THE HOME DEPOT FOUNDATION COMMUNITY IMPACT GRANT COMPLETION GUIDE 2021

Please read through all information on this guide before beginning the application so you will become acquainted with the general rules and process. Do not worry that your Post is not a registered 501(c)(3) nonprofit organization. You can still apply as a 501(c)(19), nonprofit veterans group.

You may access the application using the link found toward the bottom of this page.

Once you have begun the application, try to complete it in one session without saving. We have received multiple reports that using the "Save and Finish Later" option has led to a loss of work and applicants had to re-enter parts of the application.

It is strongly recommended that you copy your answers to a separate document after completing the essay style questions.

PLEASE NOTE: Applicants must provide a Project Budget via a Microsoft Excel File. Details and an example of how to do this can be found on pages beginning on page 21 of this document.

If you have any questions about this application or guide, please contact Grants & External Relations Coordinator Jason Couch at jcouch@vfw.org or at 816-968-1174.

TO APPLY FOR A HOME DEPOT COMMUNITY IMPACT GRANT, BEGIN BY GOING TO THE FOLLOWING WEBSITE:
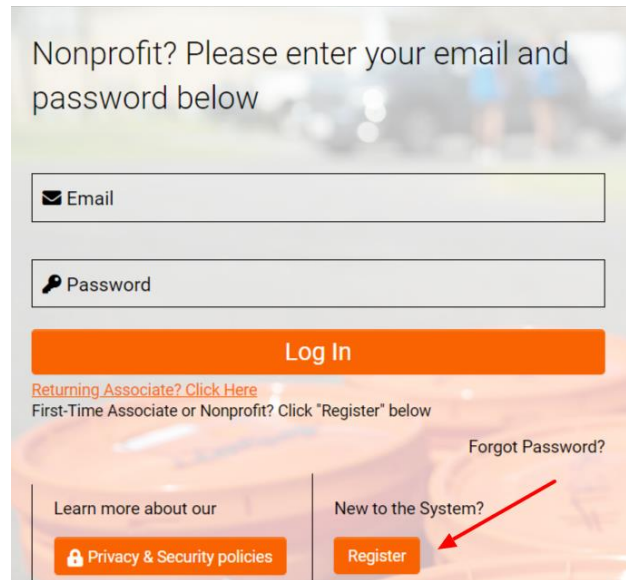
https://corporate.homedepot.com/grants/community-impact-grants

Once the page has loaded, read all of the details and scroll to the heading, "How do organizations apply?" and press the orange text labeled "CLICK HERE."

How do organizations apply?

- **Please read through these instructions as our grant platform has changed.**
- To access the new grant platform CLICK HERE

A tab should launch in your browser and you will arrive at the screen seen on the next page of this guide.

STEP 1 – Registration, Organization and Contact Information

Once the page loads click the button labeled "Register" indicated by the red arrow in the screenshot above if you have never applied for a Home Depot account. It is highly recommended that you create only one account for your organization to be shared by all users.

Please note that this is a new grant system Home Depot has implemented. If you have applied for this grant before and had an account in the old system, you will need to select "Forgot Password?". You will be prompted to enter your account email, and a new password will be sent to that email address.

After clicking "Register" you will be brought to the screen seen below. Click "First time Registrant –Registered US Nonprofit Organization" indicated by the red box if you have not

applied before.

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

Returning Organization
If you have previously applied for a grant with The Home Depot Foundation - click here to log in

If you're an organization and are not sure you have an account, click "Returning Organization" above, then click "Forgot Password" for instructions on resetting your password. If you do NOT receive a password reset, then please try registering your organization as a new organization above.

Once you have clicked that button, you will be brought to the page seen below. Enter your EIN, Post name, city and state in the fields below. Your EIN number, also called a Tax ID number, can be found at the top of your most recent tax return (990). Be sure not to include any dashes in the EIN and use the two letter abbreviation for your state. After you have completed all fields, click "search" at the bottom of the screen.

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.
> - 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.

EIN

111111111   ❓

Name

VFW Post 1234   ❓

Address

222 Main St.

City

Anytown

State

ST   ❓

Search

If the information matches what the IRS has on file for your Post, you will get a result in your search and be met with a screen that looks similar to this, but with information for your Post:

Organizations   🔍 Refine Search

> **ℹ Instructions:**
> - Click the desired organization below.

#	EIN	Organization Name/Home Depot Store #	Address	City	State	Zip Code
1.	111111111	VETERANS OF FOREIGN WARS POST 1234	123 MAIN ST.	ANYTOWN	ST	64111-2721

Record searched : 1957866.   Records found : 1.   Time used : 5 milliseconds

Click the result indicated by the red box which will take you to the next page.

The information on the top of the page, the beginning of the Organization Information section, will be imported from the previous page as shown below. Please note that the top field says "Organization Name/Home Depot Store #," disregard "Home Depot Store #," as this field is also for applying stores and not your nearest store. You should not need to enter any information in

the "Legal Name" field. If your Post does business, for example, as "Waters-Gilmour Post 1234," you can enter that information in a later section, but do not write it here.

The next field is where you would write your doing business as (DBA) name, as shown below. The address information should have also been imported from the previous page.

You will now need to provide your Post's phone number and website address. You can use www.vfw.org if you do not have your own website. It might be more preferable to use your

Post's Facebook page if you do not have your own website, if the page is active and paints a good picture of what your Post does in your community.

Once the phone and website fields are complete, provide your Post's mission statement. If your Post does not have one, it can use VFW National's Mission and Vision statements:
Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans. Our Vision: Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

After that's filled in, provide a brief description of your Post's, history, goals and/or purpose. The copy used below reads:
Founded in 1939, our organization has always strived to provide services to veterans and others in need in our community. We are proud to continue the tradition our founders started all those years ago and aim to inspire youths in our community to do the same.

Please see the list below of just a few of the many programs/services we provide. --Regularly provide cash grants to needy local veterans from our relief fund program. -Annually provide scholarships to K-12 students. -Hold fundraisers and clothing and food drives for needy area residents. -Recognize under-appreciated heroes such as police officers and teachers in our community with awards and events. -Lend our space free-of-charge to other nonprofit groups. We provide funeral honors for our area's fallen veterans. -We hold POW and Memorial remembrance events, patriotic celebrations on 4th of July, Flag Day, Veterans Day.

We want as many Posts as possible to receive this grant. If all use this exact copy it could potentially hinder some from receiving the award. Please only use this copy as a loose guide of what to input here.

Phone

333-333-3333

Website

www.vfw1234.org

*** Please copy your organization's mission statement below**

Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans.
Our Vision: Ensure that veterans are respected for their service, always receive their earned entitlements, and are

38 words left

*** Please briefly describe your organization's history, basic goals, and/or purpose**

Founded in 1939, our organization has always strived to provide services to veterans and others in need in our community. We are proud to continue the tradition our founders started all those years ago and aim to inspire youths in our community to do the same. Please see the list below of just a few of the many programs/services we provide.

59 words left

On the same page below the Organization Information section is the Contact Information section. In this section you will need to provide the personal information for the person overseeing the grant. You can use the Post's information for the address but we highly recommend you use a cell phone for the phone number and an email address that is checked often. If you select the "Copy Address" button, it will import some of the information you provided in the Organization Information section.

Contact Information

Copy Address

Prefix
Mr

* First Name
John

Middle Name

* Last Name
Doe

Suffix

* Title
Post Quartermaster

* Email
VFWPost1234@Mail.com

* Address
1234 Main St.

Address 2

* City
Anytown

* State
ST

* Country
United States

* Zip Code
64111-2721

* Phone
333-333-3333

Phone Ext.

* Phone Type
Office

Submit

Complete all fields and press the orange "Submit" button.

You will then get a "Registration Complete" notice informing you that you will be emailed a username.

Registration Complete

Thank you for registering.

Your username and password will be emailed to you. Click the link below to return to main login page.

Login here

It should take ten to fifteen minutes to get the email. It will be from thdfoundation@smartsimplermail.com and will look similar, but not exactly like what is listed on the image below. There should be a link to click that will take you to your account.

thdfoundation@smartsimplemailer.com   ■ Jason Couch

[EXTERNAL] Your Information Request
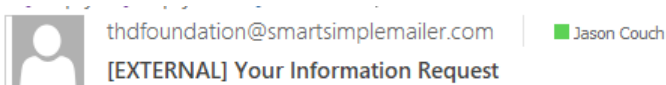
Dear Jason Couch,

Please go to the address below to reset your password.
https://protect-us.mimecast.com/s/jK70Cn5oXKCQD5VF9OpxY

Log in to Your Account, https://protect-us.mimecast.com/s/dQ3gCo20KLhJY4mTzWnM2 at anytime to access your application forms.
Username: jcouch@VFW.org

The Home Depot Foundation

STEP 2 – Starting an Application & Eligibility Questions

You should now arrive at a page that looks like the image below. Click on "Organization Profile."

Welcome Jason Couch

My Profile   Organization Profile
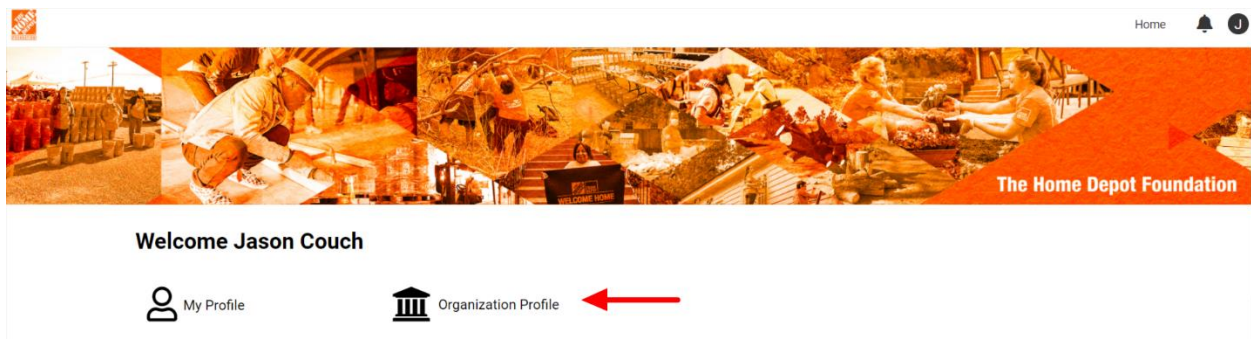
You should be taken to the page shown below. Most of the information should have been imported and you should only have to complete one field. Write "6,200" in answer to the affiliates question indicated by the blue arrow, then click the "next button" indicated by the red arrow.

After clicking "Next," you will need to answer three questions and upload a list of board members (we will use Post Officers). In answer to Financial 990 question, click the drop down box and select "Yes." Estimate the number of people who use the Post to answer the first Community question. For the second Community question, use the number of Post members you have plus the number of patrons and community members who volunteer at your Post.

Once that information has been entered, click "Edit/Update Board Names."

Board Members List

Edit/Update Board Names

When you click it, a new window that looks like the one below. Put the Post Commander's name and title in the first three fields. Then press the "+" and three more fields will appear. Do this until all of your Post's officers have been entered. Then press "Save." A green checkmark should appear confirming that the information was saved. Close the window.

You can confirm that the process was successfully completed by scrolling to the bottom of the page. If it was done correctly the board member names will be listed like they are below. Click "Save" on the organizational profile page. Then click the small Home Depot icon at the top left corner of the same page, it will take you back to the main menu.

* Approximately how many annual volunteers does your organization have?

330

Board Members List

First Name	Last Name	Position(s)
Joe	Smith	Commander
John	Doe	Quartermaster/Adjutant
Mickey	Mouse	Sr. Vice Commander
Donald	Duck	Jr. Vice Commander
Mini	Mouse	Chaplin
John	Wayne	Post Service Officer

Edit/Update Board Names

Save

Scroll down to the heading "New Applications" and click "Start A New Application."

New Applications

This is to begin a new Veteran Housing Grant (VHG) program or Community Impact Grant (CIG) program application only - if you have already started an application or have been invited to apply for a different program, check under "Existing Applications" above to check the status or any action required

Start A New
Application - VHG &
CIG Programs Only

Once clicked, you'll be taken to a page with a list of grant applications. Be sure to click "View Details" under "Community Impact Grant."

Start A New Application - VHG & CIG Programs Only

After hitting the "View Details" button, you will be taken to the New Grant page. Your name should be listed in the field for Primary Nonprofit Contact. There is a single question below under the Eligibility heading: "Have you reviewed the Community Impact Grant Program guidelines. You will click the drop down arrow and select "Yes." Once you answer the question another will appear, and then another and so on.

The first ten questions should be answered "Yes."

* Have you reviewed the Community Impact Grant Program guidelines?

| Yes | ⌄ |

* Is your organization a registered 501(c)(3) nonprofit organization, tax-exempt public school, OR tax-exempt public agency in the U.S. with a valid IRS Tax ID?

| Yes | ⌄ |

* Do you have a copy of the detailed project budget in Excel format?

| Yes | ⌄ |

* Will your project begin in the next 6 -12 weeks?

| Yes | ⌄ |

* If funded, will your project be completed within 6 months of The Home Depot Foundations grant award date

| Yes | ⌄ |

* If funded, would you be able/willing to provide pictures and a story from your project within 30 days of the project end date?

| Yes | ⌄ |

* This program awards grant funds exclusively in "The Home Depot" gift cards. Will your project be able to leverage gift cards for materials?

| Yes | ⌄ |

* Has your organization been in existence for more than one year?

| Yes | ⌄ |

* Will volunteers from your community be used to complete this project?

| Yes | ⌄ |

* Will the project take place in the United States?

| Yes | ⌄ |

The eleventh question, "Have you received a Home Depot Community Impact Grant in the last 12 months?," should be answered "No." If your Post has, it is not eligible to receive another grant until the twelve months has passed. The thirteenth question asks, "Are you requesting a grant for any of the following?" Select "Veteran service organization projects directly impacting veterans."

* Has your organization received a Community Impact Grant from The Home Depot Foundation in the last twelve months?

| No | ⌄ |

* Are you requesting a grant for any of the following?

| Veteran service organization projects directly impac | ⌄ |

Community Impact Grant

[Save Draft] [Submit]

Please note that all questions MUST be answered as shown in the above images or you will not be able to proceed. Once the questions have all been answered, press the orange "Submit" button at the bottom of the page.

STEP 3: Grant Application and Project Information

If you answered the questions correctly, you should now be on the application portal page. The top of the page looks like the image below. Scroll down and go to the Grant Summary heading.
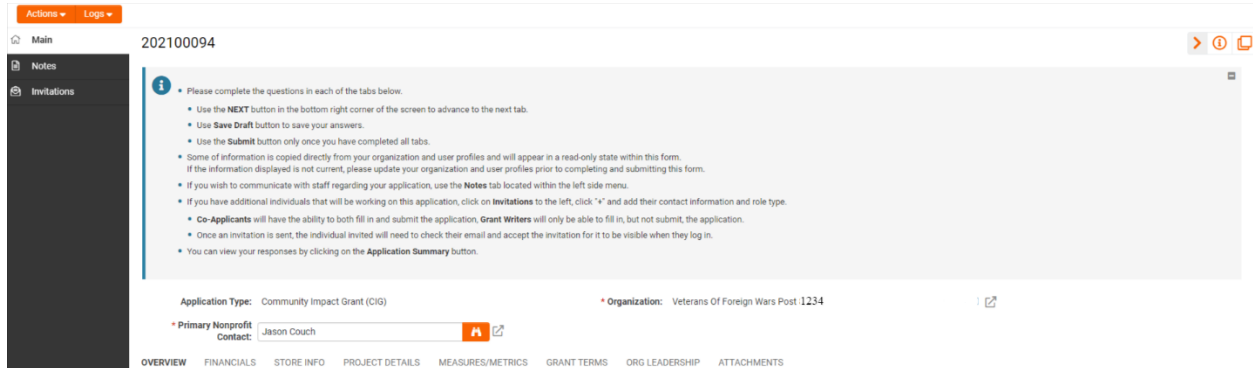
You will first need to enter a project title. For this example, we are calling our project "Restroom Repair – Toilet and Wall Replacement." We recommend using a concise but comprehensive title that clearly explains what you would accomplish if you were awarded this grant.

The next section is the project description. You will need to fully and clearly articulate exactly how you would spend the funding and how you would use the materials. For our example, restroom repair, we have provided the following answer: *"Four of our six toilets in our two restrooms are in need of repair and in one of the restrooms black mold is starting to grow. We have made minor repairs to the walls and toilets in the past, but this has merely put a Band-Aid on the problem. We are in need of new toilets and parts for them. Several of the members at our Post have made this repair before in their own homes, and solved all of their problems with a full replacement. One of our members is a drywall professional who told us what we would need to fully replace the walls and ceiling, and possibly some of the studs. An itemized list of materials he recommended can be found on the project budget. We will need sheetrock, paint, etc. to repair the part of the wall affected with black mold among other materials. We will also need calking to reseal the windows and cut down on the moisture causing the mold. We believe our old central air system is mostly to blame. It sits directly underneath the restroom in question. The rest of the building has been unaffected. To ensure the problem is abated after we make all of our repairs, we would like to install a dehumidifier for the same purpose."*

The next question asks for project outcomes. For our example we have answered: *"The outcomes of this project would be providing safe and functional restrooms for our visitors. Our post is used as a gathering space for our community's veterans and for other social and nonprofit groups, such as the Boy Scouts, Girl Scouts, JAYCEES, and more. We are afraid that if the problem is unabated, it could lead to a major plumbing problem, or worse, someone could get sick. A gift from the Home Depot Foundation would ensure that veterans and other members of our community have a safe, working restroom to use without fear of falling ill."*

The final Grant Summary question asks us to provide three-five short and long term goals. We have responded: *"Our first short-term goal is to provide working toilets for all those who use our facility. Our second short term goal is to remove the mold-affected sheetrock, possible effected studs, put up a vapor barrier, install a dehumidifier and replace the wall afterwards. The long term goal is to complete the project in such a way to ensure these problems stay solved, and the members of our community have a safe and working restroom to use. Our building and maintenance committee have recommended these repairs for two years, but we have been unable to raise the needed funding, as we had to purchase a new roof last year. They do monthly inspections of our property to note deficiencies and ensure that everything is in safe and working order. They will keep a close eye on the repaired spaces to make sure this goal is continually being achieved."*

You will now need to request an amount for your project. Complete the field and then click the "Next" button at the bottom right of the page.

Step 3.5: Creating and Uploading a Budget

You have now reached the Financials page and will need to upload a budget in Excel format. In years passed you could provide an estimated budget to The Home Depot. This is no longer the case. You must provide a detailed, line item budget in an Excel file. You can obtain a template for a budget by contacting the Foundation staff using the information found on the first page of this document. Before any of the answers can be completed, you will need to ascertain the amount the project will cost. There are two ways to do this. You can go into a Home Depot store and get the prices of the items you will need, or use The Home Depot online store. We strongly recommend using the online store, because there is more information available about each item.

This section of the guide will cover each of the three steps needed to finish the Project Financials and later portions of the application. These steps are:

1) Obtaining the value of each item using The Home Depot Store.
2) Creating a budget using the collected information.
3) Using the budget to answers questions in the grant application.

1) Creating an Items List
Before you do anything, please consult with the key figures doing the labor for your project and determine everything you're going to need. Once you have a list of items you are going to need, proceed to The Home Depot website https://www.homedepot.com.

Once you have accessed the website, type in an item in the search bar as shown below. In most cases, suggestions should pop-up below as you type. For our example project, we will need dry wall screws. Notice that it gives the option to click, "in dry wall screws." If you get an option with "in" before it, select it. This is a dedicated section they have designed for this product type and will give you the most results.

You should now see a page full of search results as shown on the next page.

Shop **113** results for "dry wall screw"

Sort By: **Best Match**

Get It Fast

- Pick Up Today
  Your Store | Change
  Midtown Kansas City
- Same-Day Delivery

Top Filters

Department

< Hardware

< Fasteners

< Screws

Drywall Screws

Screw Length

- 1 in (4)
- 1-1/2 in (5)
- 1-1/4 in (24)
- 1-1/8 in (1)
- 1-5/8 in (29)

☐ Compare

Grabber #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack)
Model# 23465
★★★★★ (1)
$**23**⁹¹/box
If you buy 2 or more $20.32 /box

✔ Schedule delivery
✔ 14 in stock to pick up today

☐ Compare

3 Options Available

Grip-Rite #6 x 1-5/8 in. Philips Bugle-Head Coarse Thread Sharp Point Drywall Screw
Model# 158cdws1
★★★★☆ (37)
$**3**⁷⁸ $6.47 Save $2.69 (42%)

✔ Free shipping with $45 order
✔ 217 in stock to pick up today

☐ Compare

Grip-Rite #6 x 1-5/8 in. Coarse Phosphate-Plated Black Phillips Flat-Head Collated Drywall Screw (800-Pack)
Model# CS158CBK
★★★★★ (2)
$**16**⁴⁰

✔ Same-day delivery
✔ 4 in stock to pick up today

☐ Compare

Grabber #6 x 1-5/8 in. Coarse Drywall Screw (5 lb.-Pack)
Model# 23475
★★★★★ (2)
$**23**⁹¹/box
If you buy 2 or more $20.32 /box

✔ Same-day delivery
✔ 10 in stock to pick up today

You can use the filter in the top right, shown here reading "Best Match," or use the selections on the left side to narrow down the results. Determine which item is right for your project and click on its page.

Model # 23465   Internet #203553726   Store SKU #633464

Grabber

#6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack)

★★★★★ (1) ⌄   Write a Review   Questions & Answers (1)

- High-grade steel construction
- Extra-sharp threads for easy driving
- Ideal for drywall and wood applications

BULK PRICE ELIGIBLE   If you buy **2** or more

$23.91 / box   **$20.32** / box

↗ Share   🔖 Save to List   🖨 Print

Quantity - 1 +

Pick Up In Store Today	We'll Deliver It to You
🛒 Add to Cart	🛒 Express Delivery

Once you have chosen an item, click on its page and click "Add to Cart." You do not need to create a Home Depot account, but you should create your item list in one sitting so as not to lose your work. After clicking "Add to Cart" a pop-up window will appear. Click "Continue Shopping" in the top right of the window as indicated by the red arrow.
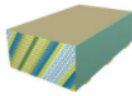
You should now be back to the page you had just come from. If you look at the top right, you should notice that next to cart it says "1 Item."

Continue this process until everything you need to complete your project is in your cart.

Once everything you need is in the cart click the cart button on the top right hand side of the screen. For this example, fifteen items are in our cart but only two are shown. It is strongly recommended that you print out this page to make it easier to create a line item budget. Review all of your items and ensure you have everything.

Pay special attention to the quantities of each item and make sure they're correct. We will use the data under "Your Order," as well as the data from each item to build our spread sheet as seen on the next page.

2) **Creating a Budget**

Now that you have established which and how many materials you will need, you can proceed to creating your budget. Again, if you are not skilled with Excel, a template can be obtained by contacting the VFW Foundation staff. The budget must be submitted in Excel format. FYI: More than likely, your budget sheet will be quite longer than the example, which you can see on the next page of this guide.

When creating your budget, it is recommended to use the following five column names:

Item Description – Copy this straight from the item page as labeled by The Home Depot.

Model Number – Also copy this verbatim, it could be used by The Home Depot staff to determine accuracy.

Quantity - Ensure the quantities are correct for each item.

Individual Price - The unit price of each item.

Total Price - This is the item price times the quantity.

Home Depot Project Budget

ITEM DESCRIPTION	MODEL NUMBER	QUANTITY	INDIVIDUAL PRICE	TOTAL PRICE
DANCO Universal Toilet Tank Repair Kit	80816	4	$ 13.98	$ 55.92
Frigidaire 70 pt. Dehumidifier	FAD704DWD	1	$ 219.99	$ 219.99
9 in. Plastic Tray Liner (10-Pack)	HD RM 9110	1	$ 5.97	$ 5.97
Kilz 2 2-gal. White Water-Based Latex..	20005	1	$ 29.37	$ 29.37
The Home Depot 5 gal. Homer Bucket (3-Pack)	05GLHD2	1	$ 8.91	$ 8.91
3M Scotch 1.41 in x 60.1 yds.	2020-36A	1	$ 2.82	$ 2.82
BEHR Premium Plus Ultra 5-Gal	775005	1	$ 152.00	$ 152.00
Grabber #6 x 1-1/4 in. Coarse Phillips	23465	1	$ 40.64	$ 40.64
SHEETROCK Brand UltraLight Mold	14302111708	2	$ 10.98	$ 21.96
Sheetrock 250 ft. Drywall Joint Tape	382175	1	$ 2.18	$ 2.18
			Item Total Cost	$ 539.76
			Estimated Shipping	$ 12.49
			Sales Tax	$ 43.10
			GRAND TOTAL	$ 595.35

Once you have all of the data entered, add the numbers in the Total Price column to get your Item Total Cost result.

Now that you have the Item Total Cost of the items combined, add a row for Estimated Shipping and one for Sales Tax. Make sure they are doubled spaced and placed directly underneath the Item Total Cost to include the additional costs in your Grand Total. These two figures can be found on the "Your Cost" box on the Cart page as shown on the next page of this guide.

Your Order

Subtotal	**$539.76**
Discount	**-$12.49**
Estimated Shipping*	$12.49
Pick Up In Store	FREE
Sales Tax	$43.10

Total $582^{86}

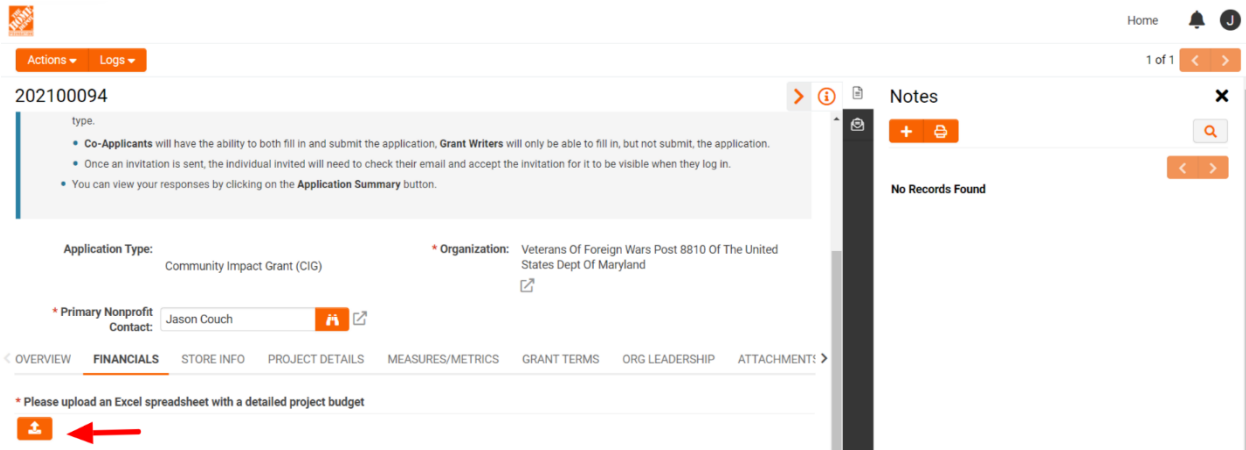You Saved $7.18

Have a promo code?

* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

Checkout Now

Do not include the "Discount" figure, as this could include current sales that may no longer be valid by the time your grant is reviewed. Add the three items together to determine your Grant Total as shown below.

Item Total Cost	$	539.76
Estimated Shipping	$	12.49
Sales Tax	$	43.10
GRAND TOTAL	$	595.35

3) Now that you have completed the budget, you can upload it to the website. Go back to the website and click the orange upload button indicated by the red arrow in the screen grab image below.

Pressing this button will open a small prompt window as shown below. Once it loads, click the orange button with the file icon it.
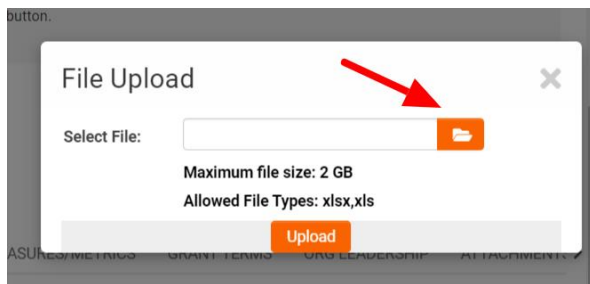
Pressing this button will cause your computer to launch a file explorer window. Navigate to the place you saved your budget, select the budget file and press "Open" (If using Chrome, another browser may say "OK" or "Upload."
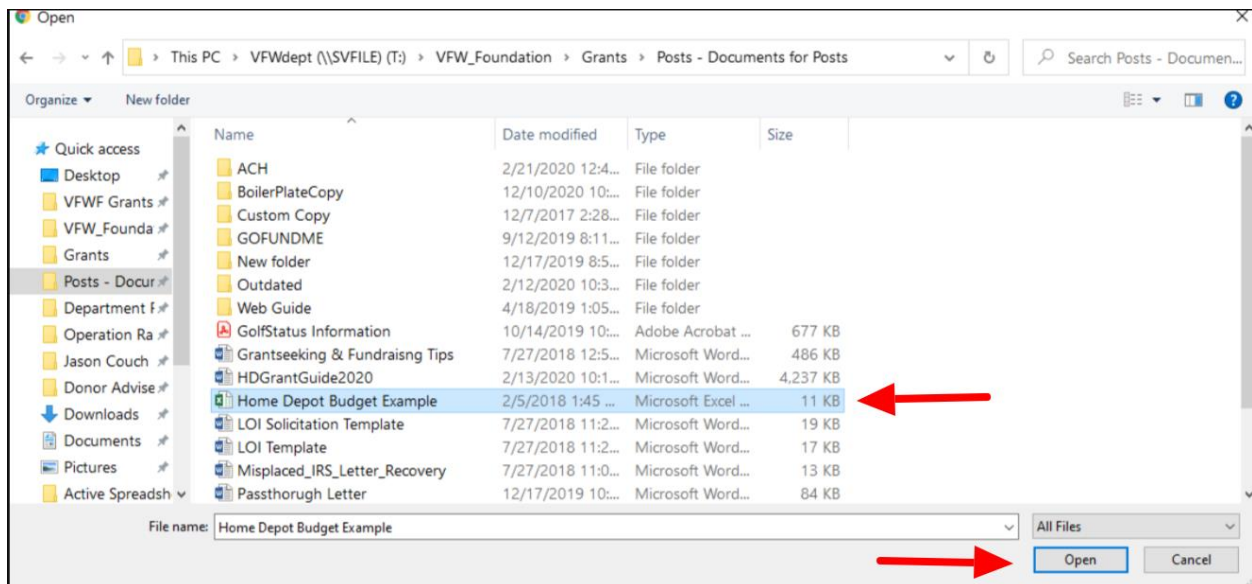
After selecting "Open," the file explorer will close. The small prompt window will remain, but you should see the name of your budget file after "Select File." Click the orange "Upload" button.
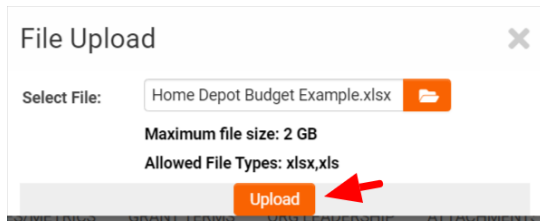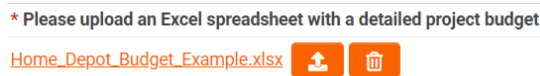

Once it loads, close the file upload window. You should be back to the Financials page, and the name of your file should be in orange text next to the upload icon button. You can press the trashcan and repeat the process if you selected the wrong file.

The final question of the Financials section asks if your Post has received a Community Impact Grant from Home Depot, answer appropriately. If you answer "Yes," another question asking how you spent those funds will be asked. Answer the question and press the "Next" button in the bottom right corner of the screen. Nothing will appear if you select "No." Press the "Next" button on the bottom right corner of the screen.
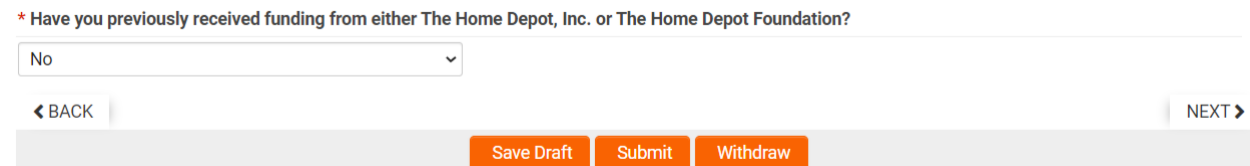
The next page is the Store Info section. If you do not know the store numbers of the two closest Home Depot stores to your Post, you will need to visit the Home Depot Store Finder to identify them. This is the link to that page: https://www.homedepot.com/l/search/4136/full/. Put your Post's zip code into the search box. You'll see the number next to the name of the store you're looking for.
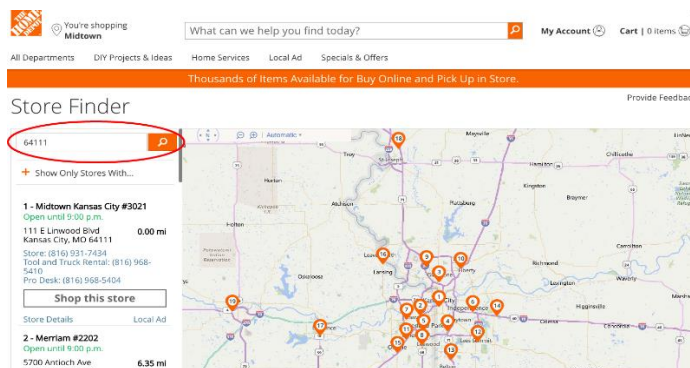
Use the numbers to respond to the two questions and press the "Next" button at the bottom right of the page.

You should now be at the Project Details section of the application. It's broken down into three parts, starting with the Project Info portion. Answer the questions about what cities, state, and metro area will be served by your project.

The next portion of the Project Details section is the Volunteer Info portion. Provide an estimated number of volunteers doing the labor and details about how they will complete the project.

The final portion of this section asks questions about your facility. Answer the questions as shown below and then press the "Next" button at the bottom right corner of the screen.

You will now be at the Measures/Metrics section which asks two questions. Provide a rough estimate of the number of veterans who will use your facility or benefit from its use. Select the type of veterans who will benefit most from your project using the dropdown box. Once both questions have been answered, press the "Next" button at the bottom right corner of the window.

You will now be directed to the Grant Terms section. Read the section and click the check box next to "I Agree." Then press the "Next" button at the bottom right corner of the page.

ⓘ Grant Terms

By checking the box below, you agree to abide by the following terms if your grant (the "Grant") is approved:

- **Purpose of Grant:** Grantee will use the Grant only for the purpose(s) provided in this application and will promptly return, without the necessity of a request from the Foundation, any portion of the Grant not used for such purpose(s)
- **Effective Dates:** The agreement shall be effective for six months following the date payment is sent by the Foundation
- **Records:** The Grantee agrees to keep accurate and complete books and records of receipts and expenditures using Grant funds for at least four (4) years after the completion of use of the Grant funds and will make these books and records available to the Foundation for inspection as reasonably requested. An officer of the Foundation may also schedule a site visit in order to discuss your work and experience
- **Public Acknowledgement:** The Grantee may publicly acknowledge this Grant, and, if it does so, will indicate the Grant was received from The Home Depot Foundation. The Foundation reserves the right to withdraw its consent to any public acknowledgement referencing the Foundation
- **Representations:** Grantee will not use any portion of the Grant, directly or indirectly: (a) to carry out propaganda, or otherwise to influence legislation; (b) to participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office; or (c) for any purpose other than a charitable or educational purpose (as such terms are defined in Section 501(c)(3) of the IRC) consistent with the basis on which Grantee is recognized as tax exempt
- **Change of Status and Certification:** Grantee certifies that, on the date this application is submitted, its tax-exempt status remains in full force and effect. Grantee agrees to inform the Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of, its tax status. If Grantee's tax exempt status changes, the Foundation reserves the right to request that all remaining Grant funds be immediately returned
- **Gift Cards:** Funds paid via gift cards are the responsibility of Grantee and will not be replaced if the gift cards or funds thereon are lost or stolen. Grantee shall not transfer any gift cards or funds thereon to another party, whether as a gift or exchange for cash or other consideration, and shall return any unredeemed gifts cards to the Foundation upon completion of the charitable project referenced in this application
- **Avoiding Appearance of Conflict of Interest:** No part of the Grant shall be paid to an employee, officer, or trustee of the Foundation, The Home Depot, or any affiliate thereof, or an immediate family member of any such individual. An "immediate family member" is defined as an individual's spouse, ancestor, sibling, child, grandchild, great-grandchild, or a spouse of one of such relatives. If the project funded by the Grant involves providing a service (including, for example, home building or repairs) to a specific individual, such service shall not be provided to an employee, officer, or trustee of the Foundation, The Home Depot, or any affiliate thereof, or an immediate family member of any such individual. The prohibitions in this paragraph shall not prevent the use of the Grant for a program benefitting the general public, and therefore potentially benefitting an individual described above, provided no such individual is provided goods or services on a more favorable basis than they are made available to the general public
- **Nondiscrimination:** Grantee declares that Grantee operates in accordance with the Foundation's non-discrimination policy and does not discriminate against any person or group on the basis of age, political affiliation, race, national origin, ethnicity, disability, sexual orientation, gender identity or religious belief

* Do you agree to these terms?:   ☑ I Agree

‹ BACK   **NEXT ›**

Save Draft   Submit   Withdraw

You are now at the Organization Leadership page. We completed this portion in the Organization Portal before we started the application. You should only need to click the checkbox that ask you to verify that the list above is correct. Click "Next" to proceed.

˅ Board of Directors

☰ JUMP TO

| Board of Directors |

Board Member List

First Name	Last Name	Position(s)
Joe	Smith	Commander
John	Doe	Quartermaster/Adjutant
Mickey	Mouse	Sr. Vice Commander
Donald	Duck	Jr. Vice Commander
Mini	Mouse	Chaplin
John	Wayne	Post Service Officer

* Is the board members list above correct.

If the list is not correct please navigate to your Organization profile and correct it

☑ Yes

‹ BACK   **NEXT ›**

You have now reached the final portion of the grant application! This is the attachments page, but you should not need to provide anything. Click "Submit" at the bottom of the page and your application is submitted! You may receive an email confirmation upon submitting. Be sure to check your email address regularly for a notification of the decision.