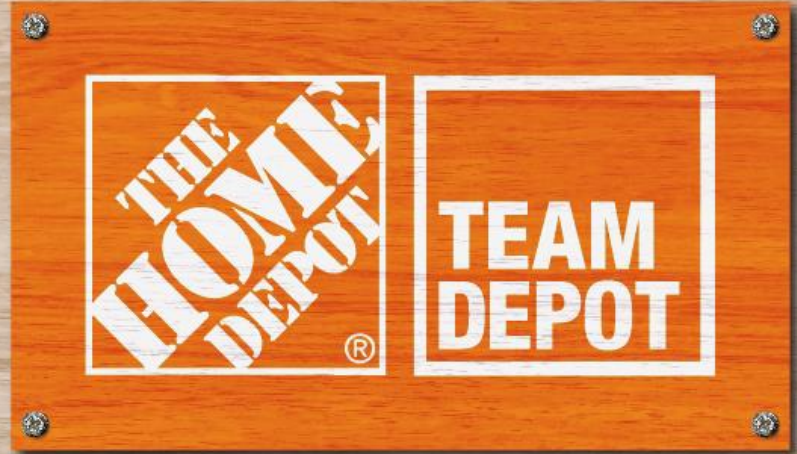


How to Apply for A Team Depot Grant

Courtney Smith
Sean Vissar
Ryan Braddy





PROCESS OVERVIEW

- 1 •Work with a nonprofit partner
- 2 •Complete the Partner Form and do a materials list as a store quote
- 3 •Follow the instructions to have your nonprofit submit online
- 4 •Nonprofit submits online
- 5 •Team Depot staff reviews the request, then notifies nonprofit AND store of the grant decision
- 6 •Team Depot staff notifies nonprofit AND store of the grant decision
- 7 •Nonprofit signs the grant agreement and returns to Team Depot
- 8 •Team Depot sends gift cards to nonprofit
- 9 •Store and nonprofit complete the project
- 10 •Send 4 pictures and 2 sentences describing the project to TeamDepotPR@homedepot.com



CAPTAINS' RESPONSIBILITIES

Team Depot Captain's Responsibilities

- Conduct project site visit with your nonprofit partner
- Build a comprehensive Store Quote
- Complete the Team Depot Project Funding Request Form in its entirety
- Email to the Nonprofit a "PDF" of your completed Request Form and Store Quote





NONPROFIT'S RESPONSIBILITIES

Nonprofit's Responsibilities

- Review the Team Depot Project Funding Request Form and Store Quote
- Gather electronic versions of required documents listed on the Request Form
- Apply for a Team Depot Grant at www.homedepotfoundation.org/page/teamdepotapplication

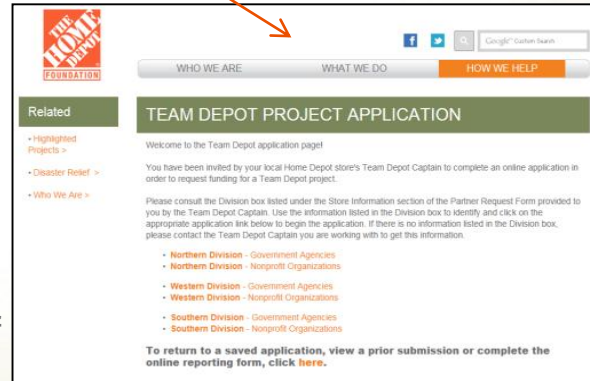




LET'S GET DETAILED

Nonprofit Applies for a Team Depot Grant

- Using your **Team Depot Project Request Form** the Nonprofit must:
 - Go to www.homedepotfoundation.org/page/teamdepotapplication
 - Link to the **Division** indicated on your Team Depot Project Request Form
 - Log-in with their email address and password
 - Enter their IRS EIN (tax-exempt) number
 - Complete the Eligibility Quiz
 - Complete the Team Depot Grant application
 - Then HIT submit. Nonprofit will receive email confirmation if successfully submitted





LET'S GET REALLY DETAILED

Your Division Foundation Field Team will:

- Review the grant application and required documents to approve, adjust, or decline
- Generate a **Team Depot Grant Agreement**
- Send email notification with grant agreement to nonprofit (cc: TDC, DCC, RCC, SM, & DM)
- Release donation gift card to the nonprofit after receipt of the signed grant agreement

2455 Paces Ferry Road NW • Atlanta, Georgia 30339



Grant Agreement
Grant Number: 201500450

Grantee: HandsOn Greater Phoenix
Project Title: Roger Moore
Grant Amount: \$3,500
Date: 4/27/2015

In support of charitable purposes for the above referenced project, Team Depot Spring Into Service by transforming the current "blank slate" backyard space for Vietnam and Desert Storm Army veteran Roger Moore and his wife. The project includes the expansion of their driveway by 7'; plant 15 trees and shrubs; spread 20 tons of rock; lay down artificial turf; add 100 sq ft of pavers; and give them a new weber charcoal grill to replace his 50 year old weber.

1. Payments received by the Grantee from The Home Depot Foundation (THDF) may be expended only for the purposes outlined in the approved scope of work, subject to any special conditions itemized below. No other uses are authorized without the express, written consent of The Home Depot Foundation.
2. The agreement shall be effective 4/27/2015 and will be completed no later than 10/27/2015.



SAFETY AND SCOPE MATTER

Volunteer-Friendly Team Depot Projects

•1 Day Project (4 – 6 hours). Prep Days may be required

- ✓ Moderate/Minor Critical Repairs
- ✓ Home Safety & Health Issues
- ✓ Weatherization
- ✓ Energy-Efficiencies
- ✓ Accessibility Modifications
- ✓ Outdoor Space Improvements
- ✓ Beautifications/Enhancements

Not Qualified Team Depot Projects

•Work requiring contractors or Structural Changes

- Roofing, Electrical, Plumbing or HVAC
- Removal or disposal of mold, asbestos or other hazardous materials
- Rental properties
- Any project requiring permits or licenses
- Properties requiring approval from homeowner associations or property restrictions
- Product donations only (e.g., appliances, tools, lawn mowers, heaters, air conditioners, etc.)
- Any structure not permanently affixed (e.g. manufactured homes, mobile homes, trailers) to the ground (Projects involving building wheelchair ramps, landscaping, gardening and outdoor living spaces are okay)



Home Depot Services can help address critical repairs

that are not Team Depot volunteer- friendly projects:

- ✓ HVAC roofing, electrical, plumbing in your Team Depot Project
- ✓ Team Depot Grant can provide up to 30% of the total cost of the project for Services.
- ✓ 70% of the overall project must involve Team Depot volunteer work.
- ✓ Paid for with donation gift cards.
- ✓ Services must be completed before or after your Team Depot Project Day.



STAYING ON TRACK

Team Depot Veteran Focus Project Budget Guideline				
Grant Request	\$3,500	\$8,500	\$12,000	\$25,000
Store Engagement	Single Store	Multi-Store or District	Multi-Store or District	District
# of Team Depot Volunteers	10	25	35	75

- Projects > \$20,000: Your Regional Captain buy-in

Non-Veteran Team Depot Project Budget Limit is \$2,000



GET FUNDED

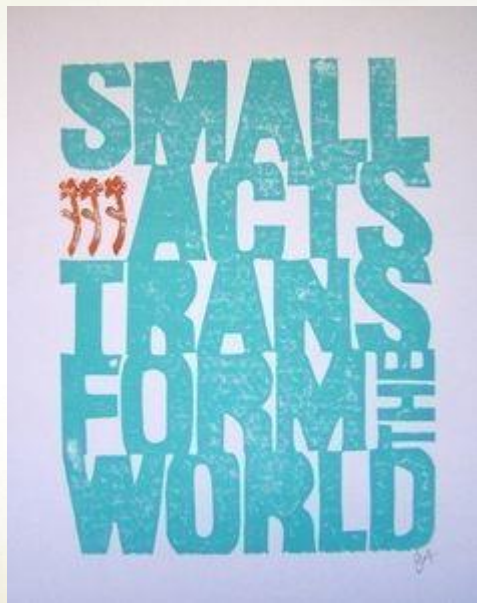
Key Takeaways

- **Team Depot Captain and Nonprofit** have specific responsibilities to request funding for Team Depot projects
- **Missing information or documents** will cause a delay or decline
- Identify a project date at a minimum **4-weeks out**
- Team Depot projects should be **volunteer-friendly**, one day (4-6 hours), and creates a meaningful transformation





DON'T BE A STRANGER



Talk to us!

- Join us and other Captains on the Warehouse – just search for “Team Depot”
- Follow us on Facebook (search “TeamDepot) and @TeamDepot on Twitter or Instagram!
- Email Team_Depot@homedepot.com and we will get right back to you
- Talk to TeamDepotPR@homedepot.com about your project and share photos