



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

Platinum
Transparency
2022

Candid.

#5 | IMPORTANT DATES TO REMEMBER

Acceptance of your duly executed ORIGINAL Grant Applications sent by regular USPS 1st class postage **ONLY** begins. Applications sent via PRIORITY MAIL, EXPRESS MAIL, REGISTERED MAIL, OVERNIGHT UPS or FEDEX, AND/OR ANY SIMILAR EXPEDITED SERVICE will **NOT** be considered and will be returned to sender via regular USPS Mail. A FACEPLATE PHOTOCOPY OF YOUR ENVELOPE WILL BE KEPT IN PFW's NOT TAKING FILE. The reason for this is that a typical application can be sent for less than \$5.00 USPS. The cost of any specialty delivery service is disdained owing to the fact that Feed America can provide a meal for \$1.00 and that is money better spent.

NOVEMBER 6, 2022 | EARLY DETERMINATION

These duly completed Applications will be reviewed first and would be related to projects that compliment our Mission and that take place in January or February 2023. Grant Award checks for Early Determinations will be sent first and **by January 20, 2023**. The Applications are logged by the day they are in-hand and are reviewed by the Grants Committee in that order. This means that EARLY DETERMINATION Grant Awards will be made in January, on a first received, first reviewed manner.

DECEMBER 3, 2022 | EARLY FALL 2022 REMINDERS TO 2022 GRANT AWARDEES

Your Final Report that sets out and describes your project if you were able to accomplish your Grant Award project or sets out what happened to your project and if it will be rescheduled in 2023 if so you must update your **2022** application (See email(s) sent to you beginning in August to remind you of your due diligence per the IRS.) Again if you still have not completed a Project that was awarded a Grant in 2021 we reserve the right to recall all the funding you have received.

DECEMBER 2, 2022 | GRANT APPLICATION DUE DATE

ALL 2023 APPLICATIONS MUST BE **IN-HAND** ON THAT DATE. **NO EXCEPTIONS.**
VIA 1ST CLASS UNITED STATES POSTAL SERVICE.

ALL APPLICATIONS ARE TO BE MAILED TO:

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

PFW's permanent and legal address remains the same.
Java Kitrick
Puffin Foundation West, Ltd.
60 East Spring Street, #601
Columbus, OH 43215
(PFW is now snow birding in North Carolina)

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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BY JANUARY 2023 | EARLY DETERMINATION AWARDS WILL BE SENT OUT

FEBRUARY 2023–MAY 15, 2023 | GRANT AWARDS SENT OUT

It should be noted that PFW withdraws the same sum certain amount each month, beginning in January 2023 based upon the corpus as at December 31, 2022. Once the amount of money scheduled to be distributed in January is tolled out, the next group of grant checks will be issued by the 15th of the next month and every month thereafter. All grant awards will be made by May 15, 2023.

All grant applications will be reviewed *by the date that the project is scheduled and with deference to the date that the application was received*. Some grant awards in excess of \$2500 will be made in consecutive months until the awarded amount is fulfilled.

MAY 15, 2023 | ALL GRANT AWARDS WILL BE ISSUED AS OF THIS DATE

NOVEMBER 30, 2023 | ALL FINAL REPORTS ARE DUE

- 1- If you are awarded a 2023 Award it is due.
- 2- If your 2021 project was completed in 2022 it is also due.

Please email YOUR FINAL REPORT to puffinoh@gmail.com.

It must include the following information:

- If this was a continuation of the 2021 Grant what was the dollar amount of the original Grant Award given and if an additional Grant Award was given to that same project in 2022;
- Name of your Organization and your EIN/TIN or SS#;
- Your project's name, the locations that the virtual venue was able to be seen and the dates it was available;
- Actual number of participants and number viewers, etc.;
- 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) on 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.

Please also see Grant Award Overview for additional information and your Grant Award Notification Letter will also set out Final Report requirements.

JANUARY 2024

All 1099s will be sent out based upon the information PFW received on your W-9 that all awardees received with their grant check and we asked to complete and return. Any information that may have changed since your application was received, you have a duty to promptly inform us so that the 1099s sent to the IRS, and copied to you, have the correct address.

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