

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Council on Aging

Department contract file name (use effective date): MealsonWheelsAmerica_AgingServices_20240223

Project Code: Click here to enter text.

Contract type: Contract

Contracted Services/Goods: Helping Homebound Heroes Grant

Contract Component: Master

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Meals on Wheels America

Effective Date: 02/1/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: 1/17/2025

Total Amount: \$100,000 (\$82,000- cash, \$18,000- Home Depot gift cards)

Please Return Contract to:

Name: Ashlyn Martin

Email:

ashlyn.martin@chathamcountync.gov

Special Instructions for Clerks

Office:

Thank you!

2. Department Head or his/her designee has read the contract in its entirety.

By: Ashlyn Martin (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

**AGREEMENT FOR PARTICIPATION IN
THE HOME DEPOT FOUNDATION – MEALS ON WHEELS AMERICA
HELPING HOMEBOUND HEROES GRANT PROGRAM**

This Agreement dated February 1, 2024 by and between Meals on Wheels America, a District of Columbia non-profit organization located at 1550 Crystal Drive, Suite 1004, Arlington, VA 22202 (“Association”) and Chatham County, located at P.O. Box 1809, Pittsboro, NC 27312 (“Subgrantee”) is for the participation of Subgrantee in, and for the implementation of, Meals on Wheels America “Helping Homebound Heroes” Grant Program (“Program”). The Home Depot Foundation may be identified as “Donor”. Association and Subgrantee may be referred to individually as a “Party” or collectively as “Parties”.

Program Purposes. A Program Grant Award will be made by Association to Subgrantee for \$100,000 in the form of \$82,000 in cash and \$18,000 in The Home Depot gift cards (“Grant Award”). The Grant Award is for the purposes of expanding the Subgrantee’s home modification and repair program, which may include, but not be limited to floor or roof replacement, accessibility modifications, foundation repair, ramp and grab bar installation and/or smoke alarm installation (repairs undertaken in a home are considered to be a single “Project”) for a minimum of 16 veterans. Further, Subgrantee may use up to fifteen percent (15%) of the Program Grant Award for administrative support.

The Subgrantee shall inspect the residences of selected veterans and determine modification and/or repair activities which are required at such locations. The Subgrantee shall have an established approach for identifying hazards and ensuring that they are addressed. Using funds provided under the Program, the Subgrantee shall undertake and complete all identified repairs and/or modifications within the budgets and timeframes as indicated. Multiple projects may be undertaken concurrently. The Subgrantee shall be responsible for making certain that all repair and/or modification activities are undertaken under applicable construction or development codes, and that all necessary permits shall be received as may be required prior to construction.

All Program Grant Award funds must be used exclusively for charitable and educational purposes in accordance with all applicable federal and state laws, rulings and regulations. If any law, ruling or regulation now or hereafter in effect renders any provision of this Agreement void, unenforceable or unlawful, either party may terminate this Agreement immediately by providing written notice to the other party. Immediately upon such termination, all disbursements or expenditures of the Grant funds will cease and Subgrantee shall return any unexpended portion of the Grant to the Foundation.

1. **Program Grant Award Terms and Conditions.** The Subgrantee hereby accepts and agrees to the Program Grant Award in the amount specified by the Association, and further, accepts and agrees to, and where applicable, certifies that it meets, the following terms and conditions:

- a) The Subgrantee understands and accepts that Program Grant Award funds shall be disbursed in four (4) disbursements, contingent upon usage of gift cards and accurate and timely reporting. The disbursement schedule is estimated as follows:
 - i. Upon execution of this Agreement, Subgrantee will receive \$20,500 in cash and \$4,500 in gift cards (“First Disbursement”);
 - ii. On or about April 25, 2024, subgrantee will receive \$20,500 in cash and \$4,500 in gift cards (“Second Disbursement”);
 - iii. On or about July 18, 2024, subgrantee will receive \$20,500 in cash and \$4,500 in gift cards (“Third Disbursement”); and,
 - iv. On or about October 17, 2024, subgrantee will receive \$20,500 in cash and \$4,500 in gift cards (“Fourth Disbursement”);
- b) Documentation supporting all expenditures of Program Grant Award funds will be required with the submission of all Reports;
- c) Grant funds may only be disbursed to the Subgrantee who has expended funds in a manner consistent with, and only for the purposes described in this Agreement. Funds may not be used for any other purpose other than as approved by the Association (see Sections 3 and 5);
- d) The Subgrantee acknowledges and agrees that gift cards provided for the Program (and for previous grant awards) may be deactivated approximately six (6) months following the end of the current Program (or as applicable, the programs of previous years) and the termination of this Agreement (or the applicable agreement for previous grants). Funds paid via gift cards are the responsibility of Subgrantee 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 Project.
- e) Subgrantees shall adhere generally to a cap of \$15,000 for the expenditures for a particular project but if the circumstances warrant, may exceed that amount, provided that average spending across clients does not exceed \$15,000 and Subgrantee does not commit to aggregate total expenditures in excess of the subgrant award and meets other requirements provided for herein;
- f) The Subgrantee agrees to provide, to the best of its ability, a minimum of one volunteer opportunity for Team Depot, the volunteer led taskforce of The Home Depot, to complete hands-on service projects (landscaping, painting, etc.) and shall coordinate such activities so that the Association can notify The Home Depot Foundation of such volunteer opportunities at least eight (8) weeks in advance of such activity date;
- g) The Subgrantee shall be a Member of the Association in good standing at all times during the term of this Agreement;
- h) The Subgrantee shall identify a Grant Manager for purposes of implementing the Grant Program. The Grant Manager will serve as the Subgrantee’s primary point of contact with the Association (see Section 6);
- i) The Subgrantee agrees to submit its Quarterly, Interim, and Final Reports (individually a “Report” and collectively “Reports”) required hereunder on the Association’s online grant system and acknowledges that the schedule

- of reporting due dates will be communicated by the Association and is subject to change. (see Section 7);
- j) The Subgrantee agrees to undertake and participate in public relations, media and other related Donor recognition activities as provided for in this Agreement, and shall coordinate such activities with the Association (see Section 8);
 - k) The Subgrantee agrees to participate in conference calls of subgrantees to update progress on the Program as may be called by the Association;
 - l) The Subgrantee agrees to provide supplemental information as requested by the Association to facilitate the production of program case studies documenting best practices;
 - m) The Subgrantee shall meet deadlines as provided for herein;
 - n) Subgrantee acknowledges and agrees that no gifts or services were or will be rendered to the Donor, The Home Depot or any affiliate thereof, or any official of any of these organizations in exchange for this Grant Award;
 - o) Subgrantee acknowledges and warrants that it operates in accordance with Donor'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;
 - p) The Subgrantee agrees to notify the Association immediately in the event that the Subgrantee is unable to use any portion of the Program Grant Award funds, is unable to comply with any terms of this Agreement, or has used any portion of the Grant Award funds in a manner inconsistent with this Agreement;
 - q) The Subgrantee represents and warrants that it is a government entity and is in compliance with all applicable requirements thereto, and further, agrees to notify the Association immediately in the event that its status as a government entity changes in any way;
 - r) If applicable, the Subgrantee shall provide a picture or pictures of the repairs, equipment or other item(s) for which Program Grant Award funds were expended, and shall provide before and after pictures of representative projects (See Section 7 & 9);
 - s) Subgrantee shall maintain adequate documentation of veteran status of individuals benefitting from a Project, and shall provide such documentation upon request of the Donor or the Association;
 - t) If applicable, the Subgrantee agrees to participate in online monitoring of gift card disbursed via ProXtra, a third party monitoring system;
 - u) The Subgrantee certifies its compliance with the anti-terrorism provisions contained in Section 11 herein and the terms and conditions for use of the Association online grant management system;
 - v) Subgrantee is required to either: 1) adopt and license the Meals on Wheels Brand (if not previously done), or 2) download and display the 2024 Member Badge on their website and/or social media pages;
 - w) The Subgrantee is required to have a representative attend the 2024 Meals on Wheels Annual Conference & Expo to participate in any Program-related activities with representatives of Grantor and Association. Costs for registration, travel and participation shall be covered by the Subgrantee;

- x) The Subgrantee shall upon request demonstrate to the Association that its representatives actively participate in continuing education programming provided by the Association.
 - y) The Subgrantee agrees that any photos, videos and/or stories submitted to or obtained by the Association as a result of the Grant Award shall become the property of the Association (see Sections 7 and 9); and,
 - z) The subgrantee agrees to support research initiatives of the Association to investigate the impact of the Helping Homebound Heroes program. This may include, but is not limited to, collaborating with the Association and external partner(s) on the development and implementation of the research project, providing data and information, and identifying clients to be contacted for purposes of obtaining consent to be interviewed. Any research product produced by the Association will be shared with all parties and can be co-promoted.
3. ***Satisfactory Performance and Violation of Terms or Conditions.*** The Association reserves the right to withhold a future disbursement or future disbursements (and to seek recovery of previously disbursed funds) and/or terminate the participation of a Subgrantee in the Program if, in the Association's sole discretion, the Subgrantee fails to: a) satisfactorily or consistently perform its obligations under this Agreement or the Grant Award, including but not limited to failing to meet deadlines or failing to provide sufficient reports when due; b) adhere to the terms and conditions contained in this Agreement; c) use funds in a manner consistent with this Agreement, the Project or Program or for the purposes approved by the Association in its Helping Homebound Heroes Grant award; d) uphold the ethical standards applicable to Meals on Wheels programs generally; e) maintain its 501(c)(3) tax exempt status; or, f) cure a breach of such terms or conditions in a reasonable time following notice by the Association. If any of these circumstances arise or come to the attention of the Association following the disbursement of Grant funds, the Subgrantee agrees to refund to the Association upon request any and all Program Grant funds provided to it by the Association. If the Subgrantee fails to refund such grant funds to the Association as may be requested by the Association, the Association shall seek to recover such funds through all means available to it. This Section shall survive the termination of this Agreement.
4. ***Grant Period Term and Termination.*** The term of this Agreement and Program Grant Award shall begin on the date specified above and end when the activities associated with the Subgrantee's repair projects are completed, but no later than January 17, 2025 (subject to final approval by the Association, and to the submission of the Final Report) unless extended by the Association or sooner terminated for reasons as provided for in Sections 1 or 3. Any organizational or operational changes by Grantee that reasonably could be expected to affect the exempt status of Subgrantee under section 501(c)(3) of the Code must be reported to the Association in writing immediately, and the Association, in its sole discretion, will have the right to terminate this Agreement immediately upon such notice and thereafter have no further obligations to Subgrantee hereunder.
5. ***Use of Funds; Program Grant Award Modifications.*** The Subgrantee shall use the full amount of the Grant Award funding only for the purposes set forth in this

Agreement or the Grant Award. The Subgrantee agrees not to use any portion of the grant or any income derived from the grant for the following:

- To carry on propaganda or otherwise attempt to influence legislation within the meaning of Section 4945(d)(1) of the Internal Revenue Code, as amended (“Code”);
- To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Code;
- To provide a grant to an individual for travel, study, or similar purpose within the meaning of Section 4945(g) of the Code or to make any grants to individuals or organizations (unless approved in writing by the Donor). Payments of salaries, other compensation, or expense reimbursement to employees of the Subgrantee within the scope of their employment do not constitute “grants” for these purposes and are not subject to these restrictions;
- To promote or engage in criminal acts of violence, terrorism, hate crimes, the destruction of any state, or discrimination on the basis of race, national origin, religion or religious beliefs, military and veteran status, political affiliation, disability, sex, age, or sexual orientation, or support of any entity that engages in these activities.
- To make payments to cover debts, liabilities, or expenses unrelated to the proposed Grant activities;
- To conduct transactions that involve conflicts of interest, self-dealing, and/or private inurement; or
- To finance past or potential future litigation.

Subgrantee will notify the Association immediately in the event that any of the following occur:

- a) The Subgrantee is unable to use any portion of the Grant Award funds for the intended purposes;
- b) The Subgrantee is unable to comply with any of the terms of this Agreement; or
- c) Any Grant Award funds are used in a manner inconsistent with the terms of this Agreement.

6. **Identification of Grant Manager; Monitoring and Notifications of Changes.** The Subgrantee shall on its online application for the Grant have identified a Grant Manager

for the Project who shall be the primary point of contact with the Association, and have submitted all contact information for that Grant Manager to the Association through its online grants management system. Activities and results will be monitored through regular contacts between the Grant Manager and the Association. The Subgrantee shall notify the Association of any changes that may affect the status of the Project, including changes in the Grant Manager, other staffing or Project plan changes, through email at grants@mealsonwheelsamerica.org.

7. **Reporting Requirements.** The Subgrantee shall complete and submit the Helping Homebound Heroes Grant Report Form (Grant Report Forms are available online) for all Quarterly, Interim and/or Final Reports, utilizing the Association's online grant management system. The Quarterly Reports shall reflect the Project activities in the quarter immediately prior to the Quarterly Report due date and shall be submitted no later than April 10, 2024 and October 10, 2024 respectively. In addition to required Quarterly Reports, Subgrantee is required to submit an Interim Report for the previous grant period no later than July 10, 2024. The Interim Report shall reflect the Project activities in the quarter immediately prior to the Interim Report due date in addition to the year to date Project activities and participation in training opportunities (as may be applicable), plus a year to date budget justification. The Final Report shall be submitted to the Association at the completion of the Project (but no later than January 17, 2025) using the form provided online, marking it as the Final Report. All Reports shall be submitted to the Association only through the Association's online grant management system. All Reports and documentation, including photographs, videos/film clips and related materials submitted to the Association will be approved by the Association and shall become the property of the Association for any uses it deems appropriate, including for use by the Donor. All photographs/videographs containing identifiable images of individuals shall contain appropriate releases that shall be obtained by the Subgrantee. Because information relating to the Subgrantee's Program may be made public (see Section 9), the Association requires that the narrative portions of the Subgrantee's Reports be drafted without confidential information. The Association reserves the right to seek supplemental information for any Report.
8. **Donor Recognition and Press Activities.** Public announcements of the Grant Award may be made by the Donor, Association and Subgrantee. Any materials referencing funds from the Grant Award should acknowledge the support of the Donor and the Association. The Donor's and the Association's consent is required prior to the distribution of any such announcements, including press releases or media alerts. Subgrantee will meet any listed requirements and follow all principles outlined in any Communications Plan guidance, as may be provided to Subgrantee. Such Communications Plan guidance shall be incorporated herein as Exhibit A.

The Association will support the Subgrantee's public relations and media activities. In all publicity or communications with the media, the program shall be referred to as the Helping Homebound Heroes Program and The Home Depot Foundation shall be recognized as the lead funding organization. Association shall be recognized as a partner in the Program. Any other press or public activities related to the Program shall be approved in advance by the Association.

9. **Public Presentation and Materials.** The Association may ask the Subgrantee to make a public presentation regarding their Project for the purposes of providing such information to other Association Members, including why and how the Subgrantee's Project is making an impact for veterans in your community and how it might be replicable to other senior nutrition programs. Because information relating to the Subgrantee's Project may be made public, the Association requires that any public content be produced without confidential information. Further, the Subgrantee on behalf of the Association shall obtain, and warrants that it has, valid photography/videography releases from any individual(s) appearing in any photographs or videos submitted to the Association. Any presentations, materials, photographs, films/videography and related materials used for public presentations about the Grant Award or the Program shall become the property of the Association and may be used by the Association without permission from the Subgrantee or the presenter, *provided, however*, the Association shall acknowledge Subgrantee in any such public presentations that use photographs, films/videography and related materials submitted by Subgrantee to the Association.
10. **Financial Records.** The Subgrantee agrees to maintain financial records of expenditures of Grant Award funds for a period not less than three years and respond to inquiries and/or provide an accounting of the use of such funds if requested by the Association. This Section shall survive the term of this Agreement.
11. **Anti-Terrorism Provisions Required by Donor.** The Subgrantee hereby acknowledges and agrees that neither the Subgrantee nor to the best of the Subgrantee's knowledge, any of the Subgrantee's sub-Subgrantees or affiliates (i) is in violation of any Anti-Terrorism Law (as defined below), (ii) is a Prohibited Person (as defined below), (iii) conducts any business or engages in any transaction or dealing with any Prohibited Person, including the making or receiving of any contribution of funds, goods or services to or for the benefit of any Prohibited Person, (iv) deals in or otherwise engages in any transaction relating to property or interests in property blocked pursuant to Executive Order No. 13224 (as defined below); or (v) engages in or conspires to engage in any transaction that evades or avoids, or has the purpose or intent of evading or avoiding, or attempts to violate, any of the prohibitions set forth in any Anti-Terrorism Law. As used herein: a) "Anti-Terrorism Law" is defined as any Law relating to terrorism or money-laundering, including Executive Order No. 13224 and the USA Patriot Act (as defined below); b) "Executive Order No. 13224" is defined as the Executive Order No. 13224 on Terrorist Financing, effective September 24, 2001, relating to "Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism", as amended; c) "Prohibited Person" is defined as any person or entity (1) listed in the Annex to, or is otherwise subject to the provisions of, Executive Order No. 13224; (2) owned or controlled by, or acting for or on behalf of, any party described in clause c)(1) above; (3) with whom any lender is prohibited from dealing or otherwise engaging in any transaction by any Anti-Terrorism Law; (4) who commits, threatens or conspires to commit or supports "terrorism" as defined in Executive Order No. 13224; (5) named as a "specially designated national and blocked person" on the most current list published by the U.S. Treasury Department Office of Foreign Assets Control at its official website, <http://www.treas.gov/ofac/t11sdn.pdf> or at any replacement website or other official

publication of such list; or (6) affiliated with any party described in clauses (C)(1)-(5) above; and, d) "USA Patriot Act" is defined as the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001" (Public Law 107-56), as amended.

12. **Indemnification.** The Subgrantee hereby agrees to defend and indemnify the Association and hold it harmless against and from all claims, losses, damages and costs, including but not limited to attorneys' fees and expenses, asserted against or sustained or incurred by the Association in connection with any action brought by any party in connection with any act, omission or breach of warranty or obligation under this Agreement by the Subgrantee or any of its employees, officers or agents, except for losses incurred by reason of the Association's breach of this Agreement or failure to perform its obligations hereunder. The Association hereby agrees to defend and indemnify the Subgrantee and hold it harmless against and from all claims, losses, damages and costs, including but not limited to attorneys' fees and expenses, asserted against or sustained or incurred by the Subgrantee in connection with any action brought by any party in connection with any act, omission or breach of warranty or obligation under this Agreement by the Association or any of its employees, officers or agents, except for losses incurred by reason of the Subgrantee's breach of this Agreement or failure to perform its obligations hereunder.
13. **General Provisions and Terms.** Any other requirements imposed on the Subgrantee specified in communications from the Association are hereby incorporated by reference in this Agreement. Any Project activities undertaken by the Subgrantee shall be considered to be done on an independent basis and the Association shall assume no responsibility and liability whatsoever for such activities. The Subgrantee understands that this Agreement is personal to the Subgrantee and may not be assigned to any other party. Any intellectual property, including new processes, publications or findings created or derived as a result of this Grant Award shall be the property of the Association, and cannot be sold or otherwise used for pecuniary gain by the Subgrantee without the advance written consent of the Association. Because the Agreement is not intended to achieve a commercial objective for the Donor, and because neither the Donor nor the Association can be adequately compensated by monetary damages for a breach by Subgrantee, the Donor and Association are entitled to specific performance of any provision of the Agreement. Neither party shall be in breach of this Agreement as a result of failure of performance hereunder that is due to an act of God, fire, flood, earthquake, war or armed conflict, civil unrest, embargo, court order, labor disputes or any nature, or any other event beyond a party's reasonable control. This Agreement will be interpreted in accordance with the laws of the District of Columbia, not including the choice-of-law rules thereof.

The individual executing this Agreement shall be the Executive Director, President or CEO of the Subgrantee organization. Such individual represents and warrants that he/she is a Member of the Association in good standing and has authority to execute this Agreement on behalf of the Subgrantee Senior Nutrition Program identified below. The Subgrantee organization shall be bound to this Agreement and all of the terms and conditions for the Program and the Grant Award as contained herein as of the day and year first above written.

ACCEPTED AND AGREED TO BY:

Chatham County
("Subgrantee"):

Meals on Wheels America
("Association"):

Signature of Authorized Representative:

Signature of Authorized Representative:



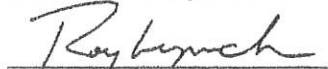
Name: Dan LaMontagne

Name: _____

Title: County Manager
2/26/2024

Title: _____

This instrument has been pre-audited in the manner required
by the Local Government Budget and Fiscal Control Act.



Roy Lynch, Finance Officer

EXHIBIT A

2023 -2024 Communications Plan

OVERVIEW

The 2023-2024 Annual Grant Housing Partners Communications Plan is attached and made a part of the Agreement for Participation in The Home Depot Foundation (“THDF”) - Meals on Wheels America Helping Homebound Heroes Grant Program (“Program”), dated February 1, 2024.

This document outlines requirements related to Program communications that are mandated by THDF and Meals on Wheels America as part of your participation in the Program and outlines the process for getting communications around your grant, project and/or partnership submitted to Meals on Wheels America and approved by the THDF communications team. Additional guidance will be shared with grantees regarding storytelling reporting requirements. Stories for public release and any materials using The Home Depot Foundation’s name or logo must follow the approval guidelines provided in this document. All materials should be submitted to Meals on Wheels America to coordinate approvals from The Home Depot Foundation.

Thank you for your partnership! We look forward to working together to increase awareness and reach of our joint efforts.

NONPROFIT MEDIA MATERIALS

When referencing grant or partnership information, please use “The Home Depot Foundation.” When referencing a Team Depot project’s group of volunteer Home Depot associates, please use “Team Depot.”

- I. **Media materials and external communications** – Please submit all media materials (media alerts, press releases, etc.) and external communications including THDF name and/or logo (newsletters, blog posts, event signage, posters, videos, annual reports, etc.) at least **8 business days** prior to distribution for approval.
 - a. For press releases and media alerts, please include your proposed distribution plan and date when sending for approval. Based on other company and Foundation announcements, the distribution date may need to change. Please let us know proposed announcement dates as soon as possible to help avoid these conflicts.
 - b. If you’re seeking to align media messaging prior to an initiative, please reach out to the same email address or find approved language in our Brand Guidelines located at thd.co/pr.

- c. Please include our updated THDF boilerplate and logo in all press materials. Both can be found at thd.co/pr.
- II. **Social media** – Please submit social media posts (with copy and accompanying media) to at least **5 business days** prior to distribution for approval. Post-event social content will be approved in **2 business days** for timely publishing.
 - III. **Logo use** – Logo-only approval requests can be submitted **5 business days** prior to planned distribution. Please find updated logos at thd.co/pr.

THE HOME DEPOT FOUNDATION REQUESTS

Below is a list of requested materials and actions from The Home Depot Foundation.

- I. **Share beneficiary success stories**
 - a. To best showcase our partnership, please share success stories / beneficiary bios or profiles, including images, via your quarterly reports.
 - b. The best assets include biographical details on the beneficiary, how our partnership helped improve their home, and hi-res photography that shows the beneficiary and before/after, as relevant.
 - c. THDF and Meals on Wheels America may use these stories for earned media opportunities, social media or internal THD channels.
- II. **Submit quarterly PR reporting with your grant report**
 - a. Please submit beneficiary/client stories via your Quarterly Program Report in Foundant.
 - i. Please provide upcoming events and announcements relevant to projects funded by The Home Depot Foundation.
- III. **Engage with The Home Depot Foundation social channels**
 - a. Please make sure to follow The Home Depot Foundation on social media:
 - i. Facebook: facebook.com/homedepotfoundation
 - ii. Twitter: twitter.com/homedepotfound
 - iii. Instagram: instagram.com/homedepotfoundation
 - b. Please post about THDF partnership 2-3 times per quarter and within one week of each partner event or project. Please include photos, tag **@HomeDepotFoundation on Facebook/Instagram** and **@HomeDepotFound on Twitter** and consider using #TeamDepot if volunteer associates are involved.
 - i. Posts must be submitted to Meals on Wheels America prior to publishing.
 - c. Please feel free to share Foundation social posts about our partnership on your channels.

IV. Let us know about upcoming Team Depot projects

- a. Team Depot projects should be arranged in coordination with Meals on Wheels America. Please reach out to them for additional guidance on setting up the project.
- b. Share veteran information before the event.
 - i. Please provide a detailed background and high-resolution photos of the veteran homeowner (or 1-3 veteran residents if supporting a veteran facility) no less than **12 business days** before the project for media consideration.
 - ii. Please confirm veteran(s) is willing to be interviewed by media and project partners for external-facing content (social media, videos, news clips, etc.).
- c. Submit photos and videos of volunteerism post-project
 - i. Please submit 8-10 high-resolution photos, videos and descriptions within 48 hours of the Team Depot event via email to Meals on Wheels America.
 - ii. Ideal visuals include before and after photos/videos; volunteers at work; or veteran residents interacting with their new space.
 - iii. Photos and videos should primarily be shot horizontally for use by media.
 - iv. [Signed Photo Release Forms](#) must be submitted for each veteran and family member pictured in photos you share with Meals on Wheels America and THDF's PR team. We assume all materials provided are approved for use in all media, in perpetuity.
- d. THDF representation at events
 - i. Please notify Meals on Wheels America at least **12 business days** in advance and of *regional, national* events at least **8 weeks** prior to event.
 - ii. These events should be included in the Quarterly Program Report, but Meals on Wheels America should be notified within the timeline above about events scheduled/occurring between reporting periods.

V. Stay connected!

- a. Please send any compelling stories, photos or opportunities to partner on content or media to Meals on Wheels America to submit to THDF. We're always looking for ways to showcase the amazing work of our nonprofit partners.
- b. Loop us in early on newsworthy, national projects for consideration of national media efforts and/or storytelling and production planning.

APPENDIX

I. Helpful links

- a. The Home Depot Foundation Website: HomeDepotFoundation.org
- b. Social media:
 - i. Facebook: facebook.com/homedepotfoundation
[@HomeDepotFoundation]
 - ii. Twitter: twitter.com/homedepotfound [@HomeDepotFound]
 - iii. Instagram: instagram.com/homedepotfoundation
[@HomeDepotFoundation]
- c. The Home Depot Foundation [Brand Guidelines](#)
 - i. Boilerplate, logos, infographics, media talking points
- d. Approved Foundation and Team Depot [photos](#)
- e. [THDF Photo Release Form](#)

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