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 ELEVENTH 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.

2021 Grant Applications are welcomed ONLY from States contiguous to OHIO and NORTH CAROLINA, being Indiana, Kentucky, Michigan, Pennsylvania, West Virginia, South Carolina, Georgia, Tennessee and Virginia for projects that will be undertaken only in the United States of America and whose permanent address is within States contiguous to Ohio or North Carolina.

It is our process that ALL recipients will receive a 1099 form early in January 2022 (for 2021) 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 2021, 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](https://www.irs.gov/pub/irs-pdf/fw9.pdf) and read the W-9 requirements. We are pleased to advise that did NOT recall any Grant funding provided in 2020 and **THAT EVEN IF YOU RECEIVED GRANT FUNDING IN 2020, YOU MAY APPLY FOR ADDITIONAL GRANT FUNDING FOR YOUR POSTPONED 2020 PROJECT OR FOR A NEW 2021 PROJECT. GRANT FUNDS AVAILABLE FOR 2021, AS MANDATED, WILL BE BASED UPON THE FIGURE OF 5% OF QUALIFIED DISTRIBUTIONS THAT NEED TO BE MADE ON THE VALUE OF OUR 2020 CORPUS AS AT DECEMBER 31, 2020.**

**TYPICALLY, all 2021 grant awards will be made in equal monthly distributions amounts beginning January 2021- May 2021.** **GRANTS ARE ISSUED IN THE AMOUNTS OF $250-$2,500.** Grants less than $600 are “Encouragement Grants” as your projects is compatible to our Mission but not yet fully developed, meaning those projects may not have a venue or the necessary funding or partners to get them done. 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.

(continued)
We do request that you kindly use our LOGO, OUR LITTLE BIRD widely when appropriate if you receive a Grant. Logos are found on our website: www.puffinwest.org/qr-code-and-downloadable-images

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. 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 2021 Grantees are due ON OR BEFORE DECEMBER 3rd, 2021, (SEE IMPORTANT DATES TO REMEMBER) which allow 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 application as submitted.

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, changes in phone numbers or email address. The information on file will be used to send you our 1099 in January, 2022. 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.

(continued)
TO 2020 GRANT AWARDEES
OWING TO THE COVID-19/CORONAVIRUS

We are well aware that many of the 2020 Grant Awards given were not 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 2020 application and that they were NOT
EVER allowed to be used for brick and mortar, durables, salaries, travel and a host of other items (SEE
APPLICATION GUIDELINES).

You are still required to submit BY DECEMBER 1ST, 2020

1-A 2020 Final Report that sets out and describes your project if you were able to accomplish your grant
award Mission, or explains what happened to your project and if it would be rescheduled in 2021 and if
so; 2-An updated application was asked to be sent so that you meet the IRS regulation set out above.

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
directives.

2020 Awardees not producing a final report will NEVER be considered for a future grant and need
not apply herein.

FOR 2021 AWARD GRANTEEES
If you are awarded a 2021 Grant Award, OR YOUR 2020 PROJECT WAS COMPLETED IN 2021,
please email YOUR FINAL REPORT to us by BEFORE December 3rd, 2021 to puffinoh@gmail.com:
It must include the following information
- IF THIS WAS A CONTINUATION OF THE 2020 GRANT AND WHAT WAS THE DOLLAR
AMOUNT OF THE ORIGINAL GRANT AWARD GIVEN IN 2020 AND THE ADDITIONAL
DOLLAR AMOUNT, IF ANY, PROVIDED IN 2021 FOR THIS CONTINUING PROJECT;

(continued)
• 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 participants and number of attendees, audience, 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) 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.

When you give GOOD PEOPLE, GOOD MONEY, GREAT THINGS CAN AND DO HAPPEN
Thank you for your cooperation and we wish you continued success.

Together we can get it DONE!

Java Kitrick, President & Director

© 2021 Puffin Foundation West, Ltd. | www.PuffinWest.org