



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

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## #1 | 2023 PUFFIN FOUNDATION WEST'S MISSION STATEMENT

**Puffin Foundation West, Ltd. (PFW)** wishes to hear from *Not For Profit (NFP) Organizations, American Citizens and Legal Permanent Residents using their Social Security number.*

The majority of our Grants are given to NFPs whose Mission is to reach across biases and create dialogues that are peaceably transforming, educating and moving our society in a forward-looking, forward-thinking and enlightened manner. We know that artists and the universal language of **ART** are able to reach across both physical borders and the boundaries of our imagination.

Our Grants help fund or sponsor projects that are compatible to OUR MISSION and that utilize Fine Arts, Dance, Music, Theater, Creative Writing, Poetry and Photography. We also accept applications that host Public Interest Platforms/Forums, Independent Journalists, or from those NFPs which engage in community, non-partisan discussions. **An archive of Grants given historically are on our website. ([www.puffinwest.org](http://www.puffinwest.org))**

Creative expression and innovation have helped move our society in an enlightened and peaceful manner and have empowered us to recognize our universal humanity. PFW is committed to supporting such projects and Grant Awards given typically with a top **GRASSROOTS Award** of \$2500 with Encouragement Grants in amounts less than \$600.

We are egalitarian. We are not centric as we believe that the road to peace is sharing with each other our cultural histories, diversities and ethnicities. Title One, TANF or being under-served or under-privileged are not *"passwords"* to getting Grants. Our Grants endeavor to elevate everyone from despair, fear, violence, abuse and loneliness; and we hope these Awards help nullify injustices and also raise awareness about the plague of sentient cruelty and extinctions facing us. We know that by using ART, these messages are often understood.

The Puffin is a metaphor for our work. This species once prospered off the coast of New England but was hunted almost to extinction for its feathers and for stew. In the late 1970's a small group of volunteers worked on a project to reintroduce Puffins back to these islands. This was the first attempt to restore a Puffin colony and at that time, the effort's outcome was unknown. Puffin life has returned to these islands, but alarmingly, the last few seasons have proven to be the worst breeding seasons ever recorded for Puffins. Pufflings (baby Puffins) fledge at six weeks when their parents hustle them into the ocean but sadly, hundreds of Pufflings and Puffins have been found washed up on the shores of both the New England coast and the coast of Alaska as they are starving to death. The small herring type fish that sustain them are not swimming far enough south because the waters are too warm. Global green-house gas warming caused by human activity, droughts and the encroachment of civilization on these creatures' habitats have caused this disaster. We all must take notice.

*(continued)*

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



*“...peaceably transforming our society through the language of ART.”*

We dedicate ourselves to fighting the extinction of the values that have made our country great: democracy, rights, liberty, opportunity, equality, culture, community, kindness, morals and integrity. We are HUMANKIND and together we must strive to be BOTH – to the planet and all the life it sustains.

PFW will partner and help build community partnerships with other concerned groups and individuals to ensure that the arts as a communication tool continue to grow and enlighten and enrich our lives. We would also ask you to read the Mission Statement below of the self-funded Puffin West project known on the web as [5050USA.com](http://5050USA.com). We ask you to then contribute to this virtual quilt we have created.

Owing to the pandemic our Mission has had to change as PFW cannot be responsible for anyone getting sick or dying. There has been much confusion about the virus and vaccinations and variants and breakthrough cases; therefore our 2022 statement related to only funding virtual events still stands for 2023. This has been difficult for many projects, so we have agreed that if you plan on doing in person events you may NOT use PFW's name as a funder; however, if you make a video of the event or can zoom it live, PFW will allow you to associate our logo and name with that part of your event ONLY. If you violate this parameter, we will be forced to recall the grant – no ifs, ands, or buts!

**TOGETHER WE CAN GET THIS DONE!  
IN SERVICE WITH GRATITUDE**

JAVA KITRICK, CEO AND DIRECTOR

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## 2023 5050USA.COM MISSION STATEMENT

Doesn't it seem like everyday matters are getting worse and it is harder to learn about good news or be part of positive news?

**5050USA.com may be just what we need.** Puffin Foundation West, Ltd. (PFW) is a Private Not For Profit ([www.puffinwest.org](http://www.puffinwest.org)) 501(c)(3). PFW has secured the Trade Name 5050USA and the Domain [5050USA.com](http://5050USA.com) and we are starting a virtual movement across the USA. The first highway to transverse our country from the Atlantic to the Pacific was Route 50.

In 1985, the AIDS QUILT was started in San Francisco. It now weighs 57 tons and it contains 100,000 quilt patches, all remembering kind people who died of that still incurable, contagious disease.

Although times have changed, that idea is still viable. To that end, 5050USA.com invites you to share good words, fun pictures, beautiful art or photographs in order to make a **VIRTUAL QUILT** across the nation. We want to show the world that the American flag is not just a symbol. Instead, we are a UNITED people who are loving, stalwart, caring, compassionate, empathetic, have integrity, are loving and we are kind. We have forgiveness, respect, we are thoughtful and considerate, responsible, devoted, friendly, warm, and sympathetic, concerned, reverent, faithful, and so on. We are sure you can come up with your own words or images that demonstrate our wonderful qualities as egalitarian people. To load a picture, please make certain that it is not "LARGE" format. This has been a problem with some iPhones when they submit.

We want to create a virtual highway with people who can help us weather this storm that has crippled and killed so many and seemingly is not going away. We all need to know we are not alone as we continue to LIVE on with the desire to stay healthy and be positive role models for all people around us who we encounter.

We invite you to visit our website, 5050USA.com, and add your own message and photo with the idea that 50 million of us can travel together across this country on this NEW Virtual Highway. Please mind your manners. You do not have to leave your name or email address; just tell everyone where you are from, be it north or south along Route 50, USA, and share in 15 words or less positive news or stories. PFW also asks you to send THIS MISSION STATEMENT about 5050USA to everyone on YOUR proprietary email list as we cannot do this - BUT YOU CAN!

Java & Mark Kitrick  
The Board Members of Puffin Foundation West, Ltd.

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## #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.

*(continued)*

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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.**



*(continued)*

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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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### #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 GRANTEEES 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.

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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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## #4 | 2023 GRANT APPLICATION

DEAR PUFFIN FOUNDATION WEST, LTD. 2023 GRANT APPLICANT:

The following information is required to process your Grant Proposal. Applications are only accepted on this original form sent to us with your original signature and sent via United States Postal Service's First-Class Mail. Applications are accepted from September 8 and **in-hand** by December 2, 2022. As you are aware, the USPS has lag times reported up to 2 weeks, so please make certain you ***do not wait until the last week to mail your application***. Applications arriving late will not be reviewed – sorry it is not OUR fault.

DATE \_\_\_\_\_

APPLICANT/GROUP NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

SOCIAL SECURITY #\* or NFP TAX EXEMPT # \_\_\_\_\_

\*Only American citizens, legal permanent residents under their SS# or NFPs/or their fiscal agents may apply.

ADDRESS \_\_\_\_\_

Suite/Apt# \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELE # \_\_\_\_\_ MOBILE # \_\_\_\_\_

WEBSITE \_\_\_\_\_

EMAIL \_\_\_\_\_

SECONDARY (PERSONAL) EMAIL \_\_\_\_\_

**IF ANY OF THE ABOVE INFORMATION CHANGES (EMAIL, ADDRESS, CONTACT ETC.) BEFORE DECEMBER 15, 2022, YOU MUST ADVISE US IMMEDIATELY SO OUR 1099 BEING SENT TO IRS, AND COPIED TO YOU, IN JANUARY 2024 IS SENT TO THE CORRECT ADDRESS.**

TITLE OF GRANT PROPOSAL:

IS THIS GRANT A **CONTINUATION** OF A GRANT AWARD MADE TO A PROJECT THAT WAS POSTPONED IN 2022 OWING TO FEDERAL STATE OR LOCAL REGULATIONS RELATED TO THE PANDEMIC? YES / NO

IF SO WHAT WAS THE VALUE OF THE 2022 GRANT AWARD GIVEN: \$ \_\_\_\_\_

IF THIS IS A **NEW GRANT** PROJECT SEEKING FUNDING PLEASE SET OUT THE:

TOTAL 2023 BUDGET: \$ \_\_\_\_\_ FOR GRANT REQUEST: \$ \_\_\_\_\_

*(continued)*

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IS THIS A GRANT REQUEST FOR EARLY DETERMINATION?: YES / NO

IF YES, WHEN IS YOUR PROJECT SCHEDULED FOR?

From \_\_\_\_\_ Ending \_\_\_\_\_

IS THIS PROJECT CURRENTLY FUNDED OR HAVE YOU APPLIED FOR ANY OTHER FUNDING? YES / NO

IF YES, PLEASE LIST GRANTORS APPROACHED/APPLIED TO AND AMOUNTS REQUESTED OR RECEIVED:

Name, Contact Info, and Amount Requested or Received:

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How did you learn about Puffin Foundation West, Ltd.? \_\_\_\_\_

Have you received a previous Grant from Puffin Foundation West, Ltd.?

\_\_\_\_\_ YES \_\_\_\_\_ NO If Yes: When \_\_\_\_\_ Amount of Grant \$ \_\_\_\_\_

Title of Grant \_\_\_\_\_

Where it was presented \_\_\_\_\_

---

**SIGNATURE AND TITLE**

**PRINTED NAME AND TITLE**

**DATE**

Puffin Foundation West, Ltd. ([www.puffinwest.org](http://www.puffinwest.org)) has been chartered as a not-for-profit corporation by the State of Ohio. Its goals are to encourage and support the creation and presentation of new artistic works to the public. In particular, the Foundation's Mission is to foster and encourage the peaceably transforming, educating and moving our society in a forward-looking, forward-thinking and enlightened manner.

**Puffin Foundation West Ltd. is a 501(c)(3) Non-Profit Private Organization #27-2753994 which files a 990PF**

We encourage you to call the IRS Information Line should you have any questions about receiving a PFW Grant and how you need to report it at **1-866-455-7438**.

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

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

A NON-PROFIT ORGANIZATION #27-2753994



“...peaceably transforming our society through the language of ART.”

## **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](mailto: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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*"...peaceably transforming our society through the language of ART."*

Platinum  
Transparency  
2022

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## #6 | TERMS OF USE

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Questions or comments regarding this Website should be directed in writing to:

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

*Thank You*

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

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Dear Friends and Pufflings,

Puffin Foundation West (PFW) received a very special, international honor from Acquisition International (AI) as the ***Most Dedicated and Cultural Not For Profit in the USA*** for 2022. This was a wonderful surprise as they only advise who the judges were and we will never know who nominated PFW. AI puts out two digital magazines including one that publishes all the 2022 award winners in various categories such as Most Green Company, Best Woman CEO, Marketing Firm, Accountants, and their business magazine is read online by over 1M people globally. Please find the article cover wherein PFW is showing pictures from many of the projects PFW has awarded to NFPs, as well as the article that the editors of AI wrote about what PFW does.

Board members of Puffin Foundation West,  
Java & Mark Kitrick



To view the publication online, click here: [www.acquisition-international.com](http://www.acquisition-international.com)  
or read the article on the following pages.

# Most Dedicated Cultural NPO Funding Organization - USA

The arts are a powerful way to send a message – music, literature, theatre, fine-art, and more, are consumed by people daily. Puffin Foundation West is a non-profit funding organisation that supports cultural and artistic projects, such as prison choirs, dance performances, and the provision of instruments to school children. In operation since 2010, Puffin Foundation West has contributed in abundance to the betterment of society – and it only plans to continue.

The world – especially in recent years – has become an increasingly difficult place to live in. Tactics employed by the divisive media, politics, and financial status have caused a rupture in society, leading to intolerance, hate, and anxiety rearing their heads. However, the world isn't all like this. Indeed, beneath the vitriol spewed on social media, the fake news, and instability, there is hope. There are people across the globe who are pushing for the betterment of society, who hope to reintroduce community, care, and positivity back into towns and cities.

Non-profit organisations are a primary example of this force for good. Be it advocating for the environment, animals, or the vulnerable, non-profits are centred around improving life and society for no monetary or superficial gain. According to Finances Online, there are nearly two million non-profit organisations and 501(c)(3) charities in the United States, and over 180,000 charities in the United Kingdom. Projects developed by these organisations are typically funded by public donations; however, they can also be supported by non-profit funding organisations.

Each year, Puffin Foundation West, LTD, a conduit foundation, supplies grants to a range of non-profit applicants. Opening its doors more than a decade ago, the organisation has aided thousands of non-profit organisations in making an impact in driving society towards an enlightened and more peaceful place to live and grow. In essence, Puffin Foundation West embodies hope. Through its work, it is trying to lift people from despair, hunger, fear, homelessness, violence, loneliness, and evils like bullying, ageism, racism, and the many issues that are epidemic in the USA.

Specialising in the arts, Puffin West Foundation focuses primarily upon non-profits that spawn a discussion. Moreover, the organisation opts to deliver grassroots grant awards to non-profits whose purpose is to reach across biases and create dialogues that are peaceably transforming, educational, and forward-thinking. It believes that the arts are a universal language through which change can be implemented, biases can be challenged, and repressed narratives can be heard without interruption. As such, through focusing on this

area, Puffin West Foundation is aiding the most marginalised groups in society – allowing them to establish or amplify their own voice. The stories of those who have faced discrimination, violence, and repression deserve to be told.

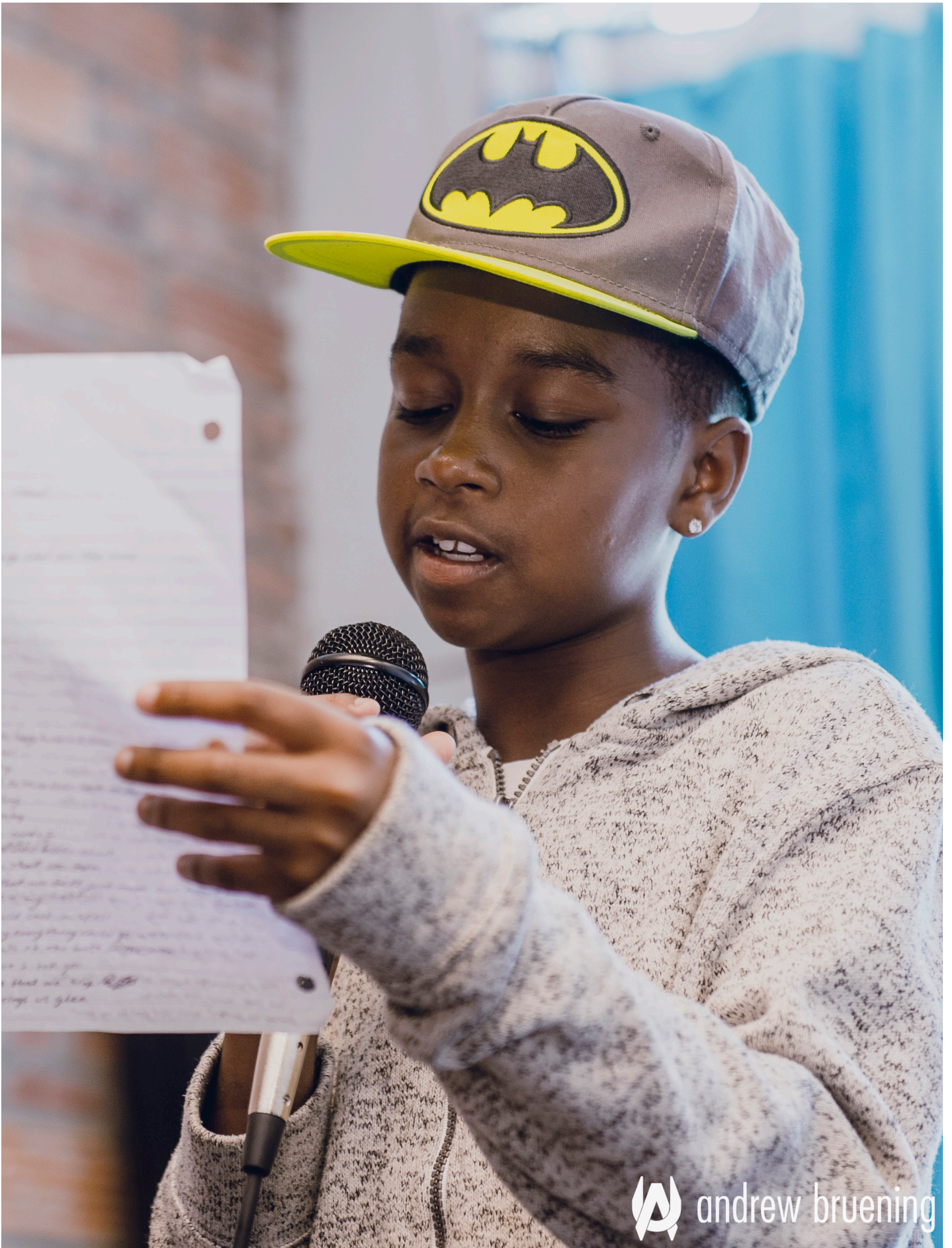
This is, essentially, what Puffin West Foundation's mission encompasses. It actively works against the ideas formed by social media, the news, and biases, to rebuild or create new connections between communities. Java Kitrick, the organisation's director, describes this connection as 'rainbow-colored fabrics that [bind] us all together.' Such ideas, over the years, have torn these fabrics apart. Consequently, Puffin West Foundation serves as an egalitarian organisation, believing that in order to move forward, it is imperative for history, culture, and traditions to be shared peacefully, with respect, and without judgement.

In turn, it cannot be an organisation that supports handgun violence, rioting, terrorism, destruction of private property, and gross intolerance. These elements fundamentally go against everything that the company stands for – Puffin Foundation West firmly believes that each upcoming generation should harbour an understanding that oppressing people – no matter their race, gender, or age – is inherently wrong. This belief is abundantly clear throughout the organisation's work.

Puffin Foundation West has worked with a diverse group of non-profits over the years, ranging from performance companies to state parks. These organisations have found Puffin Foundation West on their own accord, as Puffin Foundation West does not advertise its services. Clients are attracted to the non-profit because of its devotion to its morals – Puffin Foundation West will not deviate from its ethos for anyone, no matter how prestigious the enquirer may be. Therefore, this plays a key role in the organisation's selective awards process.

When Puffin Foundation West receives an application, it pictures the people that the grant will serve and how its grassroots granting can help. Every application is thoroughly analysed – with both the pros and the cons coming into consideration – prior to their acceptance. Be it







a typed document, or a handwritten note in crayon, Puffin Foundation West takes each application seriously. As Java Kitrick states, 'we are NOT the National Endowment for the ARTS.' Everyone's goals, dreams, and ambitions are taken seriously – 'We have railroaded over the cliff as a people, as people forgot that we all once had a DREAM.'



As a result, Puffin Foundation West's portfolio is highly diverse, and filled with important organisations. One leading example is that of Photo Voice, a non-profit organisation that originates in the United Kingdom, which gives cameras to particular groups to record their stories. Puffin Foundation West provided the organisation with a grant that enabled the provision of cameras to a number of trafficked young women, which resulted in the women documenting their lives over the course of a few weeks, many of these photos-with permission-were exhibited in a gallery.

A young girl, aged only 14, was sat on the steps to her house when she witnessed a fatal drive-by shooting. Her school came together and decided to clean up the area, removing litter, and making the street habitable for its residents. In the grand scheme of things, this was a small action; however, it had a notable, positive impact on the street's residents. Puffin Foundation West was contacted by the local neighbourhood centre who asked for a grant to hire a sculptor. The artist created a wire-mesh, life-sized sculpture of a native, wild buffalo, within which, the garbage collected was placed. This sculpture is one of three in the city that Puffin Foundation West has funded.

In addition, Puffin Foundation West has had a great amount of experience contributing to prison-oriented projects. It is undisputed that the United States' legal system is flawed – according to the Prison Policy Initiative, the US has the highest incarceration rate of any country in the world. This is further supported by Statista's research that shows that as of May 2021, the United States had the highest prisoner rate, with 639 prisoners per 100,000 of the national population. In 2020, 2.12 million people were held in American prisons – in comparison, China's prison population reached an estimated 1.71 million people that year.

A significant project that Puffin Foundation West funded was centred around former inmates that faced homelessness. The ex-inmates were brought together via a theatre organisation that allowed each man to tell their stories within the framework of a play – not only is this cathartic, but it also provides them with support that they may not have elsewhere. They build skills creating set pieces, lighting, sound, and costumes, and are provided with the opportunity to take part in a performance for a paying audience.

Furthermore, Puffin Foundation West has funded a similar organisation that goes into prisons and establishes choirs. This project was exceptionally beneficial, as music is known to have a great effect on the psyche and is often used as a form of therapy. Cleveland Clinic confirms that music therapy displays a positive impact psychologically, emotionally, physically, spiritually, cognitively, and socially. It has been shown to improve memory, lower blood pressure, enhance self-regulation, and much more. Additionally, Puffin Foundation West has worked on a project that focuses on dance – the inmates are encouraged to express their emotions through movement, but they are not allowed to touch.

Puffin Foundation West's most recent venture comes in the form of the 5050USA.com project, which has been designed to start a virtual movement across the United States. Inspired by the AIDS Memorial Quilt, a project that began in 1985 and has culminated in a 54-ton tapestry that includes nearly 50,000 panels dedicated to more than 110,000 individuals. The 5050USA.com project hopes to have a similar impact.

'We want to show the world that the American flag is not just a symbol. Instead, we are a UNITED people who are loving, stalwart, caring, compassionate, empathetic, have integrity, are loving and we are kind. We have forgiveness, respect, we are thoughtful and considerate, responsible, devoted, friendly, warm, and sympathetic, concerned, reverent, faithful, and so on. We are sure you can come up your own words that demonstrate our wonderful qualities as egalitarian people through 50 million stories, be they long or short, drawn or photographed,' writes Java Kitrick in the projects mission statement.



The 5050USA.com project hopes to cultivate a virtual highway that displays positivity, radiating the positive aspects of life across the United States. Additions must be written respectfully; however, they do not need to include names. Simply, all the writers must include is where they are from, be it north, south, east, or west, and share positive news or stories. Java finishes the mission statement by exclaiming that there is 'strength in numbers.'





Java Kitrick has been mentioned numerous times throughout this article, but who is the woman behind the organisation? Establishing the foundation in 2010, Java strives to integrate the arts into communities, with the overall aim to bolster the conversations surrounding social issues. She is hugely passionate about the organisations cause and has devoted herself to furthering Puffin Foundation West's work.

In 2019, Finances Online writes, nine organisations from the top non-profits in the US reported investment incomes of more than \$100 million. Yet most non-profits do not see this type of income – for example, Puffin Foundation West possesses a corpus of \$5 million. Statistics published by The NonProfit Times shows that across the top 100 non-profits in the United States, public donations contributed to approximately \$44.6 billion in income. Considering that there are over 1.8 million non-profit organizations in the US, this is a great amount of income for a small handful of charities.



Henceforth, this emphasises the need for organisations such as Puffin Foundation West. The organisation provides non-profits that fly under the radar or receive limited public funding to fulfil their important work. Indeed, it reduces the financial burden on smaller non-profits, allowing them to freely contribute to the communities within which

they operate. Puffin Foundation West's work is vital. The importance of the organisation's work was further emphasised by the impact of the Covid-19 pandemic.

The Covid-19 pandemic had an enormous impact across a multitude of industries, forcing many to temporarily – or in some cases, permanently – close their doors. The charitable sector around the globe was shaken by the turbulent period. CAF America conducted a study documenting the Covid-19 crisis' ramifications across 544 organisations throughout 93 countries, and its findings were telling. 94.84% of the contributors stated that there was an immediate impact on their organisations when restrictions were introduced, which is backed by 96.50% of respondents agreeing that Covid-19 had negative consequences for their organisation.

Financial security was an overwhelming challenge for the organisations, with 97.4% projecting a decrease in their funding between March 2020 and 2021. This was, perhaps, an inevitability considering the redistribution of government funding and the priorities of individuals changing. 41% of the respondents expected their funding to drop more than 21%, with a select few organisations forecasting alarming rates of reduced funding by as much as 50%, 70%, or even 100%.

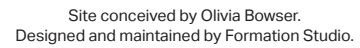


Going forward, it can be assumed that Puffin Foundation West will be devoting many of its awards to aiding non-profits out of this hole. As of 2022, however, it is only supplying grants to virtual performances or projects that do not involve the gathering of people. It believes in science, noting the fact that vaccination does not guarantee total protection, or mean that the virus cannot be spread. Puffin Foundation West will not contribute to projects that could potentially cause harm or even death. In lieu of this, its work will continue with a focus on digital projects, and Puffin Foundation West will continue to support and promote connection, kindness, and peace.



Contact: Java Kitrick  
Company: PUFFIN FOUNDATION WEST, LTD.  
Web Address: <http://puffinwest.org/>





LEARN MORE AND JOIN THE MOVEMENT

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