Welcome
How to Apply for a Team Depot Grant

The Foundation Field Team
The Home Depot Foundation and Team Depot

- The Home Depot Foundation’s mission is to improve the homes and lives of U.S. military veterans and their families.
- Since 2011, 41,000 veteran homes & facilities have been improved with 4,000 cities impacted and more than $250 million dollars invested.
- Partner with local nonprofit organizations to make a difference in our communities.
- Team Depot Captains lead the charge in connecting associates and the community.
Click here to register for the call
The Team Depot Toolbox

- Quick resource guide to get everything you need Team Depot!
- [www.thd.co/teamdepot](http://www.thd.co/teamdepot)
- The TD Toolbox lives on The Homer Fund website under the Team Depot button
- Resources include:
  - Captain Directory
  - Community Captain Calendar
  - Store Sponsored Projects
  - Project Funding Request Forms
  - Learning Call slides
  - Program contacts
    - Division, PR, Disaster, National
  - And more
The Team Depot Toolbox

- A quick-step guide to applying for a Team Depot grant!

- Resources include:
  - Team Depot Grant Process
  - Community Partner Guide
  - How to plan a project
  - The Project Playbook
  - Talking Team Depot (PR)
  - Disaster Guide

- 2019 Regional Huddle Resources
In 2018, Team Depot introduced the Post Project Summary, a means to record projects completed without any funding from The Home Depot Foundation (THDF).

- The Store Sponsored Projects REPLACES the Post Project Summary
- Lives on the Team Depot Toolbox
  - www.thd.co/teamdepot
- Include projects that:
  - Take place off-site
    - Kid Workshops, Community events etc.
  - Not part of normal job
  - Required no THDF funding
  - Has at least 5 Team Depot volunteers
- Projects count towards Regional goals
- Email Division Manager to update volunteer numbers (for Foundation funded projects only)
Store Sponsored Projects

- The link is set-up like a Team Depot grant

- Eligibility questions qualify your project before submission
  - If it does not qualify, it’s not considered a Store Sponsored, therefore you will not be able to submit the project

- Once you submit the project, you will receive a confirmation email and the project will be pulled into reporting
Community Captain Directory

- Use this link to look up Regional or District Captain info
  - Community Captain Directory
- Add a New Captain OR Update Current Captain Info
  - For all NEW captains that didn’t register at the beginning of the year
  - Need to update Captain Existing Info (change of phone or email etc.)
Community Captain Directory

- This is a great tool to identify your peers within the district and recruit volunteers outside of your store for upcoming projects. District captains will also use this information to schedule a Community Captain Huddle (i.e. training meeting) for all store captains in your district.

<table>
<thead>
<tr>
<th>Captain's Name</th>
<th>Captain's Title</th>
<th>Captain's Email</th>
<th>Captain's Phone #</th>
<th>Shirt Size</th>
<th>Community Captain Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Saniga</td>
<td>District Manager</td>
<td><a href="mailto:Bob_Saniga@homedepot.com">Bob_Saniga@homedepot.com</a></td>
<td>(616) 881-6952</td>
<td>L</td>
<td>5+ years</td>
</tr>
<tr>
<td>Paul Kassab</td>
<td>Store Manager</td>
<td><a href="mailto:paul_kassab@homedepot.com">paul_kassab@homedepot.com</a></td>
<td>(810) 399-4553</td>
<td>2X</td>
<td>1 year</td>
</tr>
<tr>
<td>Jim Webber</td>
<td>ASM</td>
<td><a href="mailto:asm_2702@homedepot.com">asm_2702@homedepot.com</a></td>
<td>(248) 250-4496</td>
<td>M</td>
<td>This is my first year</td>
</tr>
<tr>
<td>Elizabeth Crossman</td>
<td>Dept Supervisor</td>
<td><a href="mailto:teamdepotcaptain2705@gmail.com">teamdepotcaptain2705@gmail.com</a></td>
<td>(313) 402-5994</td>
<td>M</td>
<td>1 year</td>
</tr>
<tr>
<td>Harry Penczak</td>
<td>Dept Supervisor</td>
<td><a href="mailto:hjp321@gmail.com">hjp321@gmail.com</a></td>
<td>(586) 569-1967</td>
<td>2X</td>
<td>2 years</td>
</tr>
<tr>
<td>Geriann Bettcher</td>
<td>Associate</td>
<td>teamdepotcaptain2708 <a href="mailto:_@gmail.com">_@gmail.com</a></td>
<td>(586) 219-0088</td>
<td>M</td>
<td>4 years</td>
</tr>
<tr>
<td>Katie Sorgani</td>
<td>ASM</td>
<td><a href="mailto:katie_a_sorgani@homedepot.com">katie_a_sorgani@homedepot.com</a></td>
<td>(313) 245-5216</td>
<td>L</td>
<td>This is my first year</td>
</tr>
<tr>
<td>Barry Stevenson</td>
<td>ASM</td>
<td><a href="mailto:barry_stevenson@homedepot.com">barry_stevenson@homedepot.com</a></td>
<td>(586) 945-8506</td>
<td>2X</td>
<td>This is my first year</td>
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<tr>
<td>Adam Smith</td>
<td>Dept Supervisor</td>
<td><a href="mailto:ProDS_2734@homedepot.com">ProDS_2734@homedepot.com</a></td>
<td>(586) 556-1219</td>
<td>L</td>
<td>2 years</td>
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<tr>
<td>Matthew Nahtygal</td>
<td>ASM</td>
<td><a href="mailto:asm_2740@homedepot.com">asm_2740@homedepot.com</a></td>
<td>(586) 651-2609</td>
<td>L</td>
<td>1 year</td>
</tr>
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</table>
Spring Into Service (SIS) 2019

- **March 20th – May – 31st**
- This poster will arrive in stores with the March communication kits
- The campaign will focus on 1st time volunteers
  - New hires or seasoned associates who have never volunteered
- Swag kit for every project
- Hashtags:
  - #SPRINGINTOSERVICE
  - #CHOOSETOSERVE
- SIS First-Time Volunteer
  - 1 District from each Division with highest percentage of 1st time vols will receive $10,000 to a nonprofit of their choice
- To enter:
  - Send photo of volunteer waiver to: team_depot@homedepot.com before 6/7
Captain’s Responsibilities

- Team Depot Captain’s Responsibilities
- Conduct project site visit with your nonprofit partner
- Build a comprehensive Store Quote
- Partner with nonprofit to 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
# 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
  - Projects that benefit current Home Depot associates or their immediate family members are not allowed
  - 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)*
Nonprofit’s Responsibilities

- Complete the Team Depot Project Funding Request Form w/Store and review Store Quote
- Gather electronic versions of required documents listed on the Request Form
  - Proof of insurance declaration page
  - IRS tax status document (or W-9 form for government agencies or school districts)
- Apply for a Team Depot Grant at https://corporate.homedepot.com/team-depot-project-application
What Are the Required Documents?

### Team Depot Captain
- **Team Depot Project Funding Request Form**
- **Store Quote**
- **IRS Tax Determination Document** (IRS Letter, W-9, or 990)
- **General Liability Insurance**

### Nonprofit Organization
- **STARTS with YOU!**
- **Store, hd.com, or Special Services Quote**
- **Fund only Federal 501(c) nonprofits**
- **Document must show 9-digit EIN Tax #**
- **Must provide coverage of volunteer safety on project site.**
Nonprofit Applies for a Team Depot Grant

- Using your Team Depot Project Request Form the Nonprofit must:
  - Go to https://corporate.homedepot.com/team-depot-project-application
  - Link to the Division indicated on your Team Depot Project Request Form
  - Log-in with their email address and password
  - Enter their Federal IRS EIN number
  - Complete the Eligibility Quiz
  - Complete the Team Depot Grant application
  - Then hit submit. Nonprofit will receive email confirmation if successfully submitted
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 notifies nonprofit AND store of the grant decision
6. Nonprofit signs the grant agreement and returns to Team Depot
7. Team Depot sends e-gift cards to nonprofit
8. Store and nonprofit complete the project
9. If your project was Store Sponsored (non-grant funded), please complete Store Sponsored link on THD.CO/Teamdepot
### Team Depot Veteran Focus Project Budget Guideline

<table>
<thead>
<tr>
<th>Grant Request</th>
<th>$3,000</th>
<th>$7,500</th>
<th>$10,500</th>
<th>$22,500</th>
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</thead>
<tbody>
<tr>
<td>Store Engagement</td>
<td>Single Store</td>
<td>Multi-Store or District</td>
<td>Multi-Store or District</td>
<td>District</td>
</tr>
<tr>
<td># of Team Depot Volunteers</td>
<td>10</td>
<td>25</td>
<td>35</td>
<td>75</td>
</tr>
</tbody>
</table>

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

**Non-Veteran Team Depot Project Budget Limit is $2,000**
Click here to register for the call
Successfully Funded Projects

Key Takeaways

- **Team Depot Captain and Nonprofit partner** fulfill their 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 **6-8 weeks out** to account for grant review and store sign-up.

- Team Depot projects should be **volunteer-friendly**, one day (4-6 hours), and create a meaningful transformation.
The Homer Fund – Celebrates 20 Years of Giving

The Homer Fund Campaign
- February 15th – April 15

Contact Information
- Website: THDHomerFund.org
- Phone: 770-384-2611
- Email: Homer_Fund@homedepot.com
Talk to us!

- National Volunteer Week April 7th – 14th, 2019
- We need at least one social savvy associate volunteer from each region to take the lead in submitting content from each project
- Think of public relations as an extension of your team
- Follow Team Depot on Facebook, Instagram, Twitter and Snapchat
- Engage @TeamDepot, #CHOOSETOSERVE, #SPRINGINTOSERVICE
- Share photos and projects with TeamDepotPR@homedepot.com