

## **VFW FOUNDATION’S HOME DEPOT FOUNDATION COMMUNITY IMPACT GRANT COMPLETION GUIDE 2019-2020**

Please read through all information on this guide before beginning the application so you will become acquainted 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(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 reenter parts of the application.

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

**PLEASE NOTE:** There is a new requirement in applying for the Home Depot Community Impact grant this year. Applicants must provide a project budget via a Microsoft Excel File. Details and an example on how to do this can be found on pages 13-19 of this document. You will submit the Project Budget on the same page of the application that you upload your IRS determination letter/990.

If you have any questions about this application or guide, please contact Grants Coordinator Jason Couch at [jcouch@vfw.org](mailto: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, scroll to the bottom and click the “NONPROFIT APPLICATION” button as indicated below.



After you have clicked “NONPROFIT APPLICATION,” you will arrive at the screen seen on the next page of this guide.



## Please Sign In

### WELCOME TO THE HOME DEPOT FOUNDATION'S ONLINE APPLICATION AND REQUIREMENTS LOGIN PAGE.

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

\*If you are a **new applicant** then select "New Applicant?" below and create a new account. We highly recommend that you create only one account for your organization to be shared by all users.

E-mail	<input type="text"/>	Password	<input type="text"/>
	<a href="#">New Applicant?</a>		<a href="#">Forgot Password?</a>

Click the "New Applicant?" button circled in red above.

After clicking "New Applicant?" You will be brought to the screen seen below. Enter an email address you frequently use, create a password with at least five characters and click "Continue."



## New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail	<input type="text" value="cdrpost1000@mo.vfwwebmail.com"/>
Confirm E-mail	<input type="text" value="cdrpost1000@mo.vfwwebmail.com"/>
Password (must contain at least 5 characters, with both letters and numbers)	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>

Now that you have successfully established a username and password, you will be brought to the TAX ID Instructions page. You now must enter a valid Tax ID Number to continue. This is also referred to as an EIN, or Employee Identification Number. Again, this does NOT need to be a 501(c)(3) tax ID number, it should be your Post’s Tax ID Number.



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[Contact Us](#) | [Program Guidelines](#) | [Exit](#)

#### **TAX ID INSTRUCTIONS**

Please enter your organization's Federal Tax Identification Number below. This is also known as the Employer Identification Number (EIN) and should be on file with your organization's finance department. Please note:

- The Home Depot Foundation only grants to registered nonprofit organizations in good standing with the Internal Revenue Service (IRS).
- Please be prepared to submit a copy of your organization's **IRS determination letter** (or a W-9 Form if a public agency).
- If your organization is a subgroup or affiliate of a parent organization, you will be required to provide the registered IRS determination letter and EIN.

Should you need assistance with obtaining your EIN, you may search the IRS's [online list](#) of registered charitable organizations.

Please enter your Tax ID:

After you have entered your EIN and clicked “OK” you will be brought to Part 1 of the application. This part is depicted on the next page of this document. It is a series of eleven questions which must be answered exactly as show in order to proceed to Part 2.

**ANSWER ALL OF THE QUESTIONS AS SHOW BELOW OR YOU WILL NOT BE ABLE TO PROCEED.**

**Part 1: Grant Application**

All questions below must be answered prior to moving forward with the 2nd part of the application process.

**If this is a TEAM DEPOT project, do NOT complete this application. Please refer back to the Team Depot Project Funding Request form for the appropriate application.**

1). Have you reviewed the Community Impact Grant Program guidelines?

2). 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?

3). Do you have a copy of the detailed project budget in Excel format?

4). Will your project begin in the next 6 -12 weeks?

5). If funded, will your project be completed within 6 months of The Home Depot Foundation's grant award date?

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

7). Are you requesting a grant for any of the following?

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

9). Has your organization been in existence for more than one year?

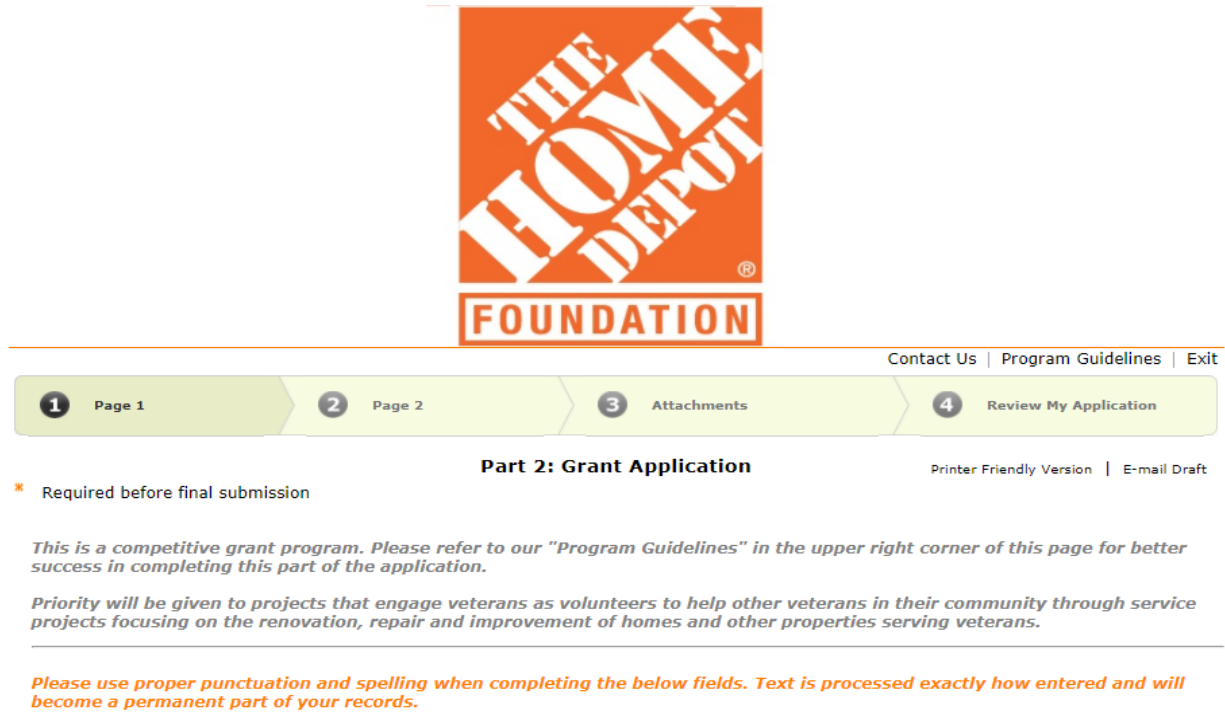
10). Will volunteers from your community be used to complete this project?

11). Will the project take place in the United States?

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

You should answer "Yes" to every question except question 7, which should be answered as "None of the above," and the final question, question 11, which should be answered "No."

If you entered the answers correctly you will be brought to Part 2 of the application. The header for the page looks like this:



Page 1 of Part 2 is made up of five sections:

**ORGANIZATION INFORMATION** --This section is made up of questions requesting basic information about your Post such as contact and mission details.

**ORGANIZATION PRIMARY CONTACT I & II** -- The Post member charged with completing the application will input contact information here.

**STATEMENT OF ISSUE & SOLUTION I & II** -- Here you will provide details about your project. Home Depot wants to know what you are asking money for, why it is important and how long it will take to complete among other questions.

**PROJECT FINANCIALS** -- This is where you will provide information about the project's cost.

**VETERAN INFORMATION** -- Home Depot wants information about the number of and type of veterans you assists (i.e., Homeless, Disabled, Transitioning).

**STORE INFORMATION** -- This section concerns which Home Depot store you would use your gift cards at.

Scroll down to ORGANIZATION INFORMATION and answer the questions about your Post as shown in the example on the next page of this document.

## ORGANIZATION INFORMATION

### ORGANIZATION INFORMATION

**\* Legal Name of Organization:**

Veterans of Foreign Wars Post 1234

If your organization is known by another name (such as a d/b/a) or goes by an acronym, please list below  
Leave blank if not applicable

Audie Murdie Murphy Post 1234

**Tax ID Number (also known as Federal Employer Identification Number or EIN)**

You will be required to attach proof of your IRS charitable status on the last page of the application  
431758998

**\* Street Address**

Enter a physical street address.

123 Main St.

**\* City**

Independence

**\* State**

Select one

MO

**\* Postal Code**

Use Format: 12345-1234

64111-2736

**\* Country**

This program only funds projects in the United States

United States

**\* Organization's Main Phone Number**

Use format: xxx-xxx-xxxx

816-968-1174

**\* Organization's Website Address**

Use format: www.name.org

vfw.org

In this section provide the basic contact information for your Post. Note how the “Legal Name of Organization” field is completed in this example. Always write your Post’s name here as displayed in the example or how it is shown on your annual tax statement. The second question is where you might write “VFW Smith-Parker Post 99999.”

Be sure to select a state abbreviation code via the dropdown box and use your Post’s nine-digit zip code as shown above. Using your Post’s own website is preferable, but if your Post does not have a website use [www.vfw.org](http://www.vfw.org).

The remaining questions are in regard to your Post’s purpose. The first of these questions is “Please select the organization type that best describes your organization.” Make sure to select “Veterans Organization.”

\* Please select the organization type that best describes your organization

Select only one

Veterans Organization

The next question asks for your Post’s mission statement. If your Post does not have a unique mission statement then use VFW National’s: “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.” Be mindful of the 100 word limit.

\* Please copy your organization's mission statement below; you will have an opportunity to add more information in the next field about your organization

Limit to 100 words or less

Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the

The next section requests a summary of programs and services your Post provides. A sample narrative is provided below to give you some ideas about what to write here. Note the 100 word limit.

*Our organization offers several services to veterans, youth and our community. 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 and more.*

\* Please provide a summary of programs and services or your organization offers

Limit to 200 words or less

Our organization offers several services to veterans, youth and our community. 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

Once you have completed the programs and services question, you will need to provide your annual budget. It is advisable to check with your Quartermaster and/or accountant to find the correct figure. Note the annotation under the question, "Please do not add text symbols, only numbers." You will need an exact dollar and cent figure, such as "50,000" and "00" in each respective box. Do not try and use a range such as, "50-2000," it will not work. There is a 200 word limit to this field.

**\* Please provide your organization's annual budget**

*Please do not add text or symbols, only numbers rounded to the nearest dollar*

.

Two to the right and below the annual budget question are three questions (indicated by the blue boxes below) about your organizations' primary contact. These questions should be answered with information about whomever has been charged with completing this application and is responsible for the project's completion.

**\* Please provide your organization's annual budget**

*Please do not add text or symbols, only numbers rounded to the nearest dollar*

.

**\* Contact Prefix:**

**\* Contact First Name**

**\* Contact Last Name**

**ORGANIZATION PRIMARY CONTACT I**

ORGANIZATION PRIMARY CONTACT		
<p><b>* Phone Number</b> <i>Use format: xxx-xxx-xxxx</i></p> <input type="text" value="123-456-7890"/>	<p><b>Phone Extension</b> <i>If applicable</i></p> <input type="text"/>	<p><b>* Organization Contact Title</b></p> <input type="text" value="Quartermaster"/>

There are two nonconsecutive sections titled Organization Primary Contact. For the first question, you will need to provide the contact's phone number and title. For all questions about the primary contact, use information that will allow Home Depot to easily reach you. Failing to do so could result in your Post not obtaining this grant.



## STATEMENT OF ISSUE & SOLUTION I

Following the contact information sections, you will find the first STATEMENT OF ISSUE & SOLUTION section. As with the Organization Primary Contact sections, there are also two nonconsecutive sections for STATEMENT OF ISSUE & SOLUTION. This is where you will answer questions regarding what your Post needs funding for and how the project will be executed. The first question is about your project's title.

**\* Project Title:**

*Please list a short title (limit to under 15 words), not a description of the project. You'll be able to enter a description later in the application. (Examples: "Support for Home Repairs for Disabled Veterans"; "Community Garden Project, "; or "Extended Care Facility Expansion")*

Note that it should be fewer than fifteen words. Along with Home Depot's provided examples, some others might be, "Meeting Hall Painting," "Ladies Restroom Repair Initiative," etc.

**\* Please describe how you determined the need for this project. How will this project improve the community?**

*Limit to 200 words or less*

*Our Post is a hub of social and charitable events and services in our community. The local Girl Scouts, Boy Scouts, DAV, and others local nonprofits use our building free-of-charge every month. Furthermore, we hold monthly fundraisers for community members and causes in need of funding many times during the*

The need for your project is the next thing asked about. Pay special attention to "How will this project improve the community?" This is where you want to explain how having a presentable and functional Post building benefits the community. Below is the example language you can model your entry after. This field has a 200 word limit.

*"Our Post is a hub of social and charitable events in our community. The Girl Scouts, Boy Scouts, DAV, and others local nonprofits use our building free-of-charge every month. Furthermore, we hold monthly fundraisers for community members and causes in need of funding many times during the year. We are now facing problems with the city due to a lack of toilets and black mold in our facility. Getting our restrooms repaired is of the utmost importance to keeping our Post open. If these repairs are not made we could potentially lose our business license with the city. Without our building as a meeting place for so many charitable groups and causes in our area, a drastic number of unmet needs in our community may never be addressed. With Home Depot's support in making these needed repairs, our town will continue to aid the less fortunate and make this a truly great place to call home."*

## ORGANIZATION PRIMARY CONTACT II

You will now need to provide an email address for the primary contact. Be sure to use an email address you frequently check.

### ORGANIZATION PRIMARY CONTACT

\* Email Address

Post1234@mail.com

## STATEMENT OF ISSUE & SOLUTION II

For the second part of the STATEMENT OF ISSUE & SOLUTION section, you will describe what needs to be fixed and what materials you will need to make your repairs. Please see the next page for an example narrative.

\* Project Description: Provide a summary of your project.

*Limit to 200 words or less*

*Four of our six toilets in our two ladies restrooms are in need of repair and in one of the restrooms black mold is starting to grow. We have assessed the repairs and developed a three phase plan to correct the situation. We are in need of new parts for the toilets. This is likely the easiest and cheapest fix for us, we have several members at our Post who have made this repair before in their own*

*“Four of our six toilets in our two ladies restrooms need repaired and in one of the restrooms black mold is starting to grow. We are in need of new parts for the toilets. This is likely the most efficient repair for us, because we have several members at our Post who have made this repair before in their own homes. One of our members is a drywall professional who told us what we would need to make the repairs. An itemized list of materials he recommended can be found on the project budget. We will need sheet rock, paint, etc. to repair the part of the wall affected with black mold among other materials. We will also need caulking to reseal the windows and cut down on the moisture causing the mold. We believe our old central air system is partly to blame, it sits on the roof directly above the restroom in question and 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 purchase a dehumidifier for the same purpose.”*

Simply state what your project is and provide details on how you plan to address it. Once again, keep the 200 word limit in mind.

The next section asks you to list three to five goals about your project.

\* List 3-5 goals of this project.

*Think about how this project will have a short term and long term affect on the community.*

1) Repair our toilets to meet the city's codes and make our Post more accessible to the community.  
2) Repair our wall in our ladies room and put an immediate stop to the threat to health of our visitors.

Pay special attention to the sentence under the heading, *“Think about how this project will have a short term and long term affect on the community.”* This is telling you not to write something like “1. Get a ramp built, 2. Have a ramp for the Post, 3. Get more patrons and members.” What you are looking to do here is use the word “community” a couple of times. Please see the example below for an idea on how to answer this.

*“1) Repair our toilets to meet the city's codes and make our Post more accessible to the community.*

*2) Repair our wall in our ladies room and eliminate the health threat to our visitors.*

*3) Take long-term preventative measures such as sealing of the windows in order to create a safe, welcoming and accessible environment the whole community will benefit from for years to come.”*

The next question is about how you will measure your project’s success upon completion.

\* How will you determine the success of this project?

*Are there particular outcomes that will be measured? If so, what are these measures?*

*The ultimate success would be to remove the danger the black mold is creating to those who use our building, making the restrooms more accessible and getting our building in compliance with city code. While there is no rigid method of measure we could employ other than having our doors remain open versus*

If you are building a disabled-accessibility ramp, clearly constructing the ramp and making it easier for the wheelchair bound and others to get in and out of the Post would make it a success. Correcting whatever deficiency the building had before would make for a successful project. While this is indeed the case, keep in mind that you are selling the idea of your Post to Home Depot. A good number of applicants will get turned down for not elaborating enough when completing sections like these. Under the question Home Depot asks, *“Are there particular outcomes that will be measured? If so, what are these measures?”* If you can, be sure to address this. It can be difficult to determine what to say here. If you can’t think of any measures you would implement use visitor feedback as your measure as demonstrated below.

*“The ultimate success would be to remove the danger the black mold is creating to our Post, making the restrooms more accessible and getting our building in compliance with city code. While there is no rigid method of measurement other than keeping our doors open, our Post takes very seriously the feedback*

*we get from our many visitors. We are met with frequent complaints about the lack of working toilets and black mold. Our aim is to provide the best and healthiest environment possible for our members and visitors. We expect that once these problems are addressed we will receive significant positive feedback. We are hoping to measure the success of the project based on the comments we receive on social media and in inter-personal interactions. We would be more than happy to share any positive feedback about the repairs we receive through Facebook with the Home Depot team!"*

\* From the list below, please select the type of facility your project will be improving  
*Select only 1*

Community Building-Community Center (e.g. VFW, YMCA, Etc.) ▼

Select "Community Building-Community Center" as the answer for this question.

\* Project's Start Date

05/07/2018 

\* Project's End Date

05/14/2018 

You can enter the date manually or use the dropdown calendars. Be sure to place the date of your project at least six weeks from the date you submit your request, but no more than eighty days from that date. This is in keeping with the answer you gave on the initial questionnaire, but also gives Home Depot time to evaluate your request. Please be aware that the time they take to make a decision could exceed your start date. We strongly recommend that you exercise patience. If you have not heard anything 90 days after submitting, please contact our staff using the information below. We will not be able to remedy the problem but can provide support regarding contacting Home Depot.

\* Enter the City where your project will take place:

Kansas City

\* Select the State where your project will take place:

MO ▼

Enter the city and state your Post is located in.

\* Please select the project activity that most closely matches the work you will be completing

Modifications to Increase Accessibility or Safety ▼

Select the appropriate response from the dropdown menu. The example project is about making repairs to abate black mold and a lack of serviceable toilets. So "Modifications to Increase Accessibility or Safety" has been selected.

\* Total number of community volunteers required to complete the project:

*Enter numbers only - no text or punctuation*

4

Enter the number of volunteers who will help to complete your project. Volunteers do not have to be Post members. Remember, no paid contractors can be used.

\* Please describe how volunteers will be used to complete this project

Limit to 200 words or less

*We have a drywall professional who will head up repairing the wall. The rest of us will assist him as needed. Our dry wall pro will cut out the section of the wall and two of us will help him fit the new piece, plaster and secure it. All of us will help with repainting the room once the everything is sanded and the windows are*

Describe the technical capability of your crew members, how many people will do which jobs, etc. See below for an example. Please note the 200 word limit.

*“We have a drywall professional who will head up repairing the wall. The rest of us will assist him as needed. Our dry wall pro will cut out the damaged section of the wall and two of us will help him fit the new sheetrock and finish the wall. All of us will help with repainting the room once everything is sanded and the windows are recalked. Once the room is painted we will split up fixing the toilets into two-man teams. We estimate that we can get everything done between the four of us within a week, but may be done in a couple of days.”*

The final question asks about the population group you serve.

\* Although your project may impact more than one population group, please select the target population your project will mostly impact

Veterans/ Military

Be sure to select “Veterans/Military.”

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## **PROJECT FINANCIALS**

Now that you have completed the Statement of Issue and Solution Section, you will arrive at the Project Financials Section. In years passed you could provide an estimated budget to 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 at the end 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** | v

## 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)

<input type="checkbox"/> Compare   <b>Grabber</b> #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack) Model# 23465 ★★★★★ (1) <b>\$23<sup>91</sup></b> /box If you buy 2 or more \$20.32 /box ✓ Schedule delivery ✓ 14 in stock to pick up today	<input type="checkbox"/> Compare  3 Options Available <b>Grip-Rite</b> #6 x 1-5/8 in. Phillips Bugle-Head Coarse Thread Sharp Point Drywall Screw Model# 158cdws1 ★★★★★ (37) <b>\$3<sup>78</sup></b> <del>\$6.47</del> Save \$2.69 (42%) ✓ Free shipping with \$45 order ✓ 217 in stock to pick up today	<input type="checkbox"/> Compare   <b>Grip-Rite</b> #6 x 1-5/8 in. Coarse Phosphate-Plated Black Phillips Flat-Head Collated Drywall Screw (800-Pack) Model# CS158CBK ★★★★★ (2) <b>\$16<sup>40</sup></b> ✓ Same-day delivery ✓ 4 in stock to pick up today	<input type="checkbox"/> Compare   <b>Grabber</b> #6 x 1-5/8 in. Coarse Drywall Screw (5 lb.-Pack) Model# 23475 ★★★★★ (2) <b>\$23<sup>91</sup></b> /box If you buy 2 or more \$20.32 /box ✓ Same-day delivery ✓ 10 in stock to pick up today
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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.

Home / Hardware / Fasteners / Screws / Drywall Screws

Model # 23465 Internet #203553726 Store SKU #633464



### Grabber

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

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

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

**\$23.91** / box  If you buy 2 or more **\$20.32** / box

Share Save to List Print

Quantity - 1 +

**Pick Up In Store Today**

**Add to Cart**

**We'll Deliver It to You**

**Express Delivery**

Once you have chosen on 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.

✓ 1 Item Added to Cart Continue Shopping ✕

View Cart (1)

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

Qty: 1 \$23.91



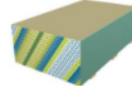

Cart Total: **\$23<sup>91</sup>**  
Taxes are calculated during checkout.

**Checkout Now**

— or —

Check out with **PayPal**



### Suggested Items with Your Purchase

 <p>Sheetrock 250 ft. Drywall Joint Tape ★★★★☆ (13) \$2<sup>18</sup>/each</p> <p style="text-align: center;"><b>Add To Cart</b></p>	 <p>SHEETROCK Brand All-Purpose ★★★★★ (50) \$14<sup>47</sup>/each</p> <p style="text-align: center;"><b>Add To Cart</b></p>	 <p>SHEETROCK Brand UltraLight ★★★★☆ (61) \$10<sup>98</sup>/each</p> <p style="text-align: center;"><b>Add To Cart</b></p>	 <p>Saint-Gobain ADFORS ★★★★★ \$8<sup>91</sup></p> <p style="text-align: center;"><b>Add To Cart</b></p>
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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.”

Store Finder Truck & Tool Rental For the Pro Gift Cards Credit Services My List Track Order Help

What can we help you find today?

My Account  **Cart | 1 item** 



Projects & Ideas Home Services Specials & Offers Local Ad

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, fourteen 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.

The screenshot displays a Home Depot shopping cart interface. At the top, there are navigation links for 'Store Finder', 'Truck & Tool Rental', 'For the Pro', 'Gift Cards', 'Credit Services', 'My List', and 'Track Order'. A search bar is present with the text 'What can we help you find today?'. Below the search bar, there are links for 'My Account' and 'Cart | 15 Items'. A banner for 'FREE IN-STORE PICK UP Over A Million Online Items Eligible' is shown. The main heading is 'Shopping Cart' with a sub-note 'FREE Shipping on eligible items. See Details'. The cart items are listed in a table:

Item	How To Get It	Qty	Item Total
 <p><b>DANCO</b> Universal Toilet Tank Repair Kit Model #80816</p>	<input checked="" type="radio"/> Ship to Home <b>FREE</b> Order within <b>3 hrs</b> <b>51 mins</b> get it by <b>Feb. 07</b> \$13.98/Item  <input type="radio"/> Ship To Store	4	\$55.92
 <p><b>Frigidaire</b> 70 pt. Dehumidifier Model #FAD704DWD</p>	<input checked="" type="radio"/> Ship to Home <b>FREE</b> Estimated Arrival: <b>Feb. 14</b> \$219.99/Item  <input type="radio"/> Ship To Store	1	\$219.99

Below the items, there are links for 'Save for Later', 'Add to List', and 'Remove'. A 'Free Shipping on Most Orders See Details' icon is also present. On the right side, the 'Your Order' summary is shown:

<b>Subtotal</b>	<b>\$539.76</b>
<b>Discount</b>	<b>-\$12.49</b>
Estimated Shipping*	\$12.49
Pick Up In Store	FREE
Sales Tax	\$43.10
<b>Total</b>	<b>\$582.86</b>
You Saved	\$7.18

Below the summary, there is a 'Have a promo code?' link and a 'Checkout Now' button. A promotional banner at the bottom right says 'Get \$25 Off Your First Purchase' with a sub-note 'Get \$25 off your first purchase of \$25 or more on your new Home'.

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 Home Depot.

**Model Number** – Also copy this verbatim, it could be used by 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.

<b>Home Depot Project Budget</b>				
<b>ITEM DESCRIPTION</b>	<b>MODEL NUMBER</b>	<b>QUANTITY</b>	<b>INDIVIDUAL PRICE</b>	<b>TOTAL PRICE</b>
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
			<b>Item Total Cost</b>	<b>\$ 539.76</b>
			<b>Estimated Shipping</b>	<b>\$ 12.49</b>
			<b>Sales Tax</b>	<b>\$ 43.10</b>
			<b>GRAND TOTAL</b>	<b>\$ 595.35</b>

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

---

<b>Subtotal</b>	<b>\$539.76</b>
<b>Discount</b>	<b>-\$12.49</b>
Estimated Shipping*	\$12.49
Pick Up In Store	FREE
Sales Tax	\$43.10

---

**Total** **\$582<sup>86</sup>**

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.

<b>Item Total Cost</b>	<b>\$ 539.76</b>
<b>Estimated Shipping</b>	<b>\$ 12.49</b>
<b>Sales Tax</b>	<b>\$ 43.10</b>
<b>GRAND TOTAL</b>	<b>\$ 595.35</b>

- 3) Now that you have completed the budget, you can answer the questions asked in the PROJECT FINANCIALS SECTION. Be sure to hold onto the budget you created, you will need to attach it to your application before you can submit your grant request.

**PROJECT FINANCIALS**

\* Amount of Request from The Home Depot Foundation

595.35 . 00

\* What is the total budget for this project?  
*Include all funding from all sources*

595.35 . 00

\* Please list any other funder and the amounts they have committed to the project.

n/a

Many of you will have budgets that far exceed the example's \$595.35. Let's say you are building a ramp for disabled access. The total cost of supplies according to Home Depot is \$6,000. This will exceed the \$5,000 grant limit by \$1,000. The purpose of this section is to find out how you plan to cover the remaining \$1,000. No grantmaker wants to give money to a recipient who does not have a plan to fully fund their proposed project. You might say something like this in the third box if your project budget exceeds the limit:

*"We held a raffle for a Henry Rifle and raised \$500 which we intend to put toward the competition of this project. Furthermore, we raised an additional \$400 while distributing Buddy Poppy's to our community members at a SportClips store next to a highly trafficked grocery store last week. Next week we are holding a Health and Wellness event at a nearby Walgreens. We are confident that between this event and several other planned projects that we can raise an amount far exceeding the remaining \$100 needed."*

## VETERAN INFORMATION

**VETERAN INFORMATION**

**If your project primarily serves veterans, please answer the following questions:**  
**(Please enter only numbers, and leave blank if N/A)**

What is the estimated number of veterans **DIRECTLY** benefiting from your project?

How many housing units/homes are expected to be rehabbed, refurbished, etc?  
*Please do not include any transitional houses, or community buildings. Only permanent housing units.*

Please choose the type of veteran population your project will be serving:

The first question asked in this section is “*What is the estimated number of veterans **DIRECTLY** benefiting from your project?*” Start with the number of members your Posts has, then estimate the number served by activities conducted at your Post, and at the totals together.

The answer to the second question should be “0” unless there is living space at your Post and you are specifically asking for funding to renovate or repair that space.

You will now be asked a question about which specific type of veteran population your project will serve. Select the option that best describes who your Post most typically serves. Make sure not to choose “None of the above,” as your project will certainly help at least one of these special population types if not all of them.

Please turn to the next page of this guide for more instructions on completing the STORE INFORMATION section.

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## STORE INFORMATION

In this section you will provide Home Depot with information about the store you intend to purchase your items from should you be awarded the grant, not necessarily the location closest to your Post building. Proceed to the next page of this guide for instructions on how to obtain the store number.

**Store Information**

This grant program is 100% funded in The Home Depot (THD) gift cards. Please list the store number and location of your local The Home Depot you will be using to provide the material for your project.

Click [here](#) to find the exact store number and location.

\* Store Number

*Please enter store number in 4-digit format (i.e. Store #112 is "0112") and click "Search".  
If store does not automatically select, please choose from dropdown menu choices.*

<Select One>

\* Store City

\* Store State (2 letter abbreviation)

\* How did you hear about this program?

Online Search

If Email/Newsletter or other, please indicate which source:

This grant program is 100% funded in The Home Depot (THD) gift cards. Please list the store number and location of your local The Home Depot you will be using to provide the material for your project.

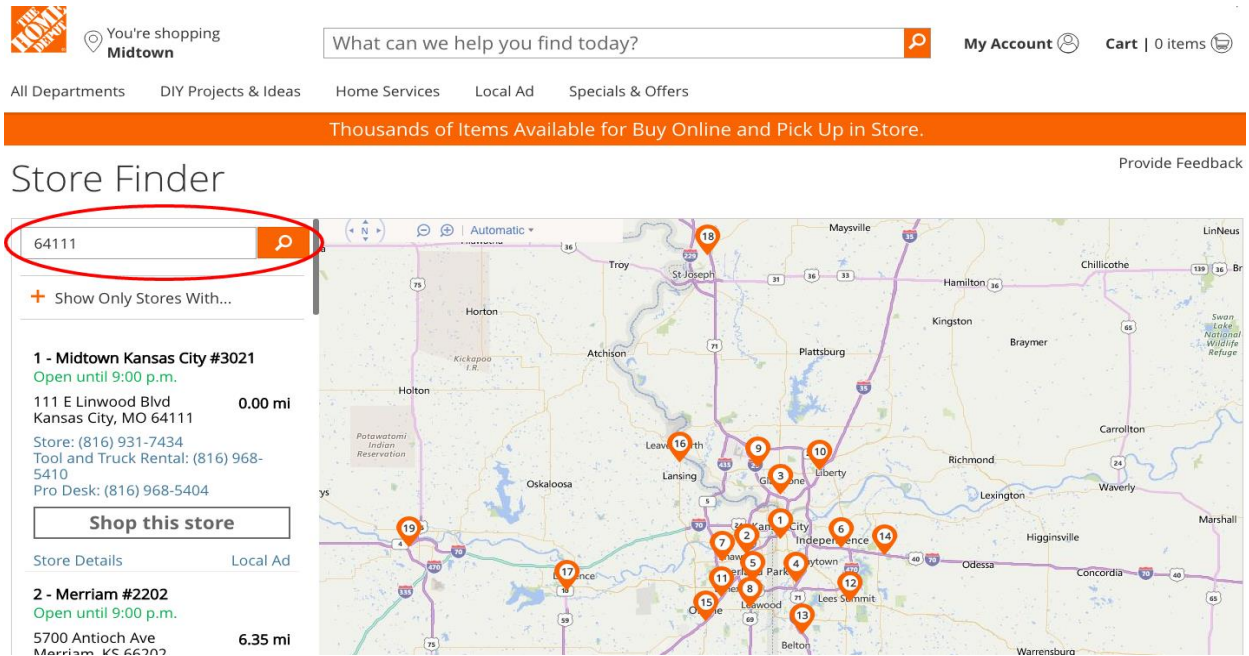
Click [here](#) to find the exact store number and location.

\* Store Number

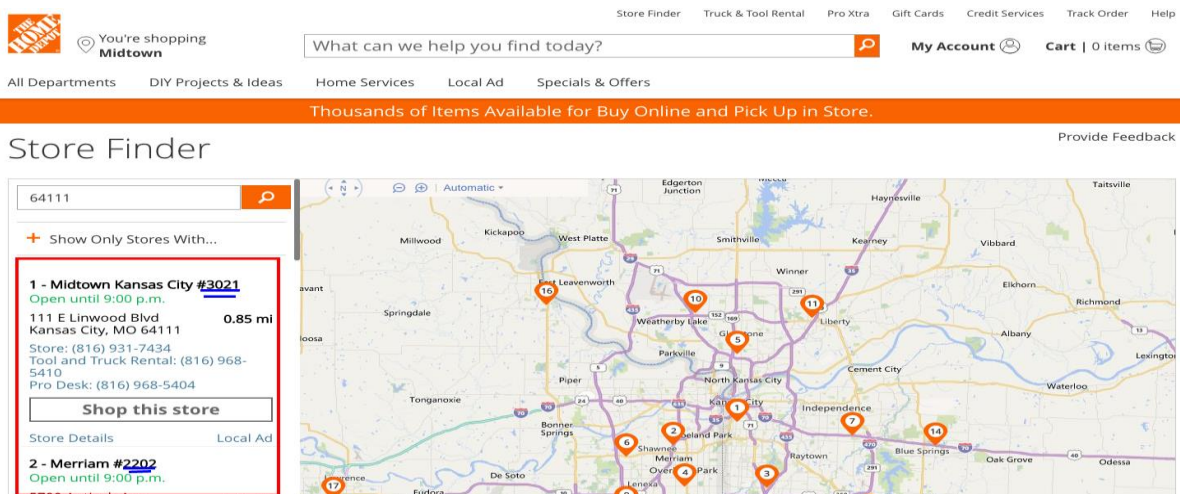
\* Store City

\* Store State (2 letter abbreviation)

If you click “here” on the application as seen above, the website depicted below will open in a new tab on your browser. The example below shows a map of the Kansas City metropolitan area but it should display the area from your location.



Enter your zip code or city and state in the box circled in red under the “Store Finder” heading and click the magnifying glass icon. Once you have taken this step, a list of stores nearest to the zip code entered will appear under the search field (marked in a red rectangle in the below image). The store number is listed to the right of the store name (indicated by double blue underlining in the example on the next page).



Once you have determined the store number, city and state, enter the information into the appropriate field on the STORE INFORMATION section.

Finally, answer the remaining question about how you heard about this grant.

\* How did you hear about this program?

If Email/Newsletter or other, please indicate which source:

You now should have all of the fields in Part 2 completed.

Ensure that you have not missed anything, and then click the “Next” button at the very bottom of the application page.

Save & Finish Later

Next

After clicking “Next: you will be brought to Part 3 of the application, Grant Terms.

---

### **Part 3 – Grant Terms**

This page is a set of terms and conditions, which you must agree to before proceeding. You should carefully read through each of them before agreeing. Please turn to the next page of this document to see the terms and what the screen looks like.





### Part 3: Grant Terms

\* Required before final submission

#### 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

\*  I agree to the above terms

\* What E-Mail Address Should Gift Card Payment Be Sent To If Grant Is Approved?

After reading the terms, check the “I agree box to the above terms” box and list the email where you would like the gift cards to be delivered to if you are awarded the grant. Then select “Next” at the bottom to proceed to the attachments page.

## Attachments

FOUNDATION

[Contact Us](#) | [Program Guidelines](#) | [Exit](#)



### Attachments

[Printer Friendly Version](#) | [E-mail Draft](#)

**Attachment A:** : Please attach YOUR [IRS Determination Letter](#) on file with the IRS. *If you are a public school or tax-exempt public service agency, then please attach a completed W-9 form, signed by your CFO or equivalent finance person. A blank W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.*

**Note, please DO NOT attach your state tax exemption certificate or group certification as this is not acceptable proof of your organization's charitable status.**

**Attachment B:** Project Budget - Please provide a detailed budget of materials required for this project in EXCEL format.

#### Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:  ▾

File Name:

Be sure to upload your Post’s IRS determination letter (Or first page of your previous year’s 990, which Home Depot Foundation also accepts) using the “Choose File” button. Once you click the button, you will receive a prompt allowing you to select the file from your computer. Choose the correct file and hit enter and then click the “Upload” button. Repeat this step, but select “Project Budget” on the “Title” drop down menu to upload your budget.

If you have correctly uploaded the files, the page should look something like this:

Contact Us | Program Guidelines | Exit

1 Page 1 2 Page 2 3 Attachments 4 Review My Application

**Attachments** Printer Friendly Version | E-mail Draft

**Uploaded Files**

Title	File Name	Uploaded	Size	Remove?
IRS Determination Letter (or completed W-9 Form)	IRSLetter.docx	2/5/2018	12 KB	<input type="checkbox"/>
Project Budget	Home Depot Budget Example.xlsx	2/5/2018	11 KB	<input type="checkbox"/>

Total size of uploaded files 23 KB  
Available 25,577 KB

**Attachment A:** : Please attach YOUR [IRS Determination Letter](#) on file with the IRS. If you are a public school or tax-exempt public service agency, then please attach a completed W-9 form, signed by your CFO or equivalent finance person. A blank W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**Note, please DO NOT attach your state tax exemption certificate or group certification as this is not acceptable proof of your organization's charitable status.**

**Attachment B:** Project Budget - Please provide a detailed budget of materials required for this project in EXCEL format.

**Upload**  
The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name:

Note the red arrow and colored boxes that have been added. The dark red box is highlighting “IRS Determination Letter,” to its immediate right, the IRS letter we uploaded is listed. This is the same for the light blue box and the budget. Make absolutely sure that you have correctly uploaded the documents before submitting. If you did this incorrectly the first time, you can always check the “Remove” box(es) and click the corresponding button directly underneath them to try again.

Now that your determination letter and budget are uploaded click the Review button at the bottom of the page.

The review page will display all of the information you have uploaded and entered. Carefully review each entry and then click submit at the very bottom of the page. Your request has now been submitted!

Best wishes and good luck with your request!

P.S. Please contact Jason Couch at [jcouch@vfw.org](mailto:jcouch@vfw.org) or 816-968-1174 if you have any questions at all concerning the application.