



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

Platinum  
Transparency  
2022

Candid.

### #3 | 2023 GRANT APPLICATION OVERVIEW

**PLEASE PRINT THESE PAGES AND INITIAL THE FINAL PAGE AND RETURN IT WITH YOUR GRANT APPLICATION**

Puffin Foundation West (PFW) thanks all creative artists and NFP organizations for their interest in our Mission. This begins our TWELFTH cycle offering Grants to other NFPs, citizens, lawful permanent residents endeavoring to reach across biases to creating dialogues that are peaceably transforming, educating and moving our society in, a forward-thinking and enlightened manner. PFW received its Ohio NFP status in May, 2010 and its Federal Private NFP 501(c)(3) status in October of that same year.

2023 Grant Applications are welcomed ONLY FROM OHIO AND NORTH CAROLINA AND THOSE STATES CONTIGUOUS TO THEM being Indiana, Kentucky, Michigan, Pennsylvania, West Virginia, South Carolina, Georgia, Tennessee, and Virginia and for projects that will only be undertaken in the United States of America, and whose permanent address is within the states that are listed above. If you are using a fiscal sponsor, that fiscal agent must be located in the state of your permanent address and project.

It is our process that ALL recipients will receive a 1099 form early in January 2024 (for 2023) showing the amount of the award for your own/group's tax purposes. This form will be sent and filed with the IRS and a copy will be mailed to you. **If your address changes in annum 2023, you are obligated to notify us immediately of this change.** 1099s are produced and sent out even if you are a 501(c)(3) and/or have been awarded less than \$600.

We encourage you to call the IRS Information Line at **1-866-455-7438** should you have any questions about receiving a PFW Grant and how you need to report the grant award and what your obligations are. We also suggest that you go to <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and read the W-9 requirements.

We are pleased to advise that did PFW did NOT recall any Grant funding provided in 2022 AND WE WORKED WITH OUR GRANTEES TO ENSURE THAT PFW'S NAME WAS ONLY ASSOCIATED WITH **VIRTUAL** EVENTS. GRANT FUNDS AVAILABLE FOR 2023, AS MANDATED BY THE IRS, WILL BE BASED UPON THE FIGURE OF 5% OF OUR CORPUS AS AT DECEMBER 31, 2022. WE DO NOT ACCEPT DONATIONS.

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](http://www.puffinwest.org)

[puffinwest@gmail.com](mailto:puffinwest@gmail.com)

A NON-PROFIT ORGANIZATION #27-2753994



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TYPICALLY, all 2023 grant awards will be made in equal monthly distributions amounts beginning January 2023–May 2023. **GRANTS ARE ISSUED IN THE AMOUNTS OF \$250–\$2,500.** Grants less than \$600 are “Encouragement Grants” which means that a project is compatible to our Mission but not yet fully developed meaning; (1) those projects which may not have a VIRTUAL venue yet or the necessary funding or partners to get them done. Encouragement money can be used to develop a project which the Grants Committee feels has merit. We do not set out publicly the amount of any Grant Award. Our usual top Grassroots Grant is \$2,500. There are higher echelons of awards that are given out and these NFPs have a long standing relationship with PFW, and the work that they do is stellar and compliments OUR Mission on many levels.

We do request that you kindly use our LOGO, OUR LITTLE BIRD widely, when appropriate, if your receive a Grant. Logos are found on our website: [www.puffinwest.org](http://www.puffinwest.org). AGAIN, YOU MAY NOT USE OUR LOGO OR ANY GRANT MONEY FOR IN PERSON/LIVE AUDIENCE EVENTS.

**PLEASE SEE THE PAGES IN THIS APPLICATION THAT SET OUT IMPORTANT DATES TO REMEMBER.**

We have provided overviews of historical project summaries of hundreds and hundreds of Grant Awardees that can be found under the GRANTS ARCHIVE Tab on our website [www.puffinwest.org](http://www.puffinwest.org). This is done to both motivate you and to help you understand what our Grants Committee considers to be Mission compatible. Our Mission is the basis of the approval of our 501(c)(3). Our Archives serve as a “blog” that **helps fulfill our Due Diligence Requirement pursuant to the IRS’ Regs. Section 53.4945-4(c)(3) which states that** in order for our Foundation to continue its important Mission and stay within the confines of the law: *“The private foundation must require annual (or more frequent) reports on the use of the funds and the progress made by the grantee toward achieving the purpose for which the grant was made. Upon completion of the project for which the grant was made, the foundation must receive a final report describing the grantee’s accomplishments and accounting for the grant funds received.”*

These Project Summaries and Final Reports for **2023** Grantees are due **ON OR BEFORE NOVEMBER 30, 2023.** (SEE IMPORTANT DATES TO REMEMBER), thus allows us to **attest** (this is a legal requirement meaning to certify, verify, document, authenticate) **on our IRS 990PF that all Grant funding was used with respect to the applications as submitted.**

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PFW reserves the right to recall grants should a Final Report not be received. You will receive reminders and notices about the production of these Reports via the e-mail address on your initial application. You also have a duty to advise PFW immediately if any of the contact information on the application changes, such as the address, name of the person or director or grant writer, development director changes, or changes in phone numbers or email addresses. The information on file will be used to send you our 1099 in January, 2024. All grant recipients, no matter the amount of the grant, will receive a 1099.

Awardees who do not produce a final report will NEVER be considered for a future Grant.

**TO 2022 GRANT AWARDEES OWING TO THE VIRUS (Covid-19/Corona Virus):**

We are well aware that many of the 2022 Grant Awards given MAY NOT have been used as the projects were called off owing to Federal or State or Local government restrictions related to gatherings. As you are aware, these funds had to be used for the purpose stated in the 2022 application and that they were **NOT EVER** allowed to be used for brick and mortar, durables, salaries, travel and a host of other items.

**You are still required to submit:**

A 2023 Final Report on or before November 30, 2023 that sets out and describes your project if you were able to accomplish your grant award Mission, or sets out what happened to your project IT IS being rescheduled in 2024.

**FOR 2023 AWARD GRANTEES:**

If you are awarded a 2023 Grant Award, OR YOUR 2022 PROJECT WAS COMPLETED IN 2023, please email YOUR FINAL REPORT to us by BEFORE NOVEMBER 30, 2023 to puffinoh@gmail.com

**It must include the following information:**

- Name of your Organization and your EIN/TIN or SS#;
- Your project's name, the location of the venue and the dates it ran;
- Actual number of VIRTUAL participants;
- Any changes from your original proposal that the grant award was made for;
- How did it go? Did you accomplish your goals? Were there any unexpected challenges and, if so, how were they addressed?;
- Share a brief story (500 words/one page) of how your project made an impact on your target audience;
- **YOU MUST** attach a jpg(s) of the project as we often do post final project information because your good work could be inspirational to others.

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**ALSO DUE NOVEMBER 30, 2023 to puffinoh@gmail.com:**

IF THIS WAS A CONTINUATION OF THE 2021 OR 2022 GRANT, STATE WHAT WAS THE DOLLAR AMOUNT OF THE **ORIGINAL** GRANT AWARD GIVEN IN 2021 OR 2022 AND THE **ADDITIONAL** DOLLAR AMOUNT, IF ANY, PROVIDED TO YOU IN 2023 FOR THIS CONTINUING (HOPEFULLY COMPLETING) PROJECT.\*

Again, as always, the recourse we will need to take, should we not have received a final report, is we have to recall our grant award and then the onus of proof as to what the funds were used for is placed upon you. You are referred back to the IRS regulation set out above. PFW needs to show the IRS that the mandated 5% qualified distribution by private NFPs was done within the parameters and in accordance to their directives.

**2023 Awardees not producing a final report will NEVER be considered for a future grant and need not apply herein.**

**WHEN YOU GIVE GOOD PEOPLE, GOOD MONEY,  
GREAT THINGS CAN AND DO HAPPEN**

Thank you for your cooperation and we wish you continued success.

I have read and understand the above.

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OVERVIEW Grantee's Name & Date

**\*If you have not completed your 2021 project by the end of 2023,  
we have the right to recall all the grant award money you have received.**

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Grantee Initials

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