



## Team Depot Application Funded Projects

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*This document provides a list of the general questions asked during the Team Depot application. Unless a field is denoted as optional, it is required.*

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## Team Depot Application Funded Projects

### Eligibility Check

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- Captain acknowledgment of Team Depot guidelines
- Did the partner organization confirm they have been in existence for more than one year?
- Select your partner organization (*searchable list*)
  - Reminder: Eligible organizations are U.S. based 501c3, 501c19, or government (e.g., schools) organizations

### Team Depot Captain: Participating Captain & Facility Details

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*Asterisk denotes the field will auto-populate based on the HR system (Workday) data*

- Select your business function (*dropdown*)
- Primary Captain name (First and Last) \*
- Primary Captain title\*
- Primary Captain work email\*
- Primary Captain phone number
- Primary Captain location\*
- Captain's direct leader email (*optional*)
- District/Senior Captain email
- Any additional emails you want copied on application for visibility

### Team Depot Captain: Project Details

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#### Volunteer Shift & Details

- How many shifts do you have? (*dropdown*)
- Shift #1 Name (e.g., Volunteer Shift, Set Up, Take Down)
- Shift #1 Date & Start Time
- Shift #1 End Time
- Shift #1 Number of spots
- *Repeat for however many shifts selected in question 1*

#### Project Details

- Project Title
  - *Name the project with the location/department and then short project description (e.g., Store 121 - Spring Habitat Build, D26 – Foodbank Day, Culture Team – Trees Atlanta Project, etc.)*
- Please select all project activities that most closely match the work you will be completing (*dropdown*)
- Please provide more specific details about this activity to include quantities and description. Why is this task needed?
- Please select the primary population your project will serve. Select all that apply (*multi-choice list*)



## Team Depot Application Funded Projects

- Project Description for Volunteer Registration Page
  - Use the above information to summarize the project for the volunteer event page. Note – it's helpful to include who you are helping, why you are helping them and what type of volunteer work you'll be doing!
- What are the “must knows” for the volunteers?
  - Please include any information the volunteers may need to know. For example: Please wear closed-toe shoes. We will hand out your Team Depot shirt at check-in. Lunch will be provided. Etc.
- What are the volunteer duties?

### Team Depot Captain: Volunteer & Funding Details

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- Requested funding amount
- Average \$/Volunteer (*calculation based on requested funding & total volunteers input for shifts*)
- Please add any additional funding request details here (*optional*)

### Team Depot Captain: Document Upload

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- Store Quote upload
- Additional documentation (*optional*)

### Partner Organization: Information

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#### Partner Organization Information

- Organization name
- Organization EIN
- Organization doing business as/common name (*optional*)
- Organization type
- Organization mission statement or bio
- Organization cause area(s)
- Organization annual budget
- IRS ruling date
- Does your organization currently, or has the organization in the past, participated in any political lobbying?

#### Primary Partner Organization Contact Information

- Primary partner organization contact name (first and last)
- Partner organization contact title
- Partner organization contact email
- Partner organization contact phone number
- Is the partner organization contact listed above an authorized signor for the organization?
  - *If no, display fields to complete*
- Is the partner organization contact listed above the payment contact for the organization?



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- *If no, display fields to complete*
- Partner organization website
- Partner organization mailing address

### Partner Organization: Project Facility & Background

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- Project address
- Facility Type (*dropdown list*)
- Please list the facility name (e.g., Boys and Girls Club of Metro Atlanta, Acton Elementary School, etc.)
- How many housing units/homes are expected to be constructed/ rehabbed/ refurbished?
  - Please enter "0" if this is not applicable to your project
- Recipient Impact
  - WHO & WHY: Provide a detailed explanation of who the project serves— if veteran project, include relevant background such as the veteran's service history or the organization's mission—AND why the each individual task is necessary, tell us how the improvements will impact daily life or enhance the organization's ability to serve others.

### Partner Organization: Public Relations/Communications

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#### PR Overview

- Would the beneficiary, homeowner or any veteran at the facility be available for media interviews, photographs or to share their story?
- How do you plan to publicize the grant and acknowledge receipt of grant support from the Foundation?
- Are there any special invited guests (for example, local elected officials or leaders)?

#### PR Contact

- Is the public relations contact different from the primary partner organization contact?
  - *If yes, display fields to complete*

### Partner Organization: Document Upload

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- Partner Organization's Certificate of Liability Insurance (COI)
  - Required for all projects
- Board of Directors list
  - Required for funding requests greater than \$25,000
- Most Recent Form 990
  - Required for funding requests greater than \$25,000
- Additional documentation (*optional*)



## Team Depot Application Funded Projects

### Partner Organization: Acknowledgement

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Partner organization acknowledges The Home Depot Foundation terms

### Team Depot Captain: Acknowledgement

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- Team Depot Captain acknowledges application is complete & accurate
- Submits to Team Depot for review