IMPORTANT DATES TO REMEMBER

September 8, 2020 | APPLICATIONS ACCEPTED
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, 2020 | EARLY DETERMINATION
These duly completed Applications will be reviewed first and would be related to projects that complement our Mission that take place in January or February 2021. Grant Award Checks for Early Determinations will be sent out first and by January 15, 2021. The Applications are logged by their postmark 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 1, 2020 REMINDER TO 2020 GRANT AWARDEES:
If you were able to accomplish your Grant Award project your final report describes your project. If you were not able to complete your project, please explain what happened to the project and if it will be rescheduled in 2021. If that is the case, you must update your 2020 application.

December 4, 2020 | GRANT APPLICATION DUE DATE
ALL 2021 APPLICATIONS MUST BE IN HAND AND/OR POSTMARKED ON THAT DATE. NO EXCEPTIONS. VIA 1ST CLASS UNITED STATES POSTAL SERVICE

PLEASE MAIL THEM TO:
JAVA KITRICK, President/director
PUFFIN FOUNDATION WEST, LTD.
3710 Exchange Glenwood Place, #331
Raleigh, NC 27612

OUR PERMANENT ADDRESS REMAINS THE SAME:
JAVA KITRICK, President/director
PUFFIN FOUNDATION WEST, LTD.
60 East Spring Street, #601
Columbus, OH 43215

(continued)
It should be noted that PFW withdraws the same sum certain amount each month, beginning in January 2021 based upon the corpus as at December 31, 2020. 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, 2021.

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 $2,500 will be made in consecutive months until the awarded amount is fulfilled.

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MAY 15, 2021 | ALL GRANT AWARDS WILL BE ISSUED AS OF THIS DATE.

DECEMBER 3, 2021 | FINAL REPORTS ARE DUE

If you are awarded a 2021 Award O or your 2020 project was completed in 2021 please email YOUR FINAL REPORT to puffinoh@gmail.com: It must include the following information

• If this was a continuation of the 2020 Grant what was the dollar amount of the original Grant Award given and if any additional dollar Grant Award was given to that same project in 2021.
• 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
• YOUR 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 2022

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 had a duty to promptly inform us so that the 1099s sent to the IRS and copied to you have the correct address.