500 US \$ (2000 US \$ for 400 bicycles and 500 US \$ for 500 parts, e.g.), and a Letter of donation stating the charitable or humanitarian nature of the transaction. The documents come in three copies and usually arrive within one week.

In its proposal, the Southern Partner must explain exactly how (who, where, how, etc.) various logistical aspects will be dealt with. These include:

- any exemption of customs, taxes and other fees for bringing bicycles, parts and accessories into the country,
- arrangements for land transportation from the port to the Southern Partner's premises and from there to local distribution points, if any,
- storage of the bicycles and working area set aside for repairs and sales,
- protection against theft during transportation and storage,
- capacity to display and manage the inventory of bicycle parts,
- arrangements for reassembling bicycles (reattaching pedals, repositioning seats and handlebars) and minor repairs if required, prior to distribution,
- administrative arrangements (sales and invoicing, accounting, etc),
- arrangements for other aspects of the Bicycle Project, if any: riding courses, initiation to mechanics, hiring and training of male and female mechanics, creation of cooperative mechanic shops, etc.

When logistical aspects require the involvement of another partner (example: the storage space will be provided free by the church), a letter of commitment must be supplied by the provider, describing its role or contribution.

## **5. INFORMATION AND COMMUNICATIONS**

Throughout the process, regular communications are essential for the smooth functioning and continuation of the project. Cycle North-South needs information for many reasons:

### **5.1 Statistics (for financial sponsors and for auditing purposes)**

Cycle North-South is a community organization that must also ensure its own financial survival to continue collecting bicycles, which involves plenty of work along with expenses related to its operations in the North. When seeking financial support from major sponsors or foundations, presenting the results of our work with statistics and sociological analysis gives Cycle North-South the credibility it needs to convince potential supporters of the relevance of its work and of its measurable positive impact.

This is why, for statistical and auditing purposes, the Southern Partner is required to fill in a copy of the form titled "Information on the acquisition of a bicycle" for each bicycle distributed. Cycle North-South supplies its partners with the necessary forms in triplicate with each shipment (see "Information on the acquisition of a bicycle" below). This form collects sociological information on the acquirer, the bicycle and the transaction.

This information is useful in analyzing the impact of the Bicycle Project. It also helps the Southern Partner keep in touch with its new cyclists and can be used to support long range goals such as bicycle advocacy. In addition, the document serves as a title of ownership for the acquirer.

### **5.2 Anecdotes and opinions (for our Bulletin distributed to the public)**

Twice a year Cycle North-South publishes a Bulletin intended for donors and the general public. The Bulletin explains the tangible changes and the improved quality of life for families resulting from acquisition of a bicycle. These realities are often unfamiliar to people in northern countries and it is not our

role to invent any of them - information published in the Bulletin must be based on true situations and facts.

Cycle North-South can use anecdotes, stories and testimonies as well as photographic material to illustrate stories such as: "How my bicycle changed my life"; these stories can mention typical use of the bicycle, the time and money saved, increased revenues, improved health and general satisfaction, as well as problems, maintenance costs, etc. Southern Partners are asked to supply Cycle North-South with texts and photos for these purposes.

### **5.3 Evaluation and recommendations (to improve our operations)**

Regular communication enables Cycle North-South to understand the strengths and weaknesses of its operations and to make improvements when necessary.

## **6. REQUIRED REPORTS**

Southern Partners agree to follow-up on the arrival of a container by providing Cycle North South with the following details in a timely manner:

### Follow-up steps:

6.a. (Via e-mail or fax) Within 5 days following delivery of the container at the port of arrival, please confirm date of arrival of container at port and mention any customs problems or fees.

6.b. (Via e-mail or fax) Within 2 weeks following unpacking of the container, please send a detailed report of inventory of the contents (bicycles and parts) and assessment of the condition of the bicycles.

### Container report:

6.c (Via e-mail or fax and regular mail). Within 6 months following arrival of the container or prior to shipment by CNS of another container, whichever comes first, the Southern Partner is required to supply Cycle North-South with a report on the contents of the container received, covering Financial and Narrative aspects.\*

6.d (Via e-mail or fax and regular mail). Southern Partners must also provide their Annual Report every year.

The Southern Partner is required to ensure safe storage of the completed yellow copies of the form titled "Information on the acquisition of a bicycle", accounting registers, ledgers and books for a period of four years. These documents must be made available on reasonably short notice for auditing purposes.

\* The details to be included in this report are outlined in the Agreement signed with Cycle North-South.

## **7. HOW TO SUBMIT A PROPOSAL**

Please follow carefully the steps described below.

### **7.1 Eligibility of your organization and availability of bicycles in the short term**

To avoid wasting time, first check if your organization is eligible by completing the "Eligibility of a Southern Partner" questionnaire below and sending it by e-mail to Cycle North-South. We'll let you know if there's any possibility bicycles will become available to new partners in the coming season. Please ensure that your e-mail address appears in ALL electronic correspondence with Cycle North-South. **DO NOT SEND REGULAR POSTAL MAIL ITEMS** before step 7.3.

### **7.2 Pre-Qualification: Cost per bicycle and sustainability of the project**

Once your eligibility and the availability of bicycles are established, gather the information listed in section 3.1. Then calculate the cost per bicycle and see how it compares to the cost of a cheap new bicycle in your area, and assess the sustainability of a Bicycle Project in your area. At this time, you must also obtain a mandate from your Board of Directors to go ahead with the Bicycle Project.

Once the sustainability of the Bicycle Project in your area has been established, submit your preliminary plans by e-mail to Cycle North South by answering the questions in "Pre-Qualification for a Bicycle Project in the South" below. To facilitate our analysis, please carefully answer the questions in sequence, by number. If, after analysis, we ask for details, please include any additions or changes in the same "Pre-Qualification", form indicating "revised version". We will then destroy the previous version. Your "Pre-Qualification" will then be submitted to our Board of Directors, which meets approximately six times per year. **DO NOT SEND REGULAR POSTAL MAIL ITEMS** before step 7.3.

### **7.3 Formal Project (complete documents)**

If our Board of Directors accepts your Pre-Qualification, Cycle North-South will ask you to submit a Formal Application (see "Formal Application" form below), which is a regular postal mail of your official documents, letters of support and of commitment of your contributors, a signed copy of our Agreement of Partnership, an official resolution by your Board of Directors, and the date you anticipate your Bicycle Project will begin operations. Be aware that your project is officially approved only when all the required documents have been submitted and approved by our Board of Directors.



**ELIGIBILITY OF A SOUTHERN PARTNER  
for a Bicycle Project in the South**

**1. IDENTIFICATION OF THE SOUTHERN PARTNER**

Please answer by e-mail. Do NOT mail anything by regular mail.

- 1.a Complete name of the Southern Partner candidate  
Complete mailing address  
Telephone, fax  
E-mail  
Contact person(s) and their addresses, telephone, fax, e-mail (please include a female spokesperson)  
Name of the closest or preferred ocean port of entry (city and country)
- 1.b Legal status (NGO, cooperative association, public, semi-public)  
Statement of your Mission as found in your Charter  
Year organization was legally incorporated  
Date of most recent general meeting  
Date of most recent Annual Report  
Date of most recent Financial Statements  
Number of Board of Directors' meetings per year
- 1.c Areas of activity (indicate regular services rendered in the community)  
Statement of your non-discriminatory principles (ethnic, religious, political, or other)  
Description of one or two achievements in the last two years where your organization demonstrated financial and logistical management abilities, and a detailed description of the role your organization played in these achievements  
Illustration of the financial aspects of above-stated achievements
- 1.d Description of main sources of revenue, including the name of foundations, government ministries, etc.
- |     |   |                     |
|-----|---|---------------------|
| 1.e | Number of directors on the Board of Directors | percentage of women |
|     | Number of paid staff                          | percentage of women |
|     | Number of members in your organization        | percentage of women |
|     | Number of volunteers in your organization     | percentage of women |

**2. BRIEF OVERVIEW OF BICYCLE PROJECT**

- 2.a Name of the networks and groups the Southern Partner has worked with over the last three years (if acronyms are used, please spell in full the groups name)  
Name of the groups from which you intend to ask a letter of support  
Are you already in contact with Northern Partners to obtain bicycles? If yes, which group?
- 2.b Philosophy: please write at least one phrase about the following matters:
- Vision of how bicycles can improve families' lives in your community
  - Vision of the role of women in your Bicycle Project
  - Explain how you'll manage the Bicycle Project in a democratic way
- 2.c Which group/s will you target and what means will you use to publicize the availability of bicycles?  
Estimated percentage of women among future acquirers  
Estimated percentage of future acquirers from rural areas  
Estimated percentage of future acquirers from urban areas
- 2.d Estimate of the expected use for the bicycles to be distributed:

- % work tools (commercial, occupation, work in the fields, domestic)
- % personal vehicle (school, health centre, place of worship, visits, ...)
- % recreation/sports
- 100% Total

2.e Estimated number of potential bicycle acquirers in the targeted area  
Forecast of the number of containers the Southern Partner expects to distribute in the coming five years

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## PRE-QUALIFICATION for a Bicycle Project in the South

The Pre-Qualification is actually a mini-business plan which ensures that you have taken into account all the important aspects of your Bicycle Project, established your operating plan, and that your agreements with your partners are clearly stated and reliable. Please make sure you answer all questions.

### 3. IDENTIFICATION OF THE ORGANIZATION

- 3.a Complete name of the Southern Partner candidate  
Physical address of your warehouse, geographical location with respect to a well-known city
- 3.b Scope (local, regional, national, international), name of your geographical zone of influence  
List of names of the directors on the Board of Directors and their e-mails
- 3.c Philosophy: please elaborate on the statements submitted in the Eligibility form, by writing at least one PARAGRAPH about the following matters. This text will eventually be used when presenting your organization, in your own words, in a coming bulletin of Cycle North-South.
- Vision of how bicycles can improve families' lives in your community
  - Vision of the role of women in your Bicycle Project
  - Explain how you'll manage the Bicycle Project in a democratic way

### 4. BICYCLE DISTRIBUTION POLICY

- 4.a Name of targeted towns and villages, distance from your main warehouse  
Topography (flat or mountainous)  
(Mountainous regions: please contact us for more details)  
Number of inhabitants of the targeted towns or villages  
Main local economic activity  
Average income (per day, week, month or year)
- 4.b Measures taken to favour women and girls in the distribution and use of bicycles  
Measures taken to set up a promotional campaign increasing the use of bicycles among women and girls
- 4.c Estimate of the distances (please indicate: daily or weekly) currently travelled daily or weekly by future acquirers

### 5. FINANCIAL ASPECTS

- 5.a Calculation of cost per bicycle (please give details) (in local currencies):  
cost of Northern Administration fees (US\$2,000)  
cost of international freight (varies according to destination)  
customs, taxes, other fees, if any  
cost of land transportation from the port to your premises and from there to your local distribution points, if any  
cost of storage and utilities (electricity, etc.) (2 to 6 months)  
cost of anti-theft insurance or surveillance during transportation and storage  
cost of installing a workspace (shelves, sorting of parts, etc.)  
cost of reassembling bicycles (mechanical work, about 15 minutes per bicycle)  
administrative costs (sales, invoicing, accounting, reports, communications)  
TOTAL cost for one container

- Total divided by the number of bicycles (at least 400 bicycles per container) = cost per bicycle, in local currency  
 Calculated cost per bicycle, in U.S. dollars, \_\_\_\_\_ conversion rate: \_\_\_\_\_  
 Price of a low-end (cheap) new bicycle on the local market  
 Comments on the financial sustainability of the Bicycle Project in your area  
 When will your organization have on hand the money required to receive a first container (all above costs, Northern Administration fees and international freight)?
- 5.b Estimate of the retail selling price of the bicycles to be distributed (minimum, maximum)
- 5.c Estimated percentage of bicycles to be sold,  
 Availability of micro-credit? Requested down payment: \_\_\_\_\_%  
 Estimated percentage of bicycles to be exchanged (barter, volunteer work)  
 Estimated percentage of bicycles to be donated (to whom and why?)
- 5.d Parallel activity/activities to be financed with potential surpluses from the Bicycle Project  
 Profile of the beneficiaries  
 Benefits for the community

## 6. LOGISTICS

- Please describe who will take charge of the following logistical tasks, where, how, etc. If another organization is involved (e.g. the warehouse will be provide by the church), indicate the name of the said organization, and the terms of the agreement.
- 6.a Results of the steps taken to obtain exemption from customs, taxes and other fees for importing bicycles, parts and accessories
- 6.b Provision for land transportation from the ocean port of entry to your premises and from there to local distribution points, if any
- 6.c Surface area and location of the bicycle warehouse
- 6.d Measures taken to protect bicycles against theft during transportation and storage
- 6.e Preliminary plans to display and manage an inventory of parts
- 6.f Humanpower for reassembling bicycles (reattaching pedals, repositioning seats and handlebars) and minor repair if any, prior to distribution
- 6.g Humanpower for sales, invoicing, accounting, reports, communications
- 6.h Arrangements for complementary activities, if any: initiation to cycling, initiation to bicycle mechanics, hiring and training of male and female mechanics, promotional campaigns, etc.
- 6.i Statement about how often you plan to communicate with Cycle North South about he Bicycle Project

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## **FORMAL APPLICATION for a Bicycle Project in the South**

This step must be completed only after confirmation by Cycle North-South that your Pre-Qualification project has been officially approved by our Board of Directors.

### **7. LETTERS OF SUPPORT AND LETTERS OF COMMITMENT**

Letters of support and letters of commitment are extremely important for establishing the credibility of your organization and its reputation in your community. These letters must show the address, telephone, and, if possible, e-mail address of the signee, so that we can verify information about your organization.

Letters of support are a declaration of recognition by the signee concerning the nature of your organization, an appreciation of the services it renders in the community, and an assessment of your organization's potential to operate a Bicycle Project. Letters of support can come from other community organizations, organizations involved in international cooperation, or local government agencies. Letters from international foundations are particularly appropriate.

You may also want to include other information demonstrating your organization's reputation such as: newspaper clippings, (please include the coordinates of the editor of the newspaper).

A letter of commitment is necessary when another organization is logistically involved in the Bicycle Project, and the letter must describe the terms of your mutual agreement.

### **8. AGREEMENT OF NORTH-SOUTH PARTNERSHIP**

A representative from Cycle North-South will e-mail a copy of our Agreement Concerning a North-South Partnership to be submitted to your Board of Directors for discussion and approval.

### **9. COMMITMENT OF YOUR BOARD OF DIRECTORS**

Submit to your Board of Directors a proposal to be signed by 50% plus one members of the Board of Directors, which:

- Adopts the Bicycle Project proposal, its various sections, and the resulting expenses,
- Pledges to act accordingly and to assume any deficit generated by this activity,
- Pledges to produce the requested reports in a timely manner and to make registers and documents available to Cycle North-South upon request,
- Adopts the terms of the Agreement of Partnership between Cycle North-South and your organization and indicates who is the authorized signee,
- Makes available the necessary amount for the expenses relative to the receipt of the first container,
- Requests the opening of a separate bank account for the Bicycle Project and designates the authorized signees.

### **10. POSTAL MAILING**

In one complete postal mailing, send us:

- Your organization's legal incorporation certificate (copy)
- Your organization's internal regulations
- Your most recent Annual Report
- Your most recent audited Financial Statements, signed by officers, with description of main sources of income

- Bulletins, newsletters, brochures, publications from your organization
- Letters of support
- Letters of commitment (if needed)
- Agreement of Partnership between Cycle North-south and your organization (one copy signed, and with your organization's seal,
- Resolution of your Board of Directors, with signature of the President or Secretary, with the seal
- Photos of your group or its activities, if possible (to introduce your group in our bulletin),
- Date commencement of operations (date your organization anticipates it will have on hand the money it needs to receive its first container).

## COLLABORATION PROGRAM FOR NON-MOTORIZED MOBILITY

**INFORMATION ON THE ACQUISITION OF A BICYCLE  
ACQUIRER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town / Village: \_\_\_\_\_

Sex: Female Male Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Head of family: Yes No

If not, occupation of head of family: \_\_\_\_\_

Number of persons in the family: \_\_\_\_\_

How did you learn of the availability of bicycles: \_\_\_\_\_

Expected use of the bicycle (describe: as a work tool, or to go to work, school, market, etc.)

1. Primary use: \_\_\_\_\_ kilometers per week: \_\_\_\_\_

2. Secondary use: \_\_\_\_\_ kilometers per week: \_\_\_\_\_

3. Tertiary use: \_\_\_\_\_ kilometers per week: \_\_\_\_\_

4. Other use: \_\_\_\_\_ kilometers per week: \_\_\_\_\_

**BICYCLE**

Brand / model: \_\_\_\_\_ Serial number: \_\_\_\_\_

Color: \_\_\_\_\_ Size of tires: \_\_\_\_\_ x \_\_\_\_\_

Number of speeds: \_\_\_\_\_ Accessories included: \_\_\_\_\_

**TRANSACTION**

oSale: at what price:

Initial Payment: \_\_\_\_\_ Instalments: \_\_\_\_\_

oExchange: for what goods / services:

oDonation: program / reason bicycle was given free of charge

Signature of acquirer: \_\_\_\_\_ Date: \_\_\_\_\_

WHITE copy for Cycle North-South, YELLOW copy for Southern Partner, PINK copy for the acquirer.

Southern Partner \_\_\_\_\_

Town: \_\_\_\_\_

Country: \_\_\_\_\_

Please return the WHITE copy to  
**CYCLE NORTH-SOUTH**  
P.O. Box 1242 Place du Parc Stn.  
Montreal (Quebec) H2X 4A7  
Canada