

Team Depot Learning Call: SmartSimple: Grant Application System

Friday, June 18, 2021





Agenda

Grant Submission Process

Revision Request

Volunteer Counts

Budgets

Q & A





SmartSimple: Grant Application System

- Welcome to SmartSimple! - <http://foundation.homedepot.com/>
- New system benefits:
 - 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
 - Ability to build live field-facing application status and volunteer activity dashboards (*coming late-2021*)

The screenshot shows the login and registration page for the SmartSimple Grant Application System. On the left, there is a login form with fields for 'Email' and 'Password', a 'Log In' button, and links for 'Returning Associate? Click Here' and 'Forgot Password?'. Below the login form are links for 'Learn more about our Privacy & Security policies' and 'New to the System? Register'. On the right, there is a welcome message: 'WELCOME TO THE HOME DEPOT FOUNDATION'S APPLICATION SYSTEM'. Below this, it says 'Please enter your log in information below to access your saved applications or to view requirement forms that are due.' It then provides instructions for new users: 'If your organization has never applied for a grant with The Home Depot Foundation, then select "Register" and create a new account.' It also recommends creating only one account for an organization. Finally, it provides instructions for users who have previously created an account but do not remember their password: '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.'



Application Errors



Request Entity Too Large

The requested resource does not allow request data with GET requests, or the amount of data provided in the request exceeds the capacity limit.

If you encounter this message when logging in, simply clear your browser's cache and reload the page.



SmartSimple Log-In: First-Time User

Step 1

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](#)

Step 2

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 w...

Step 3

* Organization Name/Home Depot Store #

Contact Information

Prefix

* First Name

Middle Name

* Last Name

Follow steps 1 – 3 for any first-time user. On registration screen, search for store number in org name/HD store # field. Complete all other fields and submit.



Returning Associate – Log-in

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 used by all users.

If you have previously created an account but do not remember your password, **or 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.

After you've registered, use returning associate, click here link for all future log-ins.



Starting an Application

New Grant



Application Type:

ELIGIBILITY

Team Depot Project Activity Type Descriptions	
Project Activity Type	Description
Team Depot Volunteer Project	Applies to all Team Depot volunteer projects happening OFF of Home Depot property. Funding for this program is limited to \$350 per associate volunteer.
Parking Lot/Kitting Project	Applies to all Team Depot volunteer projects happening ON Home Depot property. These projects typically include assembling kits (home care, hygiene, disaster cleanup, etc.) or building commonly used structures such as picnic tables, benches, sheds, and playhouses. Funding for this program is limited to \$350 per associate volunteer. Kitting projects have a max of \$5,000 per store or \$15,000 for a multi-store project serving the same nonprofit.
Product Donation (non-disaster)	Select this option when no associate volunteers are required and you wish to utilize your \$5,000 per district product donation budget allocated for 1H of 2021. Approval from your District Community Captain is required prior to application submission.
Disaster Relief Donation	Select this option to support a nonprofit or government agency responding to a natural disaster (hurricanes, wildfires, tornadoes, and flooding). Prior approval from your division's Foundation Field Manager is required. Visit http://thd.co/teamdepot for a current staff directory.

* Project Activity

What type of Team Depot funding are you requesting?

Select One ▾

Select One

Team Depot Volunteer Project

Parking Lot/Kitting Project

Product Donation (non-disaster)

Disaster Relief Donation

Save Draft

Submit

Once logged in, select “Open Funding Opportunities” and click the most relevant application. Use chart to reference your specific project and follow instructions. Once you’ve selected, hit the submit button.



Selecting Nonprofit Org & Contact

Application Type: Team Depot Donation

* Primary Nonprofit
Contact:



* Organization:

Oregon Pa|



Organization Name: Oregon Paralyzed Veterans of
America
City: Salem
State: OR
Zip Code: 97305

Is Your Org Not Available in the Search?

If your organization is not showing, click [here](#) to manually register the organization and contact

- **All nonprofits** who have previously applied, has been migrated into new system.
- Please be sure to have **correct name and spelling of your organization**. If associate wishes to complete entire app, they can register the nonprofit manually by using the “click here” link.
- For all **government** (schools, city/county, police/fire department etc.) use “**Other Organization**”
- **Existing** nonprofit partner?
 - FT is working on improvements when adding nonprofit contact info
- **New** nonprofit partner?
 - Invite them to collaborate on the application. The Organization name, info and contact will automatically be created when they accept



Inviting a Co-Applicant

Find Invitation

New ▾ Logs ▾

Home Main 202005080

Invitations

i • Please complete the questions in each of the tabs below.

Application Type: Team Depot Donation * Organization:

* Primary Nonprofit Contact:

Enter Nonprofit Contact

Prefix	First Name	Last Name	Email	Role	Status	
<input type="text" value="Mr."/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="john_smith@nonprofit.co"/>	<input type="text" value="Co-Applicant"/>	<input type="text" value="Draft"/>	

Save Invite

If you choose to have the nonprofit complete the remaining portion, you can invite them to be a co-applicant by clicking “invitations”. Click “+” button to start a new invitation and enter your contacts info. Once complete, hit “invite” button.

Submitting Applications



Submission failed due to the following:

- Project Description cannot be empty.
- Invalid email input of District Captain Email Address
- Please attach at least 1 file to Store Quote

If you receive this message when you're submitting the application, simply click on the bulleted list and it will take you to the exact location that needs to be corrected or updated. Once all fields have been corrected, hit the submit button. The nonprofit contact and the store requestor will receive an email confirming the submission of the application



Tracking Applications



Welcome

2

Open Funding Opportunities



My Profile

Existing Applications

2

Action Required

0

Additional Documentation -
Action Required

2

Submitted

0

Pending Acceptance

0

Approved/Declined

0

Reports Requiring Action

This is a snapshot of what your dashboard will look like moving forward. All applications are typically reviewed in 4 weeks or less. The “Additional Documentation – Action Required” label is where all revisions requested from the field will be placed. Be sure to check your dashboard and answer any pending revisions quickly as this can slow the process.



Revision Request

Sample Email

Dear Ryan,

Thank you for your recent grant request on 2021-06-03, requesting funding for your project. We have started reviewing your application and appreciate the opportunity to become acquainted with your efforts.

In order to continue reviewing your request, we require for the following revisions:

Grant request exceeds funding guidelines of \$350 per associate. Please reduce requested amount or increase number of HD volunteers.

We look forward to learning more about your project.

Sincerely,
The Home Depot Foundation

Dashboard Location

- Action Required Tab
 - Draft applications are listed here
- Additional Documentation
 - Revision Requested
 - All revision emails will be listed here

Email from: thdfoundation@smartsimplemailer.com



Volunteer Count

Refer to the [Team Depot Toolbox](#) for the latest SOP and Program Requirements.

All Volunteer Guidelines

- Associates may not carpool to project site and must maintain one associate per vehicle
- All volunteers must sign a Team Depot waiver and receive safety briefing before participating
- Volunteers must know who the Social Distancing Captain is for the project

Associate Volunteer Guidelines

- Only pre-registered THD associates may participate; no walk-ups or non-associate family members/friends
- Associates must meet all on-the-clock and fit-for-duty requirements even if volunteering off-the-clock



Budgets

Kitting Projects		
Cost/Associate	Max/Store	*Max/District
\$350	\$5,000	\$15,000
<i>*Same partner</i>		
Parking Lot & Exterior Projects		
Cost/Associate		
\$350		
<i>*10 Associates Per Project Limit*</i>		
<i>*Volunteer Shifts Allowed*</i>		



Field Team

- Courtney Smith – Northern
- Sean Vissar – Southern
- Ryan Braddy – Western
- Joe Wimberley – National
- Kristine Cohn – Training
- Team_depot@homedepot.com

