

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, 46,000 veteran homes & facilities have been improved with 4,500 cities impacted and more than **\$330 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



The Team Depot Toolbox



STORE SPONSORED
PROJECTS

CAPTAIN DIRECTORY

ADD NEW CAPTAIN /
UPDATE CAPTAIN INFO



- ▶ Team Depot Toolbox
- ▶ Team Depot Grant Process
- ▶ Team Depot Training
- ▶ Team Depot Learning Calls
- ▶ Disaster
- ▶ Public Relations & Media
- ▶ Community Partners
- ▶ Plan a Project
- ▶ Foundation Partners



LET'S GET READY TO HUDDLE!

The Foundation Field Team is on it's way to you! We are always excited for the opportunity to have meaningful and impacting, face-to-face conversation with our amazing Team Depot captains in the field. And as a result, we've seen the Team Depot program grow!

Great work captains and we look forward to seeing you soon.



PLAN YOUR TEAM DEPOT PROJECT!

How do you plan for a great Team Depot project? The Team Depot Toolbox remains a resource to help you do just that! Be sure to take some time to explore the website for quick and easy access to what you need. For more details on project planning, click [here!](#)



[Thd.co/TeamDepot](https://thd.co/TeamDepot) - resource to find all things TeamDepot!



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 • Team Depot sends e-gift cards to nonprofit
- 7 • Store and nonprofit complete the project
- 8 • If your project was Store Sponsored (non-grant funded), please complete Store Sponsored link on THD.CO/Teamdepot



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



Nonprofit's Responsibilities



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 Nonprofit Organization

Team Depot Project Funding Request Form

STORE AND NONPROFIT INSTRUCTIONS TO REQUEST A GRANT

FOR TEAM DEPOT CAPTAIN ONLY

- Complete project site visit with your nonprofit partner.
- Complete the Team Depot Project Funding Request Form.
- Check the form is complete, send complete Team Depot Project Request and Store Quote by your nonprofit partner.
- Using the Team Depot Project Funding Request and Store Quote, drop your application using the following link: www.teamdepotfoundation.org

FOR NONPROFIT PARTNER ONLY

- Ensure you have electronic versions of the following documents:
 - Team Depot Project Funding Request completed and provided by Team Depot Captain.
 - Store Quote provided by Team Depot Captain.
 - IRS Determination Letter, Federal 501(c)(3), W9, or Form 990 (document must show a digit for each number for your specific organization and a parent organization).
 - Proof of General Liability Insurance (coverage of volunteer's safety on project site).
- Using the Team Depot Project Funding Request and Store Quote, drop your application using the following link: www.teamdepotfoundation.org

STORE INFORMATION

Store # _____ Region _____ District # _____ Store # _____
 Store Manager _____ District Manager _____
 Team Depot District Captain _____ Team Depot Store Captain _____
 Store address (mailing store) _____ City _____ State _____ Zip _____

Requester's name, position & store sign _____
 Team Depot Captain? Yes No Phone number _____
 Requester's email address _____
 Requester's funding amount & project start date _____

Store Quote

QUOTE No. 0592-415770

QUOTE

CUSTOMER PICKUP #1

| ITEM # | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|--------|-------------|-----|------------|-------------|
| 100 | 100 | 100 | 100 | 10000 |
| 101 | 101 | 101 | 101 | 10100 |
| 102 | 102 | 102 | 102 | 10200 |
| 103 | 103 | 103 | 103 | 10300 |
| 104 | 104 | 104 | 104 | 10400 |
| 105 | 105 | 105 | 105 | 10500 |
| 106 | 106 | 106 | 106 | 10600 |
| 107 | 107 | 107 | 107 | 10700 |
| 108 | 108 | 108 | 108 | 10800 |
| 109 | 109 | 109 | 109 | 10900 |
| 110 | 110 | 110 | 110 | 11000 |

SPECIAL SERVICES CUSTOMER INVOICE

REPRINT

INSTALLATION #1

| ITEM # | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|--------|-------------|-----|------------|-------------|
| 100 | 100 | 100 | 100 | 10000 |
| 101 | 101 | 101 | 101 | 10100 |
| 102 | 102 | 102 | 102 | 10200 |
| 103 | 103 | 103 | 103 | 10300 |
| 104 | 104 | 104 | 104 | 10400 |
| 105 | 105 | 105 | 105 | 10500 |
| 106 | 106 | 106 | 106 | 10600 |
| 107 | 107 | 107 | 107 | 10700 |
| 108 | 108 | 108 | 108 | 10800 |
| 109 | 109 | 109 | 109 | 10900 |
| 110 | 110 | 110 | 110 | 11000 |

IRS Tax Determination Document (IRS Letter, W-9, or 990)

IRS Department of the Treasury
 U.S. Department of the Treasury
 P.O. Box 2568
 Cincinnati, OH 45201

In reply refer to: 024812747
 June 05, 2014 1:04:46C
 20-0583615 000008 06 00024293
 800CI TC

SOLDIERS ANGELS
 2700 NE LOOP 410 STE 510
 SAN ANTONIO TX 78217

Employer Identification Number: 20-0583615
 Person to Contact: No Matter
 Toll free Telephone Number: 1-877-829-5500

Dear Taxpayer:
 This is in response to your May 22, 2014, request for information regarding your tax-exempt status.
 Our records indicate that you were recognized as exempt under section 501(c)(13) of the Internal Revenue Code in a determination letter issued in March 2004.

W-9 Request for Taxpayer Identification Number and Certification

990 Return of Organization Exempt From Income Tax 2013

General Liability Insurance

CERTIFICATE OF LIABILITY INSURANCE

ACORN

The policyholder hereby certifies that the information provided on this certificate is true and correct and that the policyholder is not aware of any facts or circumstances which might constitute a conflict of interest between the policyholder and the insured.

INSURED INFORMATION

The insured is: **Nonprofit Organization**

Organization Name: **SOLDIERS ANGELS**
 Address: **2700 NE LOOP 410 STE 510 SAN ANTONIO TX 78217**

COVERAGE INFORMATION

| COVERAGE | DESCRIPTION | AMOUNT | TERMS |
|----------|----------------------------------|-------------|------------------------|
| 1 | General Liability | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 2 | Product Liability | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 3 | Completed Operations | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 4 | Medical Payments | \$50,000 | 1/1/2014 to 12/31/2014 |
| 5 | Advertising and Public Relations | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 6 | Contractors | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 7 | Professional Services | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 8 | Directors and Officers | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 9 | Volunteer Safety | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 10 | Commercial Automobile | \$1,000,000 | 1/1/2014 to 12/31/2014 |
| 11 | Umbrella | \$1,000,000 | 1/1/2014 to 12/31/2014 |

CERTIFICATE HOLDER

State Dept
 1500 Cherry Canyon
 1500
 Orange, CA 92668

STARTS with YOU!

Store, hd.com, or Special Services Quote

Fund only Federal 501(c) nonprofits Document must show 9-digit EIN Tax #

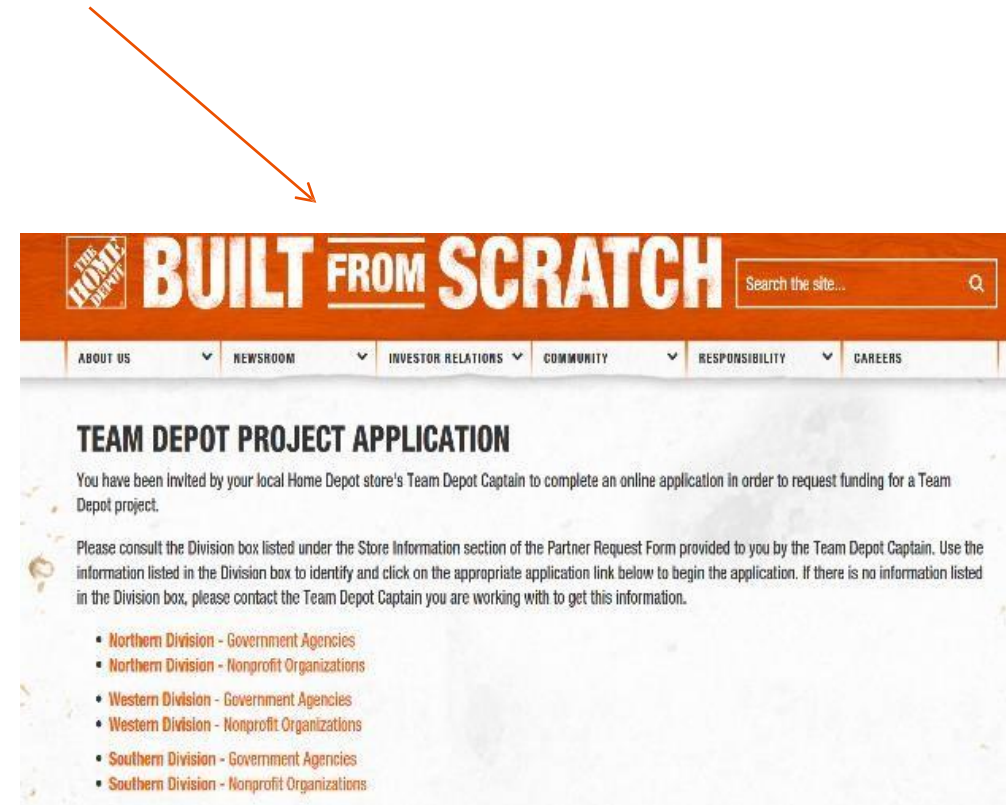
Must provide coverage of volunteer safety on project site.



Team Depot Application Link

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**



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**)



Grant Giving Guidelines

| Team Depot Veteran Focus Project Budget Guideline | | | | |
|---|----------------|-------------------------|-------------------------|-----------------|
| Grant Request | \$3,000 | \$7,500 | \$10,500 | \$22,500 |
| 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



Social Media Ambassador



Talk to us!

- 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 **@HomeDepotFoundation, #CHOOSETOSERVE, #SPRINGINTOSERVICE, #TeamDepot**
- Share photos and projects with TeamDepotPR@homedepot.com

