



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

Dear 2015 Grant Applicant:

In order to properly review your Grant Proposal, the Foundation asks that you provide as much information as possible about your undertaking. Your application is the basis of our determination as to which individual or organization's project best reflects our Mission Statement. Foundation support is granted to creative and innovative initiatives that will advance cultural and social programs that will improve our lives and instill optimism so we can achieve a better world together. \* To help facilitate our work, please process your proposal on letter-size - 8 1/2" x 11" paper and mail your packet to the address below. **Faxed or e-mailed applications are not acceptable.** Include the following information:

- 1- **PUFFIN WEST'S GRANT APPLICATION/CONTACT INFORMATION SHEET.**
- 2- **PROJECT DESCRIPTION.** Please provide an overview in 500 words or less. If you are collaborating/partnering with another community organization, network or institution, please have them provide a letter of introduction confirming their commitment to your project.
- 3- **PROJECT GOALS.** Please identify the audience for which the Project is intended and set out how you plan on reaching your audience and how many people will have access to your project. Please be specific and concise and 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 are of interest to us. Please attach references or letters of recommendation if you believe this is helpful to your proposal. **If you are a tax-exempt organization or have a fiscal sponsor, you must include a copy of the IRS' 501(c)(3) letter setting out your NFP Tax ID number. If you are not a NFP, we still need your IRS letter that sets out your FEIN/EIN, as we will be asking you to complete a W-9 as all grant recipients receive 1099s.**
- 5- **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. and tell us if the project has any other sources for economic support.
- 6- **ATTACHMENTS.** Please remember to include your resume/CV, references, prior news clippings, and etc. about yourself, your organization or your work. A maximum of six photos (no slides 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 SASE with the correct postage. Materials will be returned shortly after you hear from us advising if you have or have not received a grant award.

#### **IMPORTANT THINGS TO CONSIDER**

While there are few 'set' requirements for grantees, the following criteria are typically considered:

- The Content of the Grant. Does it Address Social Issues, What is the Educational Value?
- New & Emerging Artists are typically encouraged. Established artists have a higher threshold to receive support.
- Population Served by Grant. How many will benefit; who will experience this grant; does it target an underserved population?
- Fiscal Need. Is Puffin funding essential for the project's success? Will this occur without us? In general, projects with budgets for more than 250k will face additional scrutiny to determine if a grant will have a real impact.
- Budget Breakdown. Is the budget reasonable? **Puffin does not fund travel, lodging, living expenses & educational scholarships; nor do we fund general operating expenses or already salaried employees assigned to the subject/project of the grant.**

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

• • [www.puffinwest.org](http://www.puffinwest.org) • • [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) • • see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

Only U.S. citizens/legal residents and U.S. organizations are eligible for grants.

We look forward to receiving, reading and reviewing your Grant Proposal. We thank you for your interest.

In service, with gratitude,

Java Kitrick, Director

- \* 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 OF THIS GRANT APPLICATION WILL NOT BE CONSIDERED FOR FUNDING.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

## **MISSION STATEMENT**

**Puffin Foundation West, Ltd.** seeks to open the doors of artistic expression by providing grants to artists and art organizations often excluded from mainstream opportunities due to race, gender, or social philosophy. Artists are able to reach across the borders of our imagination and in doing so often peaceably transform our society's ideas. Creative expression and innovation have always helped move society towards a more progressive democracy and allow us to recognize our universal humanity. Puffin Foundation West, Ltd. is committed to supporting such grass-roots artists and organizations.

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, and shortly before her death, Dorothea (Mrs. Perry) Rosenstein, (the mother of PFW's Director) was part of a small group of volunteers who worked on a project to reintroduce Puffins back to these islands. This was the first time an attempt had been made to restore a puffin colony; the outcome was unknown. Owing to these constructive efforts these birds did make a comeback.

Perry Rosentein, President and Founder of the Puffin Foundation and PFW, in tribute named his private foundation after this restoration project's little bird because unlike Captain Kirk's prime directive that you mustn't interfere, many times you do have to step-up to make things right. Once again sadly, Puffins are threatened, this time by GLOBAL WARMING. ([blog.nwf.org/2013/06/climate-change-spells-peril-for-puffins/](http://blog.nwf.org/2013/06/climate-change-spells-peril-for-puffins/))

The Puffin Foundation West, Ltd. will partner and also help build community partnerships with other concerned groups and individuals as part of our Mission to insure that the arts continue to grow and enrich our lives. PFW accepts Grant Applications from individuals, educational, cultural and social justice organizations with projects meeting our Mission's objective that utilize Art, Dance, Music, Theater, Photography, Film/Video, Writing, Poetry and Public Interest.

Java Kitrick, Director

© 2014 Puffin Foundation West, Ltd.

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

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

## 2015 GRANT APPLICATION AND INFORMATION

**Puffin Foundation West** (PFW) thanks all creative artists and organizations for their interest in our Mission. You will find our Application materials in the PDF at the bottom of this introductory statement. The material in the PDF has been produced so that you understand our Mission so that you can be successful in crafting your Application for a Grant Award.

We strongly suggest you explore our website so that you understand our GRASSROOTS Mission and meet all of our previously PFW awardees who we now consider to be part of the PFW family. *Did you know that a group of Puffins is called a GATHERING?* Completed applications for next year's cycle will be accepted from September 2nd until the deadline of December 21<sup>st</sup>, 2014 (postmarked by midnight). We cannot accept applications mailed certified or that require a signature for delivery.

PFW desires to grant applicants who cross social and cultural borders. We provide artists and organizations with funding that enables them to promote and share issues that unite people through the common language of artistic expression. Grants from the PFW can only be awarded to permanent residents and citizens of the United States. Average grants range from \$750 - \$2,500.

You are **ALL invited to become a friend of PFW on Facebook** so that you can keep up with the inspirational, incredible, important, mindful projects we help fund.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

## 2015 ARTIST GRANT INFORMATION

Dear 2015 Grant Applicant:

Thank you for your interest in the Puffin Foundation West, Ltd. (PFW). This begins our fifth cycle of being able to offer grants to individuals and groups who are endeavoring and, more importantly, often succeeding in reaching across the constraints of the status quo and creating dialogues that are peaceably transforming as well as moving our society forward in a progressive manner.

This letter includes salient information to enable you to complete your Grant Proposal and Application, which you will find at the bottom of this introductory message in the PDF. Proposals can **only** be submitted via the mail from September 2nd and postmarked before Sunday, December 21st, 2014. NO e-mailed/faxed Applications will be considered. All Grant Award Recipients will be notified by May 30<sup>th</sup>, 2015.

If you require “*early determination*,” please check the box on the Application. We request that if you need early determination, submit your Grant Proposal by December 1<sup>st</sup> so we can get an idea of how many grants we have in this category. Efforts will be made to review these beginning in late January. However, there is no guarantee that should your event need funding prior to May 30<sup>th</sup>, 2015 and if you qualify for a grant that it will be processed prior to April 1<sup>st</sup>, 2015. In order to keep the corpus working, we withdraw a sum certain amount each month only. We will send Not Taking Letters by February 15<sup>th</sup> 2015 in this “early determination” category.

FYI: Our 990PF tax returns that provide us with the 2015 5% qualified distribution figure are not due to be mailed to the IRS until May 15<sup>th</sup>. That is a constraint all NFPs work with. We do endeavor to review Grant Applications in the order received. If you want any materials returned, you must submit *return shipping packaging* with correct postage and a separate letter to that regard.

All successful Grant Recipients will have responsibilities and obligations to fulfill to the Puffin Foundation West, Ltd. These obligations include:

- (1) The completion and prompt return of a 1099; and
- (2) A final report by year’s (2015) end that includes an accounting of how Grant Funds were used. By submitting a Grant Proposal, you are also acknowledging our authority to withhold and/or recover Grant Funds if funds are or appear to be misused.

Puffin Foundation West, Ltd. does not consider Grants for: (a) travel; (b) continuing education; (c) projects outside of the United States; (d) general living expenses including housing or food; and (e) those who have sufficient alternative sources of support and payroll for their project. Further, (f) only one proposal from any one person or organization in any single Grant Cycle can be contemplated for a Grant; and (g) we can only award Grants to citizens of the United States or permanent residents of the United States. Therefore, by applying for a grant, you are implicitly stating that you are a citizen or permanent resident.

Average Grants are \$500-\$2500. Grants that comport with our Mission Statement will be made in the following categories: (a) Film, Photography and Video; (b) Fine Arts; (c) Music, Poetry, Theatre and

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

Dance; (d) Public Interest; and (e) Writing.

Thank you for your interest in the Puffin Foundation West, Ltd. We are proud to continue to celebrate the artists who enable us to imagine peace and a common humanity.

**Please download the full PDF, which includes the application.**

**NOTE: Only grants submitted on our Application Form will be considered.**

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

Dear Puffin Foundation West, Ltd. 2015 Grant Applicant:

The following information is required to process your Grant Proposal. Individuals or groups who receive a Grant Award and who are not covered under the Federal non-profit status (Section 501(1)(3)) are advised that their Grant is considered taxable income by the Internal Revenue Service. 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**.

DATE \_\_\_\_\_

APPLICANT NAME /CONTACT NAME \_\_\_\_\_

SOCIAL SECURITY # or FEIN # or TAX EXEMPT # \_\_\_\_\_

ADDRESS \_\_\_\_\_ Apt# \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELE. # \_\_\_\_\_ MOBILE # \_\_\_\_\_

WEBSITE \_\_\_\_\_ FACEBOOK \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF GRANT PROPOSAL \_\_\_\_\_

TOTAL BUDGET: \$ \_\_\_\_\_ GRANT REQUEST: \$ \_\_\_\_\_ EARLY DETERMINATION: Y N

Is this project currently funded or have you applied for any other funding? \_\_\_\_ YES \_\_\_\_ NO.

If so, please list Grantors and amounts received or Grants applied for.

Name	Address, City, State, Zip	tele #	contact	\$ amount

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

Have you received a previous Grant from Puffin Foundation West, Ltd. or the Puffin Foundation, Ltd?  
\_\_\_\_ YES \_\_\_\_ NO. If yes: When \_\_\_\_\_ Amount of Grant \$ \_\_\_\_\_

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

Where/When it was presented \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

Puffin Foundation West, Ltd. 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 artists who might find funding difficult because of the project's genre and/or social philosophy.  
Puffin West Foundation, Ltd is a 501 (c) (3) NON-PROFIT ORGANIZATION # 27-2753994

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org puffinoh@columbus.rr.com see us at Puffin West

A NON-PROFIT ORGANIZATION #27-2753994



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

## ANSWERS TO COMMON QUESTIONS CONCERNING PUFFIN FOUNDATION WEST ARTIST GRANTS

Application Packets in a PDF form for the **2015 Grant Cycle** will be on our website [puffinwest.org](http://puffinwest.org) starting June 1<sup>st</sup> 2014. Completed applications will only be accepted for review by the Grants Committee from September 2, and postmarked through December 21<sup>st</sup>, 2014. Notification on Grants approved or declined will be sent starting mid January 2015 and continuing through May 30<sup>th</sup>. If your Project needs funding prior to May 15<sup>th</sup>, 2015, please check the *early determination box* on the application and set out **BOLDLY** when the Project you are requesting a Grant for is scheduled to take place. If your project is scheduled for any time after May 30<sup>th</sup>, you should **not** request early determination. Until our 990PF is filed with the IRS on May 15<sup>th</sup>, PFW does not know the exact amount of qualified distributions for 2015. While there is an attempt to prioritize projects with impending timelines, there is no guarantee when specific proposals will be reviewed.

### Q&A

#### **Can I e-mail you my completed application or supply it on a disc?**

No. Your application must be a mailed ‘hard copy’ and signed.

#### **Can you explain your policy on supplying images of my work? Can I send digital attachments?**

You can always include a 3-5 minute disk if you feel that it will help portray your project and the Grant Committee will watch it if it opens on a MAC. Please limit hard copy attachments to six images of your work. We recognize the costs associated with certain prints and accept photocopies. *If you want your material back, send a SASE along with your application and your materials will be returned.*

#### **Can you explain your Mission statement about the type of projects you fund?**

We're interested in art that educates the public on topical issues such as projects that seek to enrich and inform the public on important subjects such as the environment, social justice, civil rights and other contemporary issues facing the country (and the planet), that some organizations might hesitate to fund. You may call this *Activist Art*. The Foundation also gives special consideration to communities and school districts underserved by the arts, and this is **not** limited to Title One Schools which receive funding, i.e. schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Our website will give you the best understanding of the types of projects we fund and you are encouraged to explore all the grants given in past years. That is one of the reasons why we archive all grants on our website.

#### **What's the most important thing you're looking for in a proposal?**

We use many criteria to judge proposals including the dollar amount of the request, whether the applicant is well established in her/his/their field, who will see/be exposed to the end product, i.e. cost per capita, if you/your organization received a PFW grant previously, and the overall topic addressed in the proposal.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

• [www.puffinwest.org](http://www.puffinwest.org) • [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) • see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



**Are references or letters of support mandatory?**

References are not required, but if you decide to include them, two would be sufficient. Often, applicants will also include letters of support from collaborating organizations/partners with their application. We find these very helpful in our deliberations. If any references or letters of support are provided, they should be included in the same mailing as your application.

**Can I send supplemental materials after I send in my application packet?**

NO. We ask that all information be provided in one submission. The obvious exception(s) would be if there was a major change in your project. Sometimes PFW upon reviewing a Grant proposal may contact you for additional information or clarification or even make suggestions to strengthen your proposal if we are "intrigued" by it.

**Do I have to provide a Social Security number?**

Yes, if you're applying as an individual. Because the Foundation has a special tax status that allows us to grant money to individuals, anyone applying for a grant as an individual is asked to provide a SS#. If an award is given, we generate a 1099 since the money is considered as gift income for tax purposes and we require a SSN for our records. A letter will be sent to you should you be awarded a grant that sets out specifics, including our need for a Final Report. These specific items are needed and necessary should we ever be audited and the IRS asks that we provide them with this information. We have many obligations to the IRS/Treasury Department, which has granted us our Not For Profit Status. We would never share your SS# with anyone. All grantees are required to send an end of year Final Report on how your PFW funds were spent. This is addressed further down in this communication. We expect that funds given in the year requested be used in that annum. There are certain exceptions that are addressed further down. We reserve the right (and we have) to recall any Grants funds awarded that have not been used.

**What do you mean by Federal ID # or Non Profit #?**

These numbers are only requested for applicants who are applying as a recognized corporate entity by the IRS, or as a non-profit organization, or using a 'fiscal sponsor' that will receive and administer any grant received. Such applicants do not have to supply their personal Social Security number.

**WHO CAN APPLY?**

**Can I apply as an individual or can only organizations apply? Do you have to be a US Citizen to apply?**

You will receive a 1099 and the grant award will be reported to the IRS. The Foundation enjoys a tax status, which allows us to fund individual artists directly. But please be aware that grants made to individuals count as gifted income and we provide grantees with a 1099 form for tax purposes. Grantees can also be organizations or utilize a fiscal sponsor. It is up to the applicant to decide how they wish to proceed. Our tax status only allows us to grant money to citizens and permanent residents of the United States. Puffin West **DOES NOT** by its own choice fund citizens/permanent residents for projects that might occur outside of the United States.

**Can I apply for educational scholarships/funding?**

The Foundation does not have the resources to offer financial assistance for scholarships or educational funding.

**Can I apply for travel or conference fees?**

No. The Foundation does not fund travel expenses or conference fees. While many are undoubtedly worthwhile endeavors, they remain outside of our purview.

**Will you fund organizations with a large annual budget?**

The Foundation typically will not consider grants from organizations whose annual budget is \$1 million or more. The overall size and annual budget of each applicant is taken into consideration. Foundation grants are relatively modest in size and, therefore, the larger the annual budget, the less likely we may deem the funds necessary. This enables us to prioritize our grants to applicants with fewer organizational resources.

**What do you mean when you say the Foundation does not support large documentary/video projects?**

We are more inclined to work with groups after the large documentary project has been completed to help them make their educational reel, as the cost per capita is more within our grassroots framework of granting.

**Can I apply for more than one project a year?**

Generally the answer is NO.

**Can I apply for a grant two years in a row?**

Current grantees can apply in the year following their grant award for a continuing grant for any on-going community outreach project; however, new grant applicants/those who never received a PFW grant will be considered first. Demand is very high and we find that these guidelines help us reach more potential grantees. If you were not awarded a grant, please feel free to apply in successive years.

**Can I apply for a multi-year project?**

This type of Grant application is not accepted at this time.

**THE REVIEW PROCESS**

**How long will it take to review my proposal?**

We'll start notifying applicants in mid-January. All applicants should hear about the status of their proposal by the end of May. We judge each project on the merits so being reviewed earlier in the

process does not increase or decrease your chances of being awarded a grant unless the performance/exhibition date for your project has already passed.

#### **For Grantees**

#### **Can you send me a copy of the Puffin logo for my promotional materials?**

We will send you an e-mail with our logo shortly after we send out your Grant Award. If your project is using a screen for projections of any kind, we will also ask you to use a slide if this is feasible and reasonable to do so. We have many images and formats available. Our PFW logo as a brand is well known and is broadly recognized. As we are a private foundation and we currently do not solicit funds and never have. As that is a fact, there is no quid quo pro. Once you have received a Grant, you are now part of the Puffin Foundation West Family. *Did you know that a group of PUFFINS is called a GATHERING?*

#### **My project won't be finished by the end of the calendar year. Is that a problem?**

We realize that the Foundation's rolling awards schedule does not always match an applicant's need for a non-calendar year budget and/or timeline and that many projects may not be finished by the end of the calendar year. In these cases, we'll ask for both a 'year-end' report on your Grant for our records, but also request you send a final report when the Puffin funds are used/project is complete/etc. **If a project is not completed/finished a year from the date the Grant Award is issued, please take note.** This is from the \* Website/Application Packet/Artists Grant Information:

*"All successful Grant Recipients will have responsibilities and obligations to fulfill to the Puffin Foundation West, Ltd. These obligations include (1) the completion and prompt return of a 1099, and (2) a final report that includes an accounting of how Grant Funds requested were used by year's (2014) end. By submitting a Grant Proposal you are also acknowledging our authority to withhold and/or recover Grant Funds in case such funds are, or appear to be misused."\**

#### **What type of report/update do you require for grantees?**

**First**, we ask that you return your **W-9** that is included with the grant check to us when received.

**Second**, Please mail your final report to PFW by December 15<sup>th</sup>, 2015. We will send a reminder email request to all successful applicants in October. A narrative of the project you applied for is expected. This should include details of the project, how many people worked on the project, how many people attended the project, where it was held and any other details you would like to share. This information is held on file in the event that the IRS wishes to review our files to see if the Grant award was used for its stated purpose.

One or two graphic images included with our final e-mailed report as attachments and in a jpg format that shows a highlight of your grant could be included in your annual report. Sometimes we post final reports on our website under *Announcements*. You may also include copies of fliers and news clipping

about the event.

**Are you affiliated with The Puffin Foundation?**

The Puffin Foundation is an independent Foundation that shares some past and present board members with Puffin Foundation West. There is no legal affiliation. We do have, however, continuous dialogue and discuss grant proposals that were sent to each respective Foundation.



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

## TERMS OF USE

### PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS WEBSITE.

The following Terms of Use apply to this Website (the "Website") of **PUFFIN FOUNDATION WEST, LTD.** ("PFW"). By using the Website, you accept and agree to comply with the Terms of Use. We reserve the right to modify these Terms of Use at any time. If you do not agree with our Terms of Use, your sole remedy is to discontinue your use of the Website.

By using the Website, you agree *not* to use any information or data provided herein for any commercial use, including, without limitation, advertising, marketing, solicitation, promotion, or other commercial uses. Some information posted as links come directly from the groups, organizations or individuals to which/whom grants have been awarded and PFW is not responsible for their content, nor is their content or changes to their content monitored by PFW or its members.

THE WEBSITE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. TO THE FULLEST EXTENT PERMISSIBLE BY APPLICABLE LAW, PFW EXPRESSLY DISCLAIMS ALL REPRESENTATIONS OR WARRANTIES REGARDING THE WEBSITE, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. YOU AGREE THAT NEITHER PFW NOR ITS MEMBERS SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) RESULTING FROM (1) THE USE OF OR THE INABILITY TO USE THE WEBSITE, OR (2) UNAUTHORIZED ACCESS TO OR ALTERATION OF YOUR DATA.

Some jurisdictions do not allow the disclaimer of certain warranties or the limitation of liability for certain damages, so some of the above disclaimers and limitations may not apply to you.

You agree to comply with all applicable laws and regulations regarding your use of the Website. You agree to indemnify, defend, and hold harmless PFW and its officers, employees, directors, agents, and business partners from and against any and all claims, damages, costs, or other expenses (including reasonable attorneys' fees) arising from or relating to (1) any breach of these Terms of Use by you; and/or (2) your activities in connection with the Website.

The Website is the sole property of PFW and is protected by United States and international copyright laws. All copyright and other proprietary rights in the Website and in the services, products, software, text, graphics, design elements, audio, music, and all other materials originated or used through the Website are reserved by PFW. You are not authorized to use any name or logo on the Website in any advertising, publicity or in any other commercial manner without the prior written consent of PFW or its business partners, as applicable.

We reserve the right to prohibit use of the Website by any user who, in our sole discretion, violates these Terms of Use. The laws of the state of Ohio, excluding its choice of law principles, will apply to all matters relating to or arising from your use of this Website. You also submit to the exclusive personal jurisdiction and venue of Franklin County, Ohio, U.S.A. or of any federal court located in such state. Any failure of PFW to enforce these Terms of Use shall not be construed as a waiver of any right to do so at any time.

Questions or comments regarding this Website should be directed in writing to: Puffin Foundation West, Ltd. c/o Java Kitrick Director, 60 East Spring Street #601, Columbus, OH 43215. Thank you.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org puffinoh@columbus.rr.com see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

## **Puffin Foundation West, Ltd. Privacy Statement**

June 2015

Your privacy is important to you and to us. We recognize that we must earn and keep your trust. This Privacy Policy outlines the types of personal information we gather when you use the Puffin Foundation West, Ltd.'s (PFW) website, as well as some of the steps we take to safeguard it.

### **I. In General:**

**Data Collection:** Performing a PFW search does not require any personally identifying information.

**Account Information.** We ask for and store information about you when you create an account on the Site, such as your name, email address, and signup location. We use your name to create your account name (first name and last initial). We may use your email address to send you updates, provide services to you in connection with the Site, and to contact you on behalf of other users who may ask us to send information about their projects which received PFW funding.

**Public Content:** You can contribute to the Site in a number of different ways using the social media widgets that are attached. Note that if you include personally identifiable information in your Public Content, it can be used and viewed by others. We are not responsible for the information you choose to include in your Public Content.

**Cookies:** We may send cookies to your computer in order to uniquely identify your browser and improve the quality of our service.

### **II. Transfer of Information**

**Public Content:** If you post content for public view on the Site, we may distribute such Public Content to a wider audience by sharing it (or portions of it) with third parties so that they can publish it on their own websites and media platforms. We may ask them to credit you as the source of these contributions by including your account name and profile photo.

**Information Sharing:** We do not rent or sell your personally identifying information to other companies or individuals.

**At this time we do not take Third party Advertising.**

**Investigations:** We reserve the right to investigate abuses on the Site, and enforce and apply our Terms of Service and Statement. We may disclose information about you to third parties if we have a good faith belief that such disclosure is reasonably necessary to (a) take action regarding suspected illegal activities; (b) enforce or apply our Terms of Service and Statement; (c) comply with legal process and law enforcement instructions and orders, such as a search warrant, subpoena, statute, judicial proceeding, or other legal process served on us; or (d) protect our rights, reputation, and property, or that of our users, affiliates, or the public.

**III. Managing Your Information:** We provide a number of tools to manage the use of your information on the Site.

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

www.puffinwest.org puffinoh@columbus.rr.com see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994



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

**IV. Links:** The Site may contain links to third party websites with which we have no affiliation. Except as set forth herein, we do not share your personal information with those third parties, and are not responsible for their privacy practices. We suggest you read the privacy policies on all such third party websites.

**V. Our Policy Towards Children:** The Site is intended for general audiences and is not directed to children under 13. We do not knowingly collect personal information from children under 13. If you become aware that your child has provided us with personal information without your consent, please contact us at [info@cityspied.com](mailto:info@cityspied.com). If we become aware that a child under 13 has provided us with personal information without parental consent, we take steps to remove such information and terminate the child's account.

**VI. Security:** We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. **NOTE WE DO NOT ACCEPT E MAIL APPLICATIONS SO your EIN/FEIN/SS# HAS NO ON-LINE EXPOSURE.** Should you be awarded a Grant, this information will again be collected via the U.S. Mail on the mandated W-9 Form that will be sent to you.

**VII. Dispute Resolution:** If you believe that PFW has not adhered to this Statement, you may write to PFW or  
Email: [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com)

**VIII. Modifications to this Statement:** We may revise this Statement from time to time. The most current version of the Statement will govern our use of your information and will always be located here. By continuing to access or use the Services after those changes become effective, you agree to be bound by the Revised Statement.

**Puffin Foundation West, Ltd.**

60 East Spring Street, Suite 601, Columbus, OH 43215, Phone: 614-223-1055

◀ ◀ [www.puffinwest.org](http://www.puffinwest.org) ◀ ◀ [puffinoh@columbus.rr.com](mailto:puffinoh@columbus.rr.com) ◀ ◀ see us at Puffin West 

A NON-PROFIT ORGANIZATION #27-2753994