



Team Depot Projects: Partner Organization Application Guide

Thank you for your interest in partnering with Team Depot for a volunteer project!

Team Depot has a new project application and volunteer management system (VMS) tool called “Deed”. Below are the steps a partner organization will complete related to applications when partnering with Team Depot.

PROJECT APPLICATION

Funded Project Application

- **NEW!** The partner organization will receive an invitation to ‘collaborate’ on (fill out) the grant application
 - Tips!
 - Didn’t receive the email invitation? Check your spam folder – emails will come from “noreply@mail.smapply.net”
 - For each new application, you must click the “Join Now” button from the invite email (instead of logging directly into the portal first)
 - Partner organization application sections will not be accessible until the Team Depot Captain completes their sections
 - Required partner organization documentation uploads:
 - A valid Certificate of Insurance (COI) is required for all funded grants
 - Grants over \$25,000 will also require the most recent Form 990 and the Board of Directors list
- Once the partner organization completes their application sections, the Team Depot Captain will review and submit for the Foundation team’s review
- If approved, payment will be disbursed according to the grant. Note that all grant funding is handled by The Home Depot Foundation and is not managed by our software vendor (Deed) or Deed’s payment partner (PayPal Giving Fund – PPGF). PPGF is only used by The Home Depot Foundation for organization vetting

Volunteer Only (Non-Funded) Project Application

- The partner organization will not fill out the application. The Team Depot Captain completes the application. Then, the partner organization receives an email confirming application submission and a second email confirming the Foundation team’s review decision

PROJECT VOLUNTEER REGISTRATION PAGE

- **NEW!** Once an application is approved by The Home Depot Foundation, partner organizations have visibility into the project registration page and can monitor volunteer signups in the volunteer management system alongside the Team Depot Captain.
 - To view and manage the project registration page, partner organizations must claim their profile on Deed. Click [this link](#) to get started claiming your profile. See [this link](#) for Deed’s help articles.
- Note that claiming a profile on Deed is not required for partnering with Team Depot unless further organization vetting is necessary. Additionally, the Deed site is host to many corporate programs outside of The Home Depot, so some functions partner organizations have access to on the site may not be relevant for The Home Depot Foundation and Team Depot.