

2018

Thrivent Builds Repairs – Affiliate Requirements

NOTE: *Thrivent Builds Repairs* is an *Invitation Only* program.
Questions? Email USGrants@habitat.org

To participate in the *Thrivent Builds Repairs* program, Habitat for Humanity affiliates must:

Prior to the repair:

- ✓ Coordinate projects with local Thrivent Financial point of contact to plan date, location, type of repair and make best efforts to recruit a minimum of 12 volunteers for each project comprised of 25% Thrivent members and 25% sourced from congregations.
- ✓ Schedule projects for completion on or before December 15, 2018.
- ✓ Establish a Repair Payment and Pricing agreement with the homeowner. (Additional information available on My.Habitat.org.)
- ✓ Before first project begins, sign and return *Thrivent Builds Repairs* Affiliate Grant Agreement via email to USGrants@habitat.org.
- ✓ Affiliate insurance is available through Lockton Affinity Insurance. If your insurance policy is through another company, send proof of insurance via email to USGrants@habitat.org.
 - Note: If your affiliate has General Liability coverage through Lockton, simply report the repair projects at the end of the policy term when completing the annual renewal questionnaire. Repair projects with values under \$500 are \$50 per home. Repairs with values greater than \$500 are \$125 per home.
- ✓ Thrivent Builds signs will be sent to participating affiliates.
- ✓ **If the project description or dates change in any way, your local Thrivent Financial point of contact must be notified.**

During the repair:

- ✓ Provide volunteer management and appropriate tools for the work to be done.
- ✓ Provide access to portable restroom *outside* of project house.

Upon completion of the repair:

- ✓ Send Request for Funds (RFF) with volunteer names for each completed project to USGrants@habitat.org within 14 days of completion to ensure receipt of grant disbursement. A good-standing review will be completed prior to grant payment approval.

Please note: Thrivent Builds Repairs projects are to be external projects only. Volunteers should not “cross the threshold”, i.e. address repairs inside the home.

12/2017