



Q1 & Learning Call

Friday, March 25th

Agenda

- Smart Simple Live Demo
 - Adding a nonprofit
 - Project titles and description
 - Revisions Requested
- Store Sponsored
 - Versus Product Donation
 - Project Criteria
- Spring Into Service
 - April 1st – May 15th
 - Project Planning Resources



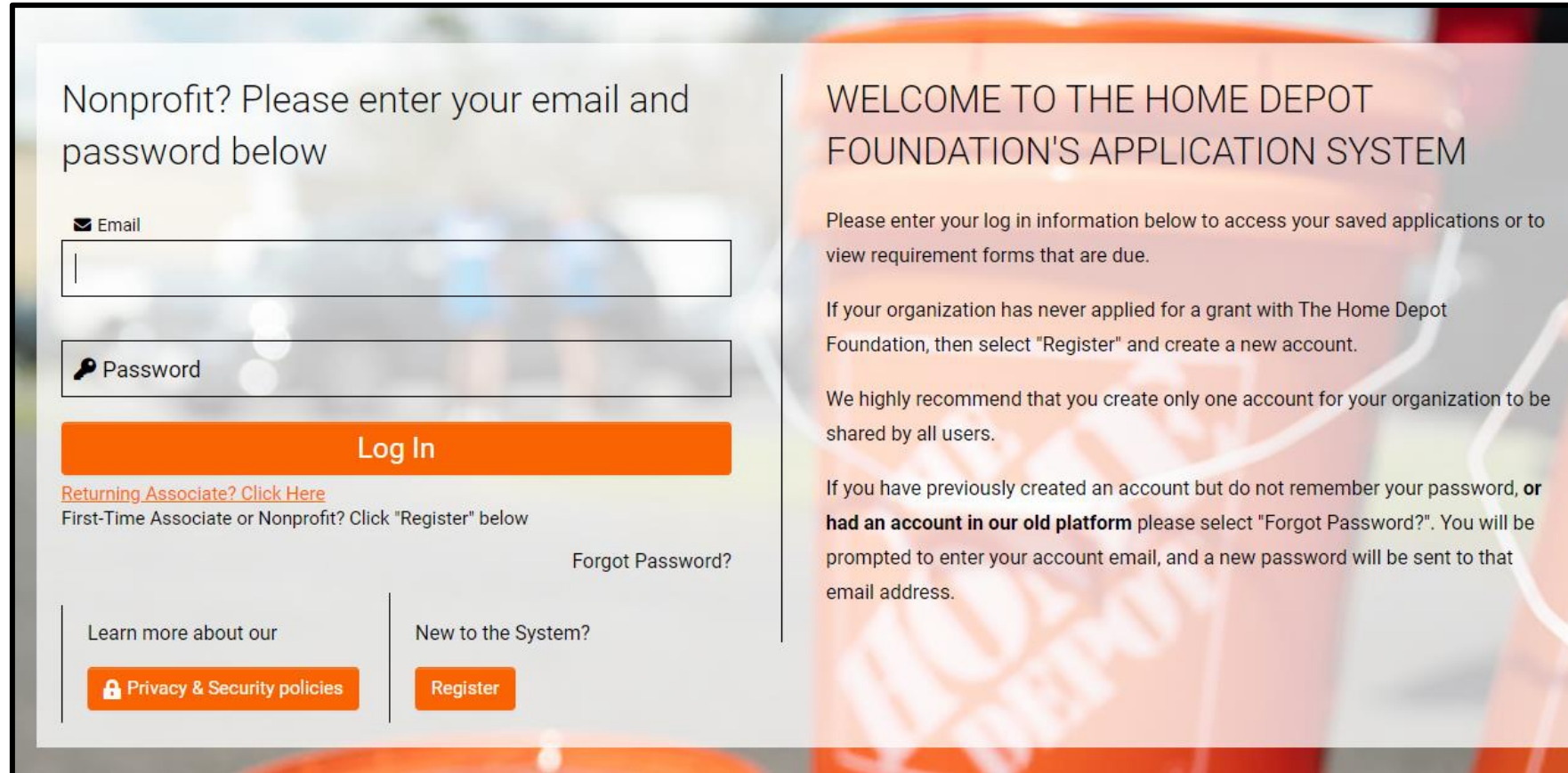
Learning Call Registration

[Click this link to register for today's call](#)



Grant Application System

- Welcome to SmartSimple! - <http://foundation.homedepot.com/>
- System Features:
 - One link for all applications
 - Application entirely online
 - Utilizes single sign-on for associates
 - Gives visibility to submitted applications
 - No project funding request form required



The screenshot shows the login interface for the Home Depot Foundation's Application System. On the left, there is a login form with the heading "Nonprofit? Please enter your email and password below". It includes an "Email" input field with an envelope icon, a "Password" input field with a key icon, and an orange "Log In" button. Below the button are links for "Returning Associate? Click Here" and instructions for first-time users. At the bottom left are links for "Learn more about our Privacy & Security policies" and "New to the System? Register". On the right, a welcome message states: "WELCOME TO THE HOME DEPOT FOUNDATION'S APPLICATION SYSTEM". It provides instructions on how to log in, register, and recover a password, and includes the Home Depot logo at the bottom right.

Nonprofit? Please enter your email and password below

Email

Password

Log In

[Returning Associate? Click Here](#)
First-Time Associate or Nonprofit? Click "Register" below

Forgot Password?

Learn more about our

Privacy & Security policies

New to the System?

Register


WELCOME TO THE HOME DEPOT FOUNDATION'S APPLICATION SYSTEM

Please enter your log in information below to access your saved applications or to view requirement forms that are due.

If your organization has never applied for a grant with The Home Depot Foundation, then select "Register" and create a new account.

We highly recommend that you create only one account for your organization to be shared by all users.


If you have previously created an account but do not remember your password, **or had an account in our old platform** please select "Forgot Password?". You will be prompted to enter your account email, and a new password will be sent to that email address.




Adding a Nonprofit Partner Step 1

- Starting an Application - <http://foundation.homedepot.com/>
- Initial Instructions:
 - Navigating steps
 - Save your draft
 - Inviting co-applicants
 - Review application summary

202111259 > ⓘ 📄



- Please complete the questions in each of the tabs below.
 - Use the **NEXT** button in the bottom right corner of the screen to advance to the next tab.
 - Use **Save Draft** button to save your answers.
 - Use the **Submit** button only once you have completed all tabs.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- If you have additional individuals that will be working on this application, click on **Invitations** to the left, click "+" and add their contact information and role type.
 - **Co-Applicants** will have the ability to both fill in and submit the application, **Grant Writers** will only be able to fill in, but not submit, the application.
 - Once an invitation is sent, the individual invited will need to check their email and accept the invitation for it to be visible when they log in.
- You can view your responses by clicking on the **Application Summary** button.

Application Type: Team Depot Donation * Organization: 



Adding a Nonprofit Partner Step 2

Nonprofit Search:

- Type in name of partner org
 - Options will appear
 - Choose right option if listed
- No option appears
 - Choose manually add button

The screenshot shows a web browser window with the URL `foundation-qa.homedepot.com/iface/ex/ax_index.jsp`. The page is titled "202111259" and contains a form for adding a nonprofit partner. The "Organization" field is active, and a dropdown menu is open, displaying three search results:

- Organization Name: Champions Covenant Church
City: Houston
State: TX
Zip Code: 77066
EIN Number: 760430888
- Organization Name: Champions Of Purpose Empowerment Center
City: Monroe
State: LA
Zip Code: 71201
EIN Number: 470951801
- Organization Name: Atlanta Charity Championship
City: Stockbridge
State: GA
Zip Code: 30281

An orange arrow points to the dropdown menu. The form also includes fields for "Application Type" (Team Depot Donation), "Primary Nonprofit Contact", and "Project Activity". Buttons for "Save Changes", "Submit", and "Withdraw" are at the bottom.

The screenshot shows the same web browser window, but the dropdown menu is closed. The "Organization" field is now empty. An orange arrow points to the text "click [here](#) to manually register the organization and contact" under the heading "Is Your Org Not Available in the Search?".



Adding a Nonprofit Partner Step 3

Register Your Nonprofit:

- Registered US Nonprofit
 - Most orgs fit this category
 - Habitat, Rebuilding Together, or VFW
- Other Organization
 - Any government, school, fire/police department
- Enter EIN number for verified system search
 - Add organization

Registration Options

I am a:

Home Depot Associate
Home depot associates - First time here? [Click here to register](#)

First time Registrant - Registered US Nonprofit Organization
If your nonprofit appears in the IRS nonprofit database, and you have never applied for a grant with The Home Depot Foundation on any platform - [click here to register](#)

First time Registrant - Other Organization
If your nonprofit does NOT appear in the IRS nonprofit database (ex. public school, church, or government org), and you have never applied for a grant with The Home Depot Foundation on any platform - [click here to register](#)

Organization Search

i Instructions:

- Enter your organization's **legal name** as registered with the IRS (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
- Click "Search"
- Click on the name of your organization in the search results.
- **For best results, search using only one field (EIN or Name)**
- If your organization is not a registered charity with the IRS (ex. is a public school or a church), please click your browser's back button or start again and use the "Other Organization" registration link.



Invitations Part 1

- Invite nonprofit or co-captain
- Email from:
thdfoundation@smartsimplemailer.com

202111259

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

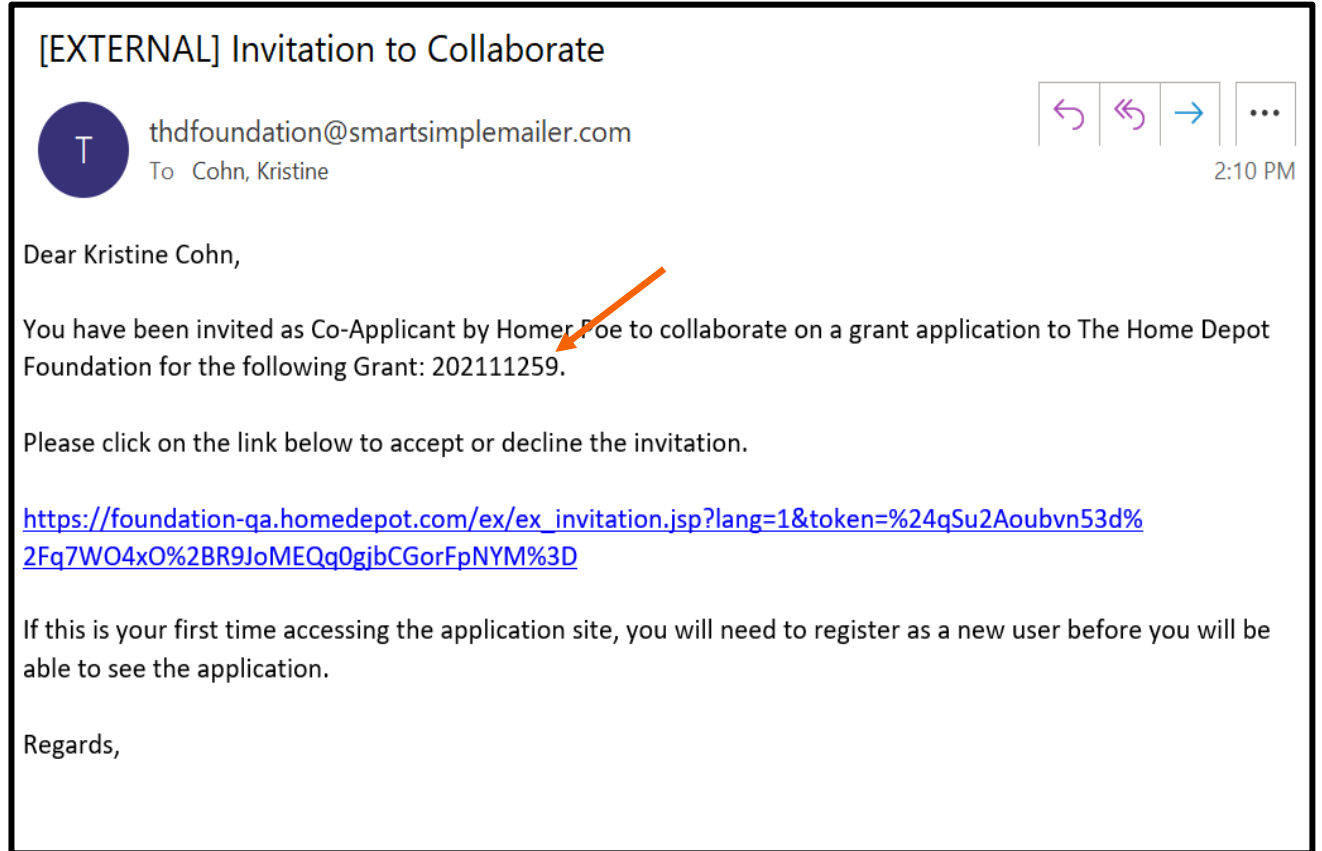
202111259

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	Kristine	Cohn	kristine_cohn@homedepot.com	Co-Applicant	Draft



Invitations Part 2

- Email from:
thdfoundation@smartsimplemailer.com
- Direct application link and grant number



Project Titles and Descriptions

- Project Title
 - Quick 5 – 10-word summary of project
- Project Description
 - Includes a detailed summary of project
- Complete all application fields with denoted*

202111259

OVERVIEW STORE INFO PROJECT DETAILS MEASURES/METRICS GRANT TERMS PR ORG LEADERSHIP ATTACHMENTS

▼ Grant Summary

* Project Title

Short 5-10 word summary of your project or donation

* Project Description

Please provide a detailed overview of your project including tasks you will complete and how the project will benefit the recipient. If donating materials only, please detail what you will be donating and how the supplies will be used.

JUMP TO

- Grant Sum
- Grant Amc

Examples:

Project Title: Team Depot will build wheelchair ramp for marine veteran who does not have safe access in and out of his home. We want to provide a safe place for him to maneuver for enjoyment with his family.

Project Description: Veteran Wheelchair Ramp



Project Title: Playground Improvements for Riverside Elementary

Project Description: We will be adding new mulch to the playground area, repainting playground equipment, and building raised garden beds and pulling weeds.




Revisions Requested

- #1 reason applications are delayed
- Revision emails come from:
thdfoundation@smartsimplemailer.com
- Completing request returns application into review queue

Welcome Homer Poe

3

Open Funding Opportunities

 My Profile

Existing Applications

3

Draft Applications

0


Revisions Requested

0

Submitted

0

Pending Acceptance



Store Sponsored Projects

Store Sponsored

- ✓ Activity is NOT funded by Foundation
- ✓ Minimum of **5** Team Depot associates participate
- ✓ No Kids/ DIY workshops at store (*outside THD property is ok*)
- ✓ Donation must be accompanied with Team Depot activity



Product Donation



- ✓ **Program Closed 10/31/2021**
- ✓ **Team Depot grant applications requesting only a donation of product with no volunteer activity will not be accepted**

[THD.CO/TeamDepot](https://thd.co/teamdepot)



Spring into Service

April 1 – May 15

Submit applications ASAP

Veteran Focus

Swag kit will be sent with each project



INTERNAL USE



Learning Call Registration

[Click this link to register for today's call](#)





Team Depot Best Practices

Q&A



Huddle Highlights

Project Tips and Resources

Tools For You

THD.co/TeamDepot



2022 CAPTAIN
DIRECTORY

NEW CAPTAIN/UPDATE
INFO



TEAM DEPOT

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

TEAM DEPOT PROGRAM CONTACTS

[Courtney Smith](#)

Northern Division, Manager

[Ryan Braddy](#)

Western Division, Manager

[Kristine Cohn](#)

National, Team Depot Training

TEAM DEPOT GRANT PLATFORM

The Team Depot grant platform, Smart Simple, is **now open and accepting** grant applications. **For step-by-step information on the new grant submission process, click here.**

For more on the 2H Team Depot programs and beneficiaries, click [here](#).

TEAM DEPOT GUIDANCE

With the safety of our associates and community members as our guiding principle, **Phase 3** of the Team Depot program is now available. The new Program Resource Guideline, provides a menu of options for Community Captains to consider that meets their store's operating environment while adhering to CDC and government guidelines. To choose from a variety of program options, [click here for the Team Depot programs](#).

Additionally, we have updated our **Team Depot COVID Operating Guidelines** and **waiver** to include COVID-specific guidance for Team Depot projects. Any Community Captain that is doing a project must follow these guidelines until further notice.

 [@homedepotfound](#)



TD SOP – Call Outs

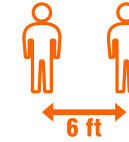


It is mandatory that the Team Depot Operating Guidelines are reviewed by each Captain and followed on all Team Depot projects

- Found on THD.co/TeamDepot



25 volunteers or more are permitted in a single location (*shifts allowed*)



Volunteers **must adhere to current local Government Agencies' policies** for social gatherings (*number of volunteers, social distancing, etc.*)



Only pre-registered THD associates may participate; no walk-ups or family members/friends. **Nonprofit project leaders allowed.**



Prior to the start of the project, all participants **must attend a safety and process** briefing to review:

- Social distancing guidelines
- Cleaning and sanitation guidelines
- PPE guidance



At a minimum, associates must be provided **gloves, face protection, hand sanitization supplies** or a hand washing station

Team Depot Projects

[THD.co/TeamDepot](https://www.thd.com/TeamDepot)

- **Kitting/Parking Lot** – Sanitation Kits, Disaster Kits, Picnic Tables, Benches, etc.
- **Nonprofit facilities** – VFWs/American Legions, Food Banks, Veteran Services Organization, Schools, Boys and Girls Clubs, etc.
 - May do interior work according to guidance in SOP
 - Kids – no direct interaction – more guidance in SOP
- **Outdoor** – Parks, Community Gardens, etc.
- **Housing** – Exterior only unless housing is unoccupied (i.e. new Habitat for Humanity Build)





Closing

Q&A