



Team Depot Captains – Below is an email Template that can be used to invite your nonprofit partner to complete a Team Depot grant application. It includes instructions and tips on applying successfully

Email Template:

Dear Community Partner,

Thank you for collaborating with our local Home Depot store to propose completion of a project benefiting our community. To apply Team Depot Grant funding from The Home Depot Foundation on behalf of your Store partner #_____ and _____ your Team Depot Captain please review the attached project-funding request form and complete the following steps:

1. Click (Ctrl + Click to follow link) on the appropriate link below applicable to your organization below to start a new **Type in Division (Northern Southern or Western)** Division application:

<https://corporate.homedepot.com/team-depot-project-application>

2. Prior to starting an application an eligibility quiz must be successfully passed. If you do not pass the quiz, you will be asked to contact your Team Depot Captain for assistance.
3. Use the Team Depot Funding Request Form and Store Quote to help you complete the application.
4. Ensure you have the following documents saved in as an electronic file (pdf or jpeg)
(These items need to be uploaded as attachments A, B, C & D in the dropdown menu):
 - A. Team Depot Funding Request Form (Completed by Team Depot Captain - Attached)
 - B. Store Quote (Customer Order generated from a Home Depot store and any service provider quotes - Attached)
 - C. IRS Determination Letter 501 (c) listing your 9 digit Federal Tax ID Number
or W9 form if you are a Government Municipality or Agency (School, Parks Dept., Police, Fire etc.)
 - D. Proof of Insurance –Declaration Page of **current** Liability Insurance of the property where the project will take place. (**Expired Insurance will cause an automatic decline of the application**)
Government Agencies and Municipalities may submit an authorized letter signed by an appropriate staff member in the case of self-insured entities.

Please keep in mind grant application processing can take up to 4 weeks. Please ensure your requested project date is advanced enough to allow processing time. Please complete the application in its entirety, upload all required documents, double check that your insurance documents are current. Be as accurate as possible giving all the details of the project scope and beneficiary of the project. Applications are highly competitive, funding is not guaranteed and we want to ensure that our store is able to partner effectively with you to assist our community.

Don't hesitate to contact our store's Team Depot Captain with any questions.

Thank you,

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