



"...peaceably transforming our society through the language of ART."

Platinum
Transparency
2022

Candid.

#2 | 2023 GRANT APPLICATION GUIDELINES

GRANT APPLICATIONS ARE ONLY ACCEPTED FROM OHIO AND NORTH CAROLINA AND THOSE STATES CONTIGUOUS TO THEM.

In order to properly review your Grant Proposal, the Foundation asks that you provide a descriptive but succinct project overview. Your application is the basis of our determination as to which projects being undertaken within the United States of America that best reflect our Mission Statement by Not for Profit organizations, Citizens, or Legal Permanent Residents applying under their Social Security Number. Above are the only applicants that PFW's Grant Committee which has to believe that their project is in keeping with PFW's Mission. Only they will receive a Grant Award.

We **cannot** Grant to *for profit corporations or any other type of for profit entity* as the IRS looks at such matters as if PFW, being a private NFP, is making an investment in a company and becoming a "partner." Foundation support is granted to artful creative and innovative initiatives that reach across biases and create dialogues that will peaceably transform, educate, and move our society in a forward-thinking and enlightened manner to improve the lives of creatures big and small and instill optimism. PFW wishes to work with you so we can achieve a better world together working to save from extinction what we hold precious.

To help facilitate our work, please process your proposal on letter-size - 8 ½" x 11" paper and mail your packet to the address below. **IT MUST BE RECEIVED AT OUR MAILING ADDRESS—IN-HAND, NOT POST MARKED—BETWEEN SEPTEMBER 8 AND ON OR BEFORE, DECEMBER 2, 2022.**

That address is:

Java Kitrick
Puffin Foundation West, Ltd.
3710 Exchange Glenwood Place #331
Raleigh, NC 27612

All applications must be sent via **1st class United States Postal Service ONLY.**

E-mailed applications are not acceptable, as we need your original signature for our file per the IRS. We do not have a FAX. WE DO NOT ACCEPT SCANS.

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Mailing address: 3710 Exchange Glenwood Place #331, Raleigh, NC 27612

Legal address: 60 East Spring Street, Suite 601, Columbus, OH 43215

Phone: 614-223-1055

www.puffinwest.org

puffinwest@gmail.com

A NON-PROFIT ORGANIZATION #27-2753994



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Please include the following information:

- 1 - PUFFIN WEST'S GRANT APPLICATION/CONTACT INFORMATION SHEET DULY SIGNED AND DATED.**
- 2 - PROJECT DESCRIPTION.** Please provide an overview in 500 words or less. If you are collaborating/partnering with another community organization, network or institution that is perhaps providing venue or support services, please have them provide a letter of introduction confirming their commitment to your project.
- 3 - PROJECT GOALS.** Please identify the VIRTUAL audience and expected census for which the Project is intended, and set out how you plan on reaching your audience, VIDEO, LIVE ZOOM ETC. and how many people will have access to your project. We do look at the ratio of dollars to outreach/per capita. Please be specific and concise and AGAIN limit this description to 500 words or less. Please affirm how your Project reflects *our* Mission Statement.
- 4 - BIOGRAPHICAL INFORMATION.** Tell us about yourself or your organization. Any relevant past projects or experiences interest us. Please attach references or letters of recommendation if you believe this is helpful to your proposal.
- 5 - If you are a tax-exempt organization or have a fiscal sponsor, you must include a copy of the IRS' 501(c)(3) determination letter setting out your/their NFP Tax ID number.** If you are not a NFP, we need your personal Social Security Number, as we will be asking you to complete a W-9 if you are awarded a Grant. ALL Grant recipients including but not limited to NFPs, Citizens, Legal Permanent Residents, Universities and Fiscal Agents - no matter what size the Grant Award is will receive a 1099 in January, 2024. It will be up to you or your tax advisor what you need to do with the 1099 you receive from Puffin Foundation West. The 1099 will be addressed to the information provided on the W-9. If any of the information on your Application or W-9 changes in 2023 you **must** update PFW immediately.
- 6 - BUDGET.** Please provide the total overall cost for the Grant Proposal. Please then break down these costs as specifically as possible and keep in mind those things that the Foundation does not provide Grants for. Please expound on your other funding requests from other foundations and/or groups and etc. that tell us if the project has any other sources for economic support. We prefer not to make Grants to any NFP whose budget is over One Million Dollars a year as we do consider ourselves a GRASSROOTS NFP. We do consider special projects within a NFP that have assets over One Million Dollars if there is a distinct project within that NFP that fits our Mission and needs funding.
- 7 - We use GUIDESTAR to obtain information about all NFPs that apply. PUFFIN FOUNDATION WEST HAS EARNED GUIDESTAR'S THE PLATINUM SEAL OF APPROVAL (TRANSPARENCY) FOR MANY YEARS.**



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We would also like to share with you that PFW was awarded an International Award from Acquisition International being the **Best Dedicated and Cultural Non-Profit Organization in the USA for 2022**. Puffin West was recognized for the tireless work to bring about positive change in the world. The article about this award is enclosed in this package.



PUFFIN FOUNDATION WEST, LTD.

Most Dedicated Cultural NPO Funding
Organization - USA

- 8 - BUDGET BREAKDOWN AND WHAT WE DO NOT FUND.** Your breakdown will help us understand if the budget seems reasonable with respect to what you wish to accomplish. Keep in mind that PFW does **NOT** fund travel, lodging, living expenses or educational scholarships; nor do we fund general operating expenses, brick and mortar, building or supporting websites, durables such as equipment, computers used after and outside of the project subject of the Application; nor do we fund already salaried employees assigned to the project of the Grant.
- 9 - ATTACHMENTS.** Please remember to include your resume/CV, and you may include references, prior news clippings, and etc. about yourself and your organization's work. A maximum of six photos/photocopies (please) or a five-minute DVD/CD are acceptable. Please do not send books, manuscripts, reels, videos, prototypes, mock-ups, or anything with bulk. If you wish your materials to be returned, you must send a SASE with the correct postage. Materials will only be returned if you have not received a Grant Award. All materials related to Grant Awards given are kept with respect to the IRS and their overview of the work we do.
- 10 - How your Grant request will use Art as a universal language in your project that is compatible to our Mission.** Please look at our website and see all the previous years' grantees extraordinary undertakings that reflect our Mission. Get inspired. We are so grateful there is such a large community of wonderful people and groups working everyday making positive impacts on other people's lives!
- 11 - New & Emerging Artists are encouraged to apply.**
- 12 - Population Served by Grant.** How many will benefit? Who will experience this grant? Does it have a continuing Mission beyond 2023?
- 13 - Fiscal Need.** Is PFW funding essential for the project's success? Will this project occur without us?

We look forward to receiving, reading and reviewing your Grant Proposal and we thank you for your interest in Puffin Foundation West, Ltd.

PLEASE NOTE THAT PROPOSALS THAT **DO NOT** EMBRACE THE FOUNDATION'S MISSION STATEMENT OR FALL SHORT OF THE GUIDELINES AND **DO NOT INCLUDE ANY OF THE REQUIRED ELEMENTS** FOR THIS GRANT APPLICATION WILL NOT BE CONSIDERED FOR FUNDING.

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