



Partner with Team Depot

Objective: This document is intended to inform potential nonprofit organizations of the expectations and capacity needed in working with the Team Depot grant program.

Who Are We

[The Home Depot Foundation](#), the philanthropic arm of The Home Depot, works to improve the homes and lives of U.S. military veterans, support communities impacted by natural disasters and train skilled tradespeople to fill the labor gap.

Team Depot, The Home Depot's associate volunteer force, addresses the needs of the communities our associates live and work in and extends the mission of The Home Depot Foundation across the country. Team Depot prioritizes projects within the Foundation's strategic priorities but is not limited by them.

The Home Depot Foundation operates a grant program, which offers funding to support Team Depot in collaborating with local nonprofit organizations to voluntarily carry out various volunteer-friendly tasks. If awarded, these grant funds are specifically allocated for the materials and supplies required by Team Depot to successfully complete these tasks.

Who Can Partner

The Home Depot Foundation can grant to nonprofit organizations (501c3, 501c19) that have been in operation for a minimum of one (1) year and are in good standing with the IRS. We can also grant to government entities like schools, police stations, municipalities, and the like.

The ideal partner will have experience with DIY projects and volunteer management, but it is not required. The partner manages the following precautionary steps:

- **Hazards** – validate a property is free from lead paint, mold, and asbestos (structures built pre-1978)
- **Permits** – secure permits needed for work or street closures. Any applications and fees associated, are the responsibility of the partner or property owner
- **Beneficiary** – verify beneficiary meets charitable criteria

What We Do

The program requires volunteer-friendly tasks. Any project that includes licensing or a contractor cannot be completed by volunteers or funded by The Home Depot Foundation. Please verify and confirm agreed upon project tasks with your Community Captain before submitting the grant application. Listed below are examples of what is acceptable and what is not:

Volunteer-friendly Tasks:

Painting
Minor home repairs
Benches & Picnic Tables
Landscaping

Non-Volunteer-friendly Tasks:

Electrical
Plumbing
HVAC
Structural work

How the process works

1. Nonprofit to discuss project needs with Community Captain
2. Nonprofit to conduct site visit(s) with Community Captain
3. Community Captain and nonprofit partner apply to The Home Depot Foundation for funding
4. If approved, nonprofit partner will support Community Captain in planning process
5. Complete project

How to Apply

Once volunteer tasks and project date have been discussed with the Community Captain, you're ready to finalize your paperwork and apply for funding through our Grant Portal, Deed -Volunteer Management System (VMS). The grant application link will be provided to you by your Community Captain.

- If you or your organization have never applied for a grant from The Home Depot Foundation, you will need to register your organization and yourself
- Provide necessary paperwork from your organization:
 - The Home Depot Store Quote - showing all materials and tools needed for project
 - Nonprofit Proof of Insurance - showing valid dates that include proposed project date with a minimum \$1M dollars in general liability coverage
 - IRS Determination Letter (for 501c3 and 501c19 nonprofits) or W-9 (government entity) – no state tax exemption documents accepted

Please note that the grant review process takes 4-6 weeks and funding is not guaranteed. If your grant application is approved, grant payments will be emailed to the nonprofit contact email listed on the grant application in the form of The Home Depot e-gift cards.

Media

- The Home Depot Foundation's brand guidelines, including logo files, are located at thd.co/pr
- All volunteers must sign photo release forms, provided by either the partner organization or The Home Depot Foundation. The Home Depot Foundation's photo release forms can be found at thd.co/pr.
- Any external communications, including but not limited to media advisories, press releases, social media or signage, referencing The Home Depot Foundation, Team Depot or utilizing our logo **must be sent to TeamDepotPR@homedepot.com for review and approval prior to distribution.** Please see the below for specific timing:
 - **Media materials and external communications** – Please submit all media materials (media alerts, press releases, etc.) and external communications including THDF name and/or logo (newsletters, blog posts, event signage, posters, videos, annual reports, etc.) to teamdepotPR@homedepot.com at least **10 business days** prior to distribution for approval. A nonprofit partner media toolkit and templated media advisory are available at thd.co/partner.

- **Social Media** - Please submit social media posts (with copy and accompanying media) to teamdepotPR@homedepot.com at least **3 business days** prior to distribution for approval. Post-event social content will be approved **2 business days** for timely publishing.
- **Logo use** – Logo-only approval requests can be submitted **3 business days** prior to planned distribution. Please find our updated logos at std.co/pr.

Project Day & Hospitality

The Home Depot associate volunteers voluntarily participate in Team Depot, so their experience is just as important as the impact they make. It adds to an exceptional volunteer experience when volunteers are welcomed and have easy access to what they need throughout the project. Work with your Community Captain to provide food, water, restrooms and other suitable items needed for a successful project!

Team Depot Volunteer Waiver

This document is included with all grant award emails sent to both the Team Depot Captain and the nonprofit contact.

In the new Deed - Volunteer Management System (VMS), volunteers will electronically sign the waiver during project registration. All participants must have a signed waiver on file before volunteering on project day. Partner with your

Team Depot Captain to ensure that all nonprofit and community volunteers have completed and signed the waiver.

See how we're making a difference at HomeDepotFoundation.org or check out #TeamDepot on The Home Depot Foundation's social channels.

X (formerly Twitter): @HomeDepotFound

Facebook: @HomeDepotFoundation

Instagram: @HomeDepotFoundation

Hashtag: #TeamDepot

Voluntary Commitment

Team Depot is a volunteer program for associates of The Home Depot. Participation in Team Depot is entirely voluntary and on the associates' time-off. In consideration of this, expect personal and work priorities to impact ideal project communication and execution.