Form **990-PF**

Department of the Treasury
Internal Revenue Service

Return of Private Foundation
or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation

Note. The foundation may be able to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-0052

2012

Open to public Inspection

For calendar year 2012 or tax year beginning , and ending

Name of foundation	A Employer identification number
ELSIE H. WILCOX FOUNDATION	99-6002441
Number and street (or P O box number if mail is not delivered to street address) / Room/suite: P.O. BOX 3170, DEPT 715	B Telephone number (808) 694-4525
City or town, state, and ZIP code: HONOLULU, HI 96802-3170	C If exemption application is pending, check here ☐

G Check all that apply: ☐ Initial return ☐ Initial return of a former public charity ☐ Final return ☐ Amended return ☐ Address change ☐ Name change

D 1. Foreign organizations, check here ☐
2. Foreign organizations meeting the 85% test, check here and attach computation ☐

H Check type of organization: [X] Section 501(c)(3) exempt private foundation ☐ Section 4947(a)(1) nonexempt charitable trust ☐ Other taxable private foundation

E If private foundation status was terminated under section 507(b)(1)(A), check here ☐

I Fair market value of all assets at end of year (from Part II, col (c), line 16) ▶$ 1,436,819.

J Accounting method: [X] Cash ☐ Accrual ☐ Other (specify) (Part I, column (d) must be on cash basis.)

F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here ☐

Part I **Analysis of Revenue and Expenses** (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a).)

		(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
Revenue	1 Contributions, gifts, grants, etc., received			N/A	
	2 Check ▶ [X] if the foundation is not required to attach Sch B				
	3 Interest on savings and temporary cash investments	26.	26.		STATEMENT 1
	4 Dividends and interest from securities	41,395.	41,395.		STATEMENT 2
	5a Gross rents				
	b Net rental income or (loss)				
	6a Net gain or (loss) from sale of assets not on line 10	40,063.			
	b Gross sales price for all assets on line 6a 713,024.				
	7 Capital gain net income (from Part IV, line 2)		40,063.		
	8 Net short-term capital gain				
	9 Income modifications				
	10a Gross sales less returns and allowances				
	b Less Cost of goods sold				
	c Gross profit or (loss)				
	11 Other income				
	12 **Total.** Add lines 1 through 11	81,484.	81,484.		
Operating and Administrative Expenses	13 Compensation of officers, directors, trustees, etc	22,002.	13,201.		8,801.
	14 Other employee salaries and wages				
	15 Pension plans, employee benefits				
	16a Legal fees				
	b Accounting fees STMT 3	7,676.	3,538.		4,138.
	c Other professional fees				
	17 Interest				
	18 Taxes STMT 4	1,147.	303.		0.
	19 Depreciation and depletion				
	20 Occupancy				
	21 Travel, conferences, and meetings	138.	0.		138.
	22 Printing and publications				
	23 Other expenses STMT 5	5,616.	0.		5,616.
	24 **Total operating and administrative expenses.** Add lines 13 through 23	36,579.	17,042.		18,693.
	25 Contributions, gifts, grants paid	58,000.			58,000.
	26 **Total expenses and disbursements.** Add lines 24 and 25	94,579.	17,042.		76,693.
	27 Subtract line 26 from line 12:				
	a Excess of revenue over expenses and disbursements	-13,095.			
	b **Net investment income** (if negative, enter -0-)		64,442.		
	c **Adjusted net income** (if negative, enter -0-)			N/A	

RECEIVED MAR 2 6 2013 OGDEN, UT

SCANNED MAR 2 8 2013

223501 12-05-12 LHA **For Paperwork Reduction Act Notice, see instructions.** 614 Form **990-PF** (2012)

19510225 791519 904625 2012.02061 ELSIE H. WILCOX FOUNDATION 904625_1

Part II Balance Sheets

Attached schedules and amounts in the description column should be for end-of-year amounts only

		Beginning of year (a) Book Value	End of year (b) Book Value	End of year (c) Fair Market Value
Assets	1 Cash - non-interest-bearing	321.	3,444.	3,444.
	2 Savings and temporary cash investments	42,660.	40,381.	40,381.
	3 Accounts receivable ▶			
	Less: allowance for doubtful accounts ▶			
	4 Pledges receivable ▶			
	Less: allowance for doubtful accounts ▶			
	5 Grants receivable			
	6 Receivables due from officers, directors, trustees, and other disqualified persons			
	7 Other notes and loans receivable ▶			
	Less: allowance for doubtful accounts ▶			
	8 Inventories for sale or use			
	9 Prepaid expenses and deferred charges			
	10a Investments - U.S. and state government obligations			
	b Investments - corporate stock			
	c Investments - corporate bonds			
	11 Investments - land, buildings, and equipment basis ▶			
	Less accumulated depreciation ▶			
	12 Investments - mortgage loans			
	13 Investments - other STMT 6	1,285,246.	1,271,307.	1,392,994.
	14 Land, buildings, and equipment: basis ▶			
	Less accumulated depreciation ▶			
	15 Other assets (describe ▶)			
	16 **Total assets** (to be completed by all filers)	1,328,227.	1,315,132.	1,436,819.
Liabilities	17 Accounts payable and accrued expenses			
	18 Grants payable			
	19 Deferred revenue			
	20 Loans from officers, directors, trustees, and other disqualified persons			
	21 Mortgages and other notes payable			
	22 Other liabilities (describe ▶)			
	23 **Total liabilities** (add lines 17 through 22)	0.	0.	
Net Assets or Fund Balances	**Foundations that follow SFAS 117, check here ▶ ☐ and complete lines 24 through 26 and lines 30 and 31.**			
	24 Unrestricted			
	25 Temporarily restricted			
	26 Permanently restricted			
	Foundations that do not follow SFAS 117, check here ▶ [X] and complete lines 27 through 31.			
	27 Capital stock, trust principal, or current funds	1,328,227.	1,315,132.	
	28 Paid-in or capital surplus, or land, bldg., and equipment fund	0.	0.	
	29 Retained earnings, accumulated income, endowment, or other funds	0.	0.	
	30 **Total net assets or fund balances**	1,328,227.	1,315,132.	
	31 **Total liabilities and net assets/fund balances**	1,328,227.	1,315,132.	

Part III Analysis of Changes in Net Assets or Fund Balances

1	Total net assets or fund balances at beginning of year - Part II, column (a), line 30 (must agree with end-of-year figure reported on prior year's return)	1	1,328,227.
2	Enter amount from Part I, line 27a	2	-13,095.
3	Other increases not included in line 2 (itemize) ▶	3	0.
4	Add lines 1, 2, and 3	4	1,315,132.
5	Decreases not included in line 2 (itemize) ▶	5	0.
6	Total net assets or fund balances at end of year (line 4 minus line 5) - Part II, column (b), line 30	6	1,315,132.

Part IV Capital Gains and Losses for Tax on Investment Income

	(a) List and describe the kind(s) of property sold (e.g., real estate, 2-story brick warehouse; or common stock, 200 shs. MLC Co.)	(b) How acquired P - Purchase D - Donation	(c) Date acquired (mo., day, yr.)	(d) Date sold (mo., day, yr.)
1a	PUBLICLY TRADED SECURITIES	P	VARIOUS	VARIOUS
b	PUBLICLY TRADED SECURITIES	P	VARIOUS	VARIOUS
c	LITIGATION PROCEEDS - HEALTH CARE REIT INC		VARIOUS	03/30/12
d	CAPITAL GAINS DIVIDENDS			
e				

	(e) Gross sales price	(f) Depreciation allowed (or allowable)	(g) Cost or other basis plus expense of sale	(h) Gain or (loss) (e) plus (f) minus (g)
a	524,631.		511,460.	13,171.
b	181,239.		161,436.	19,803.
c			65.	-65.
d	7,154.			7,154.
e				

Complete only for assets showing gain in column (h) and owned by the foundation on 12/31/69

	(i) F.M.V. as of 12/31/69	(j) Adjusted basis as of 12/31/69	(k) Excess of col. (i) over col. (j), if any	(l) Gains (Col. (h) gain minus col. (k), but not less than -0-) or Losses (from col. (h))
a				13,171.
b				19,803.
c				-65.
d				7,154.
e				

2 Capital gain net income or (net capital loss) { If gain, also enter in Part I, line 7; If (loss), enter -0- in Part I, line 7 } **2** 40,063.

3 Net short-term capital gain or (loss) as defined in sections 1222(5) and (6):
If gain, also enter in Part I, line 8, column (c).
If (loss), enter -0- in Part I, line 8 **3** N/A

Part V Qualification Under Section 4940(e) for Reduced Tax on Net Investment Income

(For optional use by domestic private foundations subject to the section 4940(a) tax on net investment income.)

If section 4940(d)(2) applies, leave this part blank.

Was the foundation liable for the section 4942 tax on the distributable amount of any year in the base period? ☐ Yes ☒ No

If "Yes," the foundation does not qualify under section 4940(e). Do not complete this part.

1 Enter the appropriate amount in each column for each year; see the instructions before making any entries.

(a) Base period years Calendar year (or tax year beginning in)	(b) Adjusted qualifying distributions	(c) Net value of noncharitable-use assets	(d) Distribution ratio (col. (b) divided by col. (c))
2011	65,290.	1,432,406.	.045581
2010	50,790.	1,360,438.	.037334
2009	71,230.	1,255,438.	.056737
2008	98,626.	1,536,159.	.064203
2007	92,696.	1,792,462.	.051714

2	**Total** of line 1, column (d)	2	.255569
3	Average distribution ratio for the 5-year base period - divide the total on line 2 by 5, or by the number of years the foundation has been in existence if less than 5 years	3	.051114
4	Enter the net value of noncharitable-use assets for 2012 from Part X, line 5	4	1,421,082.
5	Multiply line 4 by line 3	5	72,637.
6	Enter 1% of net investment income (1% of Part I, line 27b)	6	644.
7	Add lines 5 and 6	7	73,281.
8	Enter qualifying distributions from Part XII, line 4	8	76,693.

If line 8 is equal to or greater than line 7, check the box in Part VI, line 1b, and complete that part using a 1% tax rate. See the Part VI instructions.

Part VI | Excise Tax Based on Investment Income (Section 4940(a), 4940(b), 4940(e), or 4948 - see instructions)

1a Exempt operating foundations described in section 4940(d)(2), check here ▶ ☐ and enter "N/A" on line 1. Date of ruling or determination letter: ______ **(attach copy of letter if necessary-see instructions)**				
b Domestic foundations that meet the section 4940(e) requirements in Part V, check here ▶ ☒ and enter 1% of Part I, line 27b			1	644.
c All other domestic foundations enter 2% of line 27b. Exempt foreign organizations enter 4% of Part I, line 12, col. (b).				
2 Tax under section 511 (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)			2	0.
3 Add lines 1 and 2			3	644.
4 Subtitle A (income) tax (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)			4	0.
5 **Tax based on investment income.** Subtract line 4 from line 3. If zero or less, enter -0-			5	644.
6 Credits/Payments:				
a 2012 estimated tax payments and 2011 overpayment credited to 2012	6a	880.		
b Exempt foreign organizations - tax withheld at source	6b			
c Tax paid with application for extension of time to file (Form 8868)	6c			
d Backup withholding erroneously withheld	6d			
7 Total credits and payments. Add lines 6a through 6d			7	880.
8 Enter any **penalty** for underpayment of estimated tax. Check here ☒ if Form 2220 is attached			8	
9 **Tax due.** If the total of lines 5 and 8 is more than line 7, enter **amount owed** ▶			9	
10 **Overpayment.** If line 7 is more than the total of lines 5 and 8, enter the **amount overpaid** ▶			10	236.
11 Enter the amount of line 10 to be: **Credited to 2013 estimated tax** ▶ 236. **Refunded** ▶			11	0.

Part VII-A | Statements Regarding Activities

		Yes	No
1a During the tax year, did the foundation attempt to influence any national, state, or local legislation or did it participate or intervene in any political campaign?	1a		X
b Did it spend more than $100 during the year (either directly or indirectly) for political purposes (see instructions for definition)?	1b		X
*If the answer is "Yes" to **1a** or **1b**, attach a detailed description of the activities and copies of any materials published or distributed by the foundation in connection with the activities.*			
c Did the foundation file **Form 1120-POL** for this year?	1c		X
d Enter the amount (if any) of tax on political expenditures (section 4955) imposed during the year: **(1)** On the foundation. ▶ $ 0. **(2)** On foundation managers. ▶ $ 0.			
e Enter the reimbursement (if any) paid by the foundation during the year for political expenditure tax imposed on foundation managers. ▶ $ 0.			
2 Has the foundation engaged in any activities that have not previously been reported to the IRS? *If "Yes," attach a detailed description of the activities.*	2		X
3 Has the foundation made any changes, not previously reported to the IRS, in its governing instrument, articles of incorporation, or bylaws, or other similar instruments? *If "Yes," attach a conformed copy of the changes*	3		X
4a Did the foundation have unrelated business gross income of $1,000 or more during the year?	4a		X
b If "Yes," has it filed a tax return on **Form 990-T** for this year? N/A	4b		
5 Was there a liquidation, termination, dissolution, or substantial contraction during the year? *If "Yes," attach the statement required by General Instruction T*	5		X
6 Are the requirements of section 508(e) (relating to sections 4941 through 4945) satisfied either: • By language in the governing instrument, or • By state legislation that effectively amends the governing instrument so that no mandatory directions that conflict with the state law remain in the governing instrument?	6	X	
7 Did the foundation have at least $5,000 in assets at any time during the year? *If "Yes," complete Part II, col. (c), and Part XV.*	7	X	
8a Enter the states to which the foundation reports or with which it is registered (see instructions) ▶ HI			
b If the answer is "Yes" to line 7, has the foundation furnished a copy of Form 990-PF to the Attorney General (or designate) of each state as required by *General Instruction G? If "No," attach explanation*	8b	X	
9 Is the foundation claiming status as a private operating foundation within the meaning of section 4942(j)(3) or 4942(j)(5) for calendar year 2012 or the taxable year beginning in 2012 (see instructions for Part XIV)? *If "Yes," complete Part XIV*	9		X
10 Did any persons become substantial contributors during the tax year? If "Yes," attach a schedule listing their names and addresses	10		X

Form **990-PF** (2012)

223531
12-05-12

Part VII-A Statements Regarding Activities *(continued)*

			Yes	No
11	At any time during the year, did the foundation, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," attach schedule (see instructions)	11		X
12	Did the foundation make a distribution to a donor advised fund over which the foundation or a disqualified person had advisory privileges? If "Yes," attach statement (see instructions)	12		X
13	Did the foundation comply with the public inspection requirements for its annual returns and exemption application?	13	X	

Website address ▶ WWW.BOH.COM/SITES/FOUNDATION/INDEX.ASP

14 The books are in care of ▶ BANK OF HAWAII Telephone no. ▶808-694-4525

Located at ▶130 MERCHANT STREET, HONOLULU, HI ZIP+4 ▶96813

15 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-PF in lieu of **Form 1041** - Check here ▶ ☐

and enter the amount of tax-exempt interest received or accrued during the year ▶ 15 N/A

			Yes	No
16	At any time during calendar year 2012, did the foundation have an interest in or a signature or other authority over a bank, securities, or other financial account in a foreign country?	16		X
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1. If "Yes," enter the name of the foreign country ▶			

Part VII-B Statements Regarding Activities for Which Form 4720 May Be Required

	File Form 4720 if any item is checked in the "Yes" column, unless an exception applies.			Yes	No
1a	During the year did the foundation (either directly or indirectly):				
	(1) Engage in the sale or exchange, or leasing of property with a disqualified person?	☐ Yes ☒ No			
	(2) Borrow money from, lend money to, or otherwise extend credit to (or accept it from) a disqualified person?	☐ Yes ☒ No			
	(3) Furnish goods, services, or facilities to (or accept them from) a disqualified person?	☐ Yes ☒ No			
	(4) Pay compensation to, or pay or reimburse the expenses of, a disqualified person?	☒ Yes ☐ No			
	(5) Transfer any income or assets to a disqualified person (or make any of either available for the benefit or use of a disqualified person)?	☐ Yes ☒ No			
	(6) Agree to pay money or property to a government official? (**Exception.** Check "No" if the foundation agreed to make a grant to or to employ the official for a period after termination of government service, if terminating within 90 days.)	☐ Yes ☒ No			
b	If any answer is "Yes" to 1a(1)-(6), did **any** of the acts fail to qualify under the exceptions described in Regulations section 53.4941(d)-3 or in a current notice regarding disaster assistance (see instructions)?		1b		X
	Organizations relying on a current notice regarding disaster assistance check here	▶ ☐			
c	Did the foundation engage in a prior year in any of the acts described in 1a, other than excepted acts, that were not corrected before the first day of the tax year beginning in 2012?		1c		X
2	Taxes on failure to distribute income (section 4942) (does not apply for years the foundation was a private operating foundation defined in section 4942(j)(3) or 4942(j)(5)):				
a	At the end of tax year 2012, did the foundation have any undistributed income (lines 6d and 6e, Part XIII) for tax year(s) beginning before 2012? If "Yes," list the years ▶ ____, ____, ____, ____	☐ Yes ☒ No			
b	Are there any years listed in 2a for which the foundation is **not** applying the provisions of section 4942(a)(2) (relating to incorrect valuation of assets) to the year's undistributed income? (If applying section 4942(a)(2) to **all** years listed, answer "No" and attach statement - see instructions.)	N/A	2b		
c	If the provisions of section 4942(a)(2) are being applied to **any** of the years listed in 2a, list the years here. ▶ ____, ____, ____, ____				
3a	Did the foundation hold more than a 2% direct or indirect interest in any business enterprise at any time during the year?	☐ Yes ☒ No			
b	If "Yes," did it have excess business holdings in 2012 as a result of (1) any purchase by the foundation or disqualified persons after May 26, 1969; (2) the lapse of the 5-year period (or longer period approved by the Commissioner under section 4943(c)(7)) to dispose of holdings acquired by gift or bequest; or (3) the lapse of the 10-, 15-, or 20-year first phase holding period? *(Use Schedule C, Form 4720, to determine if the foundation had excess business holdings in 2012.)*	N/A	3b		
4a	Did the foundation invest during the year any amount in a manner that would jeopardize its charitable purposes?		4a		X
b	Did the foundation make any investment in a prior year (but after December 31, 1969) that could jeopardize its charitable purpose that had not been removed from jeopardy before the first day of the tax year beginning in 2012?		4b		X

Part VII-B | Statements Regarding Activities for Which Form 4720 May Be Required *(continued)*

5a During the year did the foundation pay or incur any amount to:				
(1) Carry on propaganda, or otherwise attempt to influence legislation (section 4945(e))?	☐ Yes ☒ No			
(2) Influence the outcome of any specific public election (see section 4955); or to carry on, directly or indirectly, any voter registration drive?	☐ Yes ☒ No			
(3) Provide a grant to an individual for travel, study, or other similar purposes?	☐ Yes ☒ No			
(4) Provide a grant to an organization other than a charitable, etc., organization described in section 509(a)(1), (2), or (3), or section 4940(d)(2)?	☐ Yes ☒ No			
(5) Provide for any purpose other than religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals?	☐ Yes ☒ No			
b If any answer is "Yes" to 5a(1)-(5), did **any** of the transactions fail to qualify under the exceptions described in Regulations section 53.4945 or in a current notice regarding disaster assistance (see instructions)?	N/A	5b		
Organizations relying on a current notice regarding disaster assistance check here	▶ ☐			
c If the answer is "Yes" to question 5a(4), does the foundation claim exemption from the tax because it maintained expenditure responsibility for the grant? N/A	☐ Yes ☐ No			
If "Yes," attach the statement required by Regulations section 53.4945-5(d).				
6a Did the foundation, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	☐ Yes ☒ No			
b Did the foundation, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		6b		X
If "Yes" to 6b, file Form 8870.				
7a At any time during the tax year, was the foundation a party to a prohibited tax shelter transaction?	☐ Yes ☒ No			
b If "Yes," did the foundation receive any proceeds or have any net income attributable to the transaction?	N/A	7b		

Part VIII | Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors

1 List all officers, directors, trustees, foundation managers and their compensation.

(a) Name and address	(b) Title, and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
BANK OF HAWAII P.O. BOX 3170 HONOLULU, HI 96802	TRUSTEE 1.00	22,002.	0.	0.

2 Compensation of five highest-paid employees (other than those included on line 1). If none, enter "NONE."

(a) Name and address of each employee paid more than $50,000	(b) Title, and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
N/A	0.00	0.	0.	0.

Total number of other employees paid over $50,000 ▶ 0

Form **990-PF** (2012)

223551
12-05-12

Part VIII **Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors** *(continued)*

3 Five highest-paid independent contractors for professional services. If none, enter "NONE."

(a) Name and address of each person paid more than $50,000	(b) Type of service	(c) Compensation
N/A		0.
Total number of others receiving over $50,000 for professional services ▶		0

Part IX-A **Summary of Direct Charitable Activities**

List the foundation's four largest direct charitable activities during the tax year. Include relevant statistical information such as the number of organizations and other beneficiaries served, conferences convened, research papers produced, etc.	Expenses
1 N/A	0.
2	
3	
4	

Part IX-B **Summary of Program-Related Investments**

Describe the two largest program-related investments made by the foundation during the tax year on lines 1 and 2.	Amount
1 N/A	
2	
All other program-related investments. See instructions.	
3	
Total. Add lines 1 through 3 ▶	0.

Part X Minimum Investment Return (All domestic foundations must complete this part. Foreign foundations, see instructions.)

1	Fair market value of assets not used (or held for use) directly in carrying out charitable, etc., purposes:		
a	Average monthly fair market value of securities	1a	1,412,490.
b	Average of monthly cash balances	1b	30,233.
c	Fair market value of all other assets	1c	
d	**Total** (add lines 1a, b, and c)	1d	1,442,723.
e	Reduction claimed for blockage or other factors reported on lines 1a and 1c (attach detailed explanation) — 1e: 0.		
2	Acquisition indebtedness applicable to line 1 assets	2	0.
3	Subtract line 2 from line 1d	3	1,442,723.
4	Cash deemed held for charitable activities. Enter 1 1/2% of line 3 (for greater amount, see instructions)	4	21,641.
5	**Net value of noncharitable-use assets.** Subtract line 4 from line 3. Enter here and on Part V, line 4	5	1,421,082.
6	**Minimum investment return.** Enter 5% of line 5	6	71,054.

Part XI Distributable Amount (see instructions) (Section 4942(j)(3) and (j)(5) private operating foundations and certain foreign organizations check here ▶ ☐ and do not complete this part.)

1	Minimum investment return from Part X, line 6	1	71,054.
2a	Tax on investment income for 2012 from Part VI, line 5 — 2a: 644.		
b	Income tax for 2012. (This does not include the tax from Part VI.) — 2b:		
c	Add lines 2a and 2b	2c	644.
3	Distributable amount before adjustments. Subtract line 2c from line 1	3	70,410.
4	Recoveries of amounts treated as qualifying distributions	4	0.
5	Add lines 3 and 4	5	70,410.
6	Deduction from distributable amount (see instructions)	6	0.
7	**Distributable amount** as adjusted. Subtract line 6 from line 5. Enter here and on Part XIII, line 1	7	70,410.

Part XII Qualifying Distributions (see instructions)

1	Amounts paid (including administrative expenses) to accomplish charitable, etc., purposes:		
a	Expenses, contributions, gifts, etc. - total from Part I, column (d), line 26	1a	76,693.
b	Program-related investments - total from Part IX-B	1b	0.
2	Amounts paid to acquire assets used (or held for use) directly in carrying out charitable, etc., purposes	2	
3	Amounts set aside for specific charitable projects that satisfy the:		
a	Suitability test (prior IRS approval required)	3a	
b	Cash distribution test (attach the required schedule)	3b	
4	**Qualifying distributions.** Add lines 1a through 3b. Enter here and on Part V, line 8, and Part XIII, line 4	4	76,693.
5	Foundations that qualify under section 4940(e) for the reduced rate of tax on net investment income. Enter 1% of Part I, line 27b	5	644.
6	**Adjusted qualifying distributions.** Subtract line 5 from line 4	6	76,049.

Note. The amount on line 6 will be used in Part V, column (b), in subsequent years when calculating whether the foundation qualifies for the section 4940(e) reduction of tax in those years.

Part XIII **Undistributed Income** (see instructions)

	(a) Corpus	(b) Years prior to 2011	(c) 2011	(d) 2012
1 Distributable amount for 2012 from Part XI, line 7				70,410.
2 Undistributed income, if any, as of the end of 2012				
a Enter amount for 2011 only			4,259.	
b Total for prior years: _____, _____, _____		0.		
3 Excess distributions carryover, if any, to 2012:				
a From 2007				
b From 2008				
c From 2009				
d From 2010				
e From 2011				
f **Total** of lines 3a through e	0.			
4 Qualifying distributions for 2012 from Part XII, line 4: ▶ $ 76,693.				
a Applied to 2011, but not more than line 2a			4,259.	
b Applied to undistributed income of prior years (Election required - see instructions)		0.		
c Treated as distributions out of corpus (Election required - see instructions)	0.			
d Applied to 2012 distributable amount				70,410.
e Remaining amount distributed out of corpus	2,024.			
5 Excess distributions carryover applied to 2012 (If an amount appears in column (d), the same amount must be shown in column (a).)	0.			0.
6 **Enter the net total of each column as indicated below:**				
a Corpus Add lines 3f, 4c, and 4e Subtract line 5	2,024.			
b Prior years' undistributed income. Subtract line 4b from line 2b		0.		
c Enter the amount of prior years' undistributed income for which a notice of deficiency has been issued, or on which the section 4942(a) tax has been previously assessed		0.		
d Subtract line 6c from line 6b. Taxable amount - see instructions		0.		
e Undistributed income for 2011. Subtract line 4a from line 2a. Taxable amount - see instr.			0.	
f Undistributed income for 2012. Subtract lines 4d and 5 from line 1. This amount must be distributed in 2013				0.
7 Amounts treated as distributions out of corpus to satisfy requirements imposed by section 170(b)(1)(F) or 4942(g)(3)	0.			
8 Excess distributions carryover from 2007 not applied on line 5 or line 7	0.			
9 **Excess distributions carryover to 2013.** Subtract lines 7 and 8 from line 6a	2,024.			
10 Analysis of line 9:				
a Excess from 2008				
b Excess from 2009				
c Excess from 2010				
d Excess from 2011				
e Excess from 2012 2,024.				

Part XIV Private Operating Foundations (see instructions and Part VII-A, question 9) N/A

1 a If the foundation has received a ruling or determination letter that it is a private operating foundation, and the ruling is effective for 2012, enter the date of the ruling ▶

b Check box to indicate whether the foundation is a private operating foundation described in section ☐ 4942(j)(3) or ☐ 4942(j)(5)

	Tax year	Prior 3 years			
	(a) 2012	(b) 2011	(c) 2010	(d) 2009	(e) Total
2 a Enter the lesser of the adjusted net income from Part I or the minimum investment return from Part X for each year listed					
b 85% of line 2a					
c Qualifying distributions from Part XII, line 4 for each year listed					
d Amounts included in line 2c not used directly for active conduct of exempt activities					
e Qualifying distributions made directly for active conduct of exempt activities. Subtract line 2d from line 2c					
3 Complete 3a, b, or c for the alternative test relied upon: a "Assets" alternative test - enter: (1) Value of all assets					
(2) Value of assets qualifying under section 4942(j)(3)(B)(i)					
b "Endowment" alternative test - enter 2/3 of minimum investment return shown in Part X, line 6 for each year listed					
c "Support" alternative test - enter: (1) Total support other than gross investment income (interest, dividends, rents, payments on securities loans (section 512(a)(5)), or royalties)					
(2) Support from general public and 5 or more exempt organizations as provided in section 4942(j)(3)(B)(iii)					
(3) Largest amount of support from an exempt organization					
(4) Gross investment income					

Part XV Supplementary Information (Complete this part only if the foundation had $5,000 or more in assets at any time during the year-see instructions.)

1 **Information Regarding Foundation Managers:**

a List any managers of the foundation who have contributed more than 2% of the total contributions received by the foundation before the close of any tax year (but only if they have contributed more than $5,000). (See section 507(d)(2).)

NONE

b List any managers of the foundation who own 10% or more of the stock of a corporation (or an equally large portion of the ownership of a partnership or other entity) of which the foundation has a 10% or greater interest.

NONE

2 **Information Regarding Contribution, Grant, Gift, Loan, Scholarship, etc., Programs:**

Check here ▶ ☐ if the foundation only makes contributions to preselected charitable organizations and does not accept unsolicited requests for funds. If the foundation makes gifts, grants, etc. (see instructions) to individuals or organizations under other conditions, complete items 2a, b, c, and d.

a The name, address, and telephone number or e-mail of the person to whom applications should be addressed:

SEE STATEMENT POLICY-1

b The form in which applications should be submitted and information and materials they should include:

SEE STATEMENT POLICY-1

c Any submission deadlines:

SEE STATEMENT POLICY-1

d Any restrictions or limitations on awards, such as by geographical areas, charitable fields, kinds of institutions, or other factors:

SEE STATEMENT POLICY-1

Part XV Supplementary Information (continued)

3 Grants and Contributions Paid During the Year or Approved for Future Payment

Recipient Name and address (home or business)	If recipient is an individual, show any relationship to any foundation manager or substantial contributor	Foundation status of recipient	Purpose of grant or contribution	Amount
a *Paid during the year*				
SEE STATEMENT GRA-1				58,000.
Total			▶ **3a**	58,000.
b *Approved for future payment*				
NONE				
Total			▶ **3b**	0.

Part XVI-A **Analysis of Income-Producing Activities**

Enter gross amounts unless otherwise indicated.	Unrelated business income		Excluded by section 512, 513, or 514		(e) Related or exempt function income
	(a) Business code	(b) Amount	(c) Exclusion code	(d) Amount	
1 Program service revenue:					
a					
b					
c					
d					
e					
f					
g Fees and contracts from government agencies					
2 Membership dues and assessments					
3 Interest on savings and temporary cash investments			14	26.	
4 Dividends and interest from securities			14	41,395.	
5 Net rental income or (loss) from real estate:					
a Debt-financed property					
b Not debt-financed property					
6 Net rental income or (loss) from personal property					
7 Other investment income					
8 Gain or (loss) from sales of assets other than inventory			18	40,063.	
9 Net income or (loss) from special events					
10 Gross profit or (loss) from sales of inventory					
11 Other revenue:					
a					
b					
c					
d					
e					
12 Subtotal. Add columns (b), (d), and (e)		0.		81,484.	0.

13 Total. Add line 12, columns (b), (d), and (e) 13 81,484.

(See worksheet in line 13 instructions to verify calculations.)

Part XVI-B **Relationship of Activities to the Accomplishment of Exempt Purposes**

Line No. ▼	Explain below how each activity for which income is reported in column (e) of Part XVI-A contributed importantly to the accomplishment of the foundation's exempt purposes (other than by providing funds for such purposes).

223621
12-05-12

Part XVII Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations

			Yes	No
1	Did the organization directly or indirectly engage in any of the following with any other organization described in section 501(c) of the Code (other than section 501(c)(3) organizations) or in section 527, relating to political organizations?			
a	Transfers from the reporting foundation to a noncharitable exempt organization of:			
	(1) Cash	1a(1)		X
	(2) Other assets	1a(2)		X
b	Other transactions:			
	(1) Sales of assets to a noncharitable exempt organization	1b(1)		X
	(2) Purchases of assets from a noncharitable exempt organization	1b(2)		X
	(3) Rental of facilities, equipment, or other assets	1b(3)		X
	(4) Reimbursement arrangements	1b(4)		X
	(5) Loans or loan guarantees	1b(5)		X
	(6) Performance of services or membership or fundraising solicitations	1b(6)		X
c	Sharing of facilities, equipment, mailing lists, other assets, or paid employees	1c		X

d If the answer to any of the above is "Yes," complete the following schedule. Column (b) should always show the fair market value of the goods, other assets, or services given by the reporting foundation. If the foundation received less than fair market value in any transaction or sharing arrangement, show in column (d) the value of the goods, other assets, or services received.

(a) Line no	(b) Amount involved	(c) Name of noncharitable exempt organization	(d) Description of transfers, transactions, and sharing arrangements
		N/A	

2a Is the foundation directly or indirectly affiliated with, or related to, one or more tax-exempt organizations described in section 501(c) of the Code (other than section 501(c)(3)) or in section 527? ☐ Yes ☒ No

b If "Yes," complete the following schedule.

(a) Name of organization	(b) Type of organization	(c) Description of relationship
N/A		

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge

BANK OF HAWAII, Trustee

By [signature] Vice President MAR 07 2013

Signature of officer or trustee | Date | Title

May the IRS discuss this return with the preparer shown below (see instr)? ☒ Yes ☐ No

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
	Firm's name ▶			Firm's EIN ▶	
	Firm's address ▶			Phone no.	

FORM 990-PF INTEREST ON SAVINGS AND TEMPORARY CASH INVESTMENTS STATEMENT 1

SOURCE	AMOUNT
BANK OF HAWAII ACCT #215022302	26.
TOTAL TO FORM 990-PF, PART I, LINE 3, COLUMN A	26.

FORM 990-PF DIVIDENDS AND INTEREST FROM SECURITIES STATEMENT 2

SOURCE	GROSS AMOUNT	CAPITAL GAINS DIVIDENDS	COLUMN (A) AMOUNT
BANK OF HAWAII ACCT #215022302	48,549.	7,154.	41,395.
TOTAL TO FM 990-PF, PART I, LN 4	48,549.	7,154.	41,395.

FORM 990-PF ACCOUNTING FEES STATEMENT 3

DESCRIPTION	(A) EXPENSES PER BOOKS	(B) NET INVEST-MENT INCOME	(C) ADJUSTED NET INCOME	(D) CHARITABLE PURPOSES
TAX PREPARATION FEE	1,500.	450.		1,050.
AUDIT FEES	6,176.	3,088.		3,088.
TO FORM 990-PF, PG 1, LN 16B	7,676.	3,538.		4,138.

FORM 990-PF TAXES STATEMENT 4

DESCRIPTION	(A) EXPENSES PER BOOKS	(B) NET INVEST-MENT INCOME	(C) ADJUSTED NET INCOME	(D) CHARITABLE PURPOSES
FEDERAL EXCISE TAX PAYMENT FOR 2011	422.	0.		0.
3RD QTR ESTIMATED TAX PAYMENTS FOR 2012	202.	0.		0.
4TH QTR ESTIMATED TAX PAYMENTS FOR 2012	220.	0.		0.
FOREIGN TAX	303.	303.		0.
TO FORM 990-PF, PG 1, LN 18	1,147.	303.		0.

FORM 990-PF — OTHER EXPENSES — STATEMENT 5

DESCRIPTION	(A) EXPENSES PER BOOKS	(B) NET INVEST-MENT INCOME	(C) ADJUSTED NET INCOME	(D) CHARITABLE PURPOSES
GRANTS ADMINISTRATION FEE	5,616.	0.		5,616.
TO FORM 990-PF, PG 1, LN 23	5,616.	0.		5,616.

FORM 990-PF — OTHER INVESTMENTS — STATEMENT 6

DESCRIPTION	VALUATION METHOD	BOOK VALUE	FAIR MARKET VALUE
SEE STATEMENT INV-1	COST	1,271,307.	1,392,994.
TOTAL TO FORM 990-PF, PART II, LINE 13		1,271,307.	1,392,994.

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/12

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	370.000	10,714.60	12,473.00
003019395 ABERDEEN INTERNATIONAL EQUITY FUND INST	10666.563	120,743.67	155,732.00
003021409 ABERDEEN CORE FIXED INCOME FUND CL I	13856.580	149,945.04	153,392.00
003021698 ABERDEEN ASIA-PACIFIC EX-JAPAN EQUITY FUND INSTITUTIONAL CLASS	4253.701	33,809.24	51,172.00
00846U101 AGILENT TECHNOLOGIES INC	20.000	811.20	819.00
020002101 ALLSTATE CORP	40.000	1,277.67	1,607.00
02209S103 ALTRIA GROUP INC	340.000	8,549.12	10,690.00
025537101 AMERICAN ELECTRIC POWER CO	70.000	2,822.94	2,988.00
025816109 AMERICAN EXPRESS CO	90.000	4,028.54	5,173.00
03073E105 AMERISOURCEBERGEN CORP	60.000	1,807.19	2,591.00
037411105 APACHE CORP	20.000	1,961.15	1,570.00
037833100 APPLE INC	11.000	3,160.01	5,854.00
046353108 ASTRAZENECA PLC PLC SP ADR	250.000	11,871.62	11,818.00
05534B760 BCE INC	250.000	9,983.75	10,735.00
064058100 BANK OF NEW YORK MELLON CORP	60.000	1,548.75	1,542.00
071813109 BAXTER INTL INC	40.000	1,920.82	2,666.00
073730103 BEAM INC	20.000	968.80	1,222.00
084670702 BERKSHIRE HATHAWAY INC CL B	70.000	5,934.58	6,279.00
099724106 BORGWARNER INC	10.000	679.90	716.00
110122108 BRISTOL MYERS SQUIBB CO	296.000	8,389.22	9,647.00
124857202 CBS CORPORATION CL B	30.000	1,131.90	1,142.00
156700106 CENTURYLINK INC	270.000	10,087.87	10,562.00
166764100 CHEVRON CORP	50.000	4,032.13	5,407.00
189754104 COACH INC	50.000	2,829.00	2,776.00
191216100 COCA COLA CO	80.000	2,647.77	2,900.00
192446102 COGNIZANT TECH SOLUTIONS CORP	60.000	3,611.19	4,433.00
197199813 COLUMBIA ACORN INTERNATIONAL FUND CL Z	949.301	33,849.83	38,769.00
20825C104 CONOCOPHILLIPS	210.000	10,351.70	12,178.00
231021106 CUMMINS ENGINE INC	40.000	3,587.68	4,334.00
244199105 DEERE & CO	20.000	1,697.10	1,728.00
25746U109 DOMINION RESOURCES INC /VA	60.000	2,823.92	3,108.00
260003108 DOVER CORP	40.000	1,950.42	2,628.00
26441C204 DUKE ENERGY CORP	150.000	8,495.72	9,570.00
268648102 EMC CORP	170.000	3,485.93	4,301.00
278642103 EBAY INC	40.000	844.21	2,040.00
302130109 EXPEDITORS INTL WASH INC	90.000	3,757.96	3,560.00
30219G108 EXPRESS SCRIPTS HOLDING CO	110.000	4,960.05	5,940.00
35671D857 FREEPORT MCMORAN COPPER & GOLD CLASS B	70.000	2,960.23	2,394.00
369604103 GENERAL ELECTRIC CO	170.000	2,787.32	3,568.00
375558103 GILEAD SCIENCES INC	50.000	1,723.87	3,673.00
37733W105 GLAXOSMITHKLINE PLC ADR	260.000	11,127.15	11,302.00
38141G104 GOLDMAN SACHS GROUP INC	10.000	1,527.67	1,276.00
38259P508 GOOGLE INC CL A	7.000	3,685.53	4,952.00
40414L109 HCP INC	90.000	3,300.30	4,064.00

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/12

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	370.000	10,714.60	12,473.00
406216101 HALLIBURTON CO	50.000	1,715.50	1,735.00
42217K106 HEALTH CARE REIT INC	80.000	3,990.66	4,903.00
423074103 HEINZ H J CO	200.000	10,480.78	11,536.00
42809H107 HESS CORP	30.000	1,701.30	1,589.00
438516106 HONEYWELL INTERNATIONAL INC	30.000	1,322.98	1,904.00
458140100 INTEL CORP	70.000	1,363.91	1,443.00
46625H100 JP MORGAN CHASE & CO	60.000	2,330.18	2,638.00
47103C357 JANUS TRITON FUND CL I	2943.788	43,825.20	53,341.00
47803W406 JOHN HANCOCK III DISC M/C-IS	4157.121	54,042.57	55,290.00
478160104 JOHNSON & JOHNSON	120.000	7,812.37	8,412.00
494368103 KIMBERLY CLARK CORP	80.000	5,346.24	6,754.00
500255104 KOHL'S CORP	20.000	1,034.00	860.00
50076Q106 KRAFT FOODS GROUP INC	180.000	8,245.57	8,185.00
50540R409 LABORATORY CORP AMERICA HOLDINGS	10.000	753.38	866.00
532457108 LILLY ELI & CO	170.000	6,263.03	8,384.00
543487326 NATIXIS LOOMIS SAYLES LTD GOV AND AGCY FD CL Y	1637.283	19,522.97	19,697.00
544147101 LORILLARD INC	30.000	3,357.30	3,500.00
56062X708 MAINSTAY HIGH YIELD CORP BOND FUND CL I	1598.513	9,367.29	9,767.00
580135101 MCDONALDS CORP	70.000	5,714.58	6,175.00
58933Y105 MERCK & CO INC	230.000	8,914.18	9,416.00
594918104 MICROSOFT CORP	60.000	1,476.88	1,603.00
611740101 MONSTER BEVERAGE CORP	40.000	2,271.20	2,114.00
61945C103 THE MOSAIC COMPANY	20.000	1,165.30	1,133.00
636274300 NATIONAL GRID PLC SP ADR	230.000	11,452.72	13,211.00
637071101 NATIONAL OILWELL VARCO INC	30.000	1,975.90	2,051.00
65339F101 NEXTERA ENERGY INC	30.000	1,611.49	2,076.00
68389X105 ORACLE	50.000	1,382.97	1,666.00
69351T106 PPL CORPORATION	210.000	5,912.93	6,012.00
713448108 PEPSICO INC	50.000	3,160.00	3,422.00
714290103 PERRIGO CO.	30.000	1,958.88	3,121.00
718172109 PHILIP MORRIS INTERNATIONAL	70.000	4,527.05	5,855.00
74144Q203 T ROWE PRICE INSTITUTIONAL EMERGING MARKETS EQUITY FUND	1681.212	53,360.92	52,387.00
741503403 PRICELINE.COM INC	2.000	1,257.42	1,241.00
742718109 PROCTER & GAMBLE CO	70.000	4,237.71	4,752.00
744573106 PUBLIC SERVICE ENT GROUP INC	60.000	1,960.95	1,836.00
747525103 QUALCOMM INC	80.000	3,526.30	4,949.00
74834L100 QUEST DIAGNOSTICS INC	20.000	957.16	1,165.00
74972H648 RS GLOBAL NATURAL RESOURCES FUND CL Y	2002.899	78,620.95	74,568.00
761713106 REYNOLDS AMERICAN INC	230.000	8,654.23	9,529.00
77958B402 T ROWE PRICE INSTITUTIONAL FLOATING RATE FUND CL I	1432.556	13,847.05	14,626.00
780259107 ROYAL DUTCH SHELL PLC ADR B	170.000	11,317.66	12,051.00
78463V107 SPDR GOLD TRUST	220.000	36,601.97	35,644.00

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/12

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	370.000	10,714.60	12,473.00
80004C101 SANDISK CORP	30.000	1,552.15	1,305.00
806857108 SCHLUMBERGER LTD	40.000	2,721.85	2,772.00
808513105 CHARLES SCHWAB CORP	270.000	3,277.06	3,877.00
842587107 SOUTHERN CO	250.000	10,028.16	10,703.00
858912108 STERICYCLE INC	30.000	1,912.18	2,798.00
880208400 TEMPLETON GLOBAL BOND FUND CL AD	1612.020	21,718.52	21,504.00
884116401 THIRD AVENUE REAL ESTATE VALUE FUND CL IS	1368.131	30,755.58	34,709.00
88732J207 TIME WARNER CABLE INC	20.000	1,444.13	1,944.00
89151E109 TOTAL SA SP ADR	230.000	11,404.45	11,962.00
902973304 US BANCORP	50.000	1,082.30	1,597.00
904767704 UNILEVER PLC SPONSORED ADR	80.000	2,588.50	3,098.00
913017109 UNITED TECHNOLOGIES CORP	20.000	1,446.35	1,640.00
921937835 VANGUARD TOTAL BOND MARKET ETF	2020.000	170,178.98	169,741.00
922031786 VANGUARD LONG-TERM TREASURY FUND CL ADM	1462.639	19,966.74	19,117.00
92220P105 VARIAN MEDICAL SYSTEMS INC	50.000	2,829.09	3,512.00
92343V104 VERIZON COMMUNICATIONS	270.000	9,730.85	11,683.00
92345Y106 VERISK ANALYTICS INC CL A	50.000	1,707.73	2,549.00
92826C839 VISA INC CL A SHARES	10.000	731.65	1,516.00
92857W209 VODAFONE GROUP PLC SP ADR	420.000	11,266.38	10,580.00
931142103 WAL-MART STORES INC	40.000	2,158.01	2,729.00
942683103 WATSON PHARMACEUTICAL	20.000	819.02	1,720.00
949746101 WELLS FARGO COMPANY	100.000	2,710.87	3,418.00
97381W104 WINDSTREAM CORP	220.000	2,750.81	1,822.00
Investments - Other		**1,271,307.25**	**1,392,994.00**

Elsie H. Wilcox Foundation

Grants Paid 1/1/2012 to 12/31/2012

Payee Organization Project Title	Amount Paid Date
Easter Seals Hawaii 710 Green Street Honolulu, HI 96813 *Furnishing for Waimea Dispensary Facility (activity tables & chairs)*	$10,000.00 12/14/2012
Honolulu Theatre for Youth 1149 Bethel Street, Suite 700 Honolulu, HI 96813 *Theatre for Neighbor Island Youth - Kauai Tours 2012-2013 School Year*	$6,000.00 12/14/2012
Island School 3-1875 Kaumualii Highway Lihue, HI 96766-9597 *Library Furnishing Project*	$7,000.00 12/14/2012
National Tropical Botanical Garden 3530 Papalina Road Kalaheo, HI 96741-9599 *Purchase Van for Education Programs*	$5,000.00 12/14/2012
Nature Conservancy of Hawaii 923 Nuuanu Ave Honolulu, HI 96817 *Protecting Kauai's Native Forests - 6/30/2013*	$5,000.00 12/14/2012
Waioli Corporation P O Box 1631 Lihue, HI 96766 *World War I Exhibit Project Hosted at Mahamoku*	$10,000.00 12/14/2012
Women in Need P O Box 414 Waimanalo, HI 96795 *Operating Support for WIN Kauai - 2013*	$5,000.00 12/14/2012
YMCA of Kauai P O Box 1786 Lihue, HI 96766 *Solar Project*	$5,000.00 12/14/2012
YWCA of Kauai 3094 Elua Street Lihue, HI 96766 *General Operating - Telephone & Utilities Costs for Family Violence Shelter - 6/30/2013*	$5,000.00 12/14/2012
Grand Total (9 items)	$58,000.00

Elsie H. Wilcox Foundation
Bank of Hawaii, Trustee

Grant Application Information - Program

Policy

Although the Distribution Committee gives priority to needs from qualified tax exempt 501 (c)(3) charitable organizations on the Island of Kauai, assistance is given to qualified organizations throughout Hawaii whose programs benefit a sizable number of people. The trust document provides the flexibility to permit use of income to meet changing requirements or needs.

The Foundation receives many more requests for assistance than its funds permit supporting However, all qualified applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the Deed of Trust The Foundation does not give to endowments, reserve purposes, deficit financing, out of state travel, or make grants to individuals.

NOTE: If a fiscal sponsor is being used, it is necessary to contact the Charitable Foundation Services office prior to submitting a grant proposal.

General Information

- **Board of Directors**
  In order to be successful in accomplishing its purposes, a charitable organization generally must have community and business support, rather than relying solely on foundations or government funding

  For this reason the Distribution Committee pays particular attention to how active members of an organization's Board of Directors carry out their responsibilities to the organization

  In the interest of public causes, Elsie H. Wilcox Foundation prefers all directors make an annual financial contribution, at some level, to support the organization; in addition to participating in fundraising activities Directors are also required to attend Board meetings, volunteer work when needed, and make significant efforts to gain community and business support

- **School Participation**
  If the request for funding supports a program that involves school or classroom participation, the applying charity must provide a list of the schools that will be involved in the program along with a letter of support from the schools' principals or teachers who have either committed or are interested in the program The organization must also provide us with an approximate number of students that will be involved and/or benefiting from the program.

- **Other Factors**
  Some other factors considered in reviewing a proposal are·
  - the community's need for the proposed program or project in relation to other similar activities
  - reasonableness of the project's income/expenditure budget
  - ability of the applicant to obtain entire funding and sustain the proposed project

Deadline Date

- **Grant requests must be postmarked by September 1.**

Application Procedures (A thru D)

Submit 4 (four) completed sets of the proposal containing:

(A) Funding Request cover sheet – To be placed on top of each set (see Page 4)

(B) Proposal Narrative - Provide who, what, when, where, why, and how in three pages or less.

Narrative Format Information:
Pages Maximum 3 pages
Margins. 1-inch margins on each side
Font. 12 point font
Spacing. Double space in between paragraphs
Paragraph Height Maximum of 1 ½ inches
Bullet points: Acceptable

Narrative Headings – Use these 7 (seven) headings in the order listed:

1) Organization Briefly describe your organization's mission and programs (maximum of 3 sentences)
2) Population to be Served. Provide an estimated UNDUPLICATED number and age range of the eligible individuals you propose to serve.
   - If the projections are an increase over the current volume, provide information on current volume (percentages can only be used if accompanied with figures, i e 20% over 500)
3) Program/Project. Describe using specific information in layman terms (Acronyms must be explained in the narrative and budgets)
4) Goals & Objectives: **Separately** list each goal with corresponding objective, and specifically describe how the goal will be accomplished through the objective.
5) Outreach For new, expansion, or existing program/project:
   - Describe how your organization will market the program/project to the community you propose to serve.
   - Provide an estimated UNDUPLICATED number of group/individuals who will be new participants
   - Provide UNDUPLICATED numbers for existing participants/groups/individuals
6) Evaluation Provide information on how and/or what the following measures are that will be used to evaluate the program/project (**note** pre/post-tests are not acceptable)
   - Process Measures – extent to how the program/project will be implemented
   - Outcome Measures – effectiveness in meeting goals and objectives
7) Cost Total cost of the program/project, amount requested, and plans for future support

(C) These 7 (seven) items must be attached to each of the 4 sets of the proposal narrative

(1) Staff. Describe the qualifications of the staff or volunteers who will oversee and coordinate the program/project
(2) Board of Directors - List of Board members with their professional or business affiliation
   - Percent who actively participate in activities and attend meetings
(3) Endorsement Letters - Two letters endorsing the activity

The following items must have a Start & End date that includes: month, day and year)

(4) Project/Program Budget
   - List all revenue (funding sources) and expenses for the project or program
(5) Organization's Operating Budget – Current Fiscal Year
   a If funding is for support during the following fiscal year, also provide a DRAFT of Operating Budget for such year
(6) Income Statement - Recently Completed Fiscal Year
(7) Current Balance Sheet - (not older than three months)

(D) IRS, Charters, By-Laws, Articles of Incorporation

Provide ONE copy only of each of the following:

- Internal Revenue Service letter advising that the organization is tax-exempt under Section 501 (c) (3) of the Code, and its foundation status under 509 (a).
- Organization's charter and by-laws
- Articles of Incorporation – if applicable

Proposals are to be sent to the following mailing address:

Postal Service
Elsie H Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
P O Box 3170
Honolulu, Hawaii 96802-3170

Over night deliveries
Elsie H Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
130 Merchant Street
Honolulu, Hawaii 96813

Due to security measures in the building, hand-delivered proposals are strongly discouraged.

Applicants will be notified in writing of the action taken on their requests. The recipient of a grant will be required to submit a narrative report, specific to the Foundation's Reporting Guidelines, *on what has been accomplished as a result of the grant, and a fiscal accounting of the grant expenditures.*

The Foundation receives more requests for assistance than its funds permit supporting However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.

Contact Information for the Elsie H. Wilcox Foundation:

Paula Boyce, AVP & Grants Administration Officer
Phone (808) 694-4945 Fax: (808) 694-4006
Email address. paula boyce@boh com

Elaine Moniz, Administrative Assistant
Phone: (808) 694-4944 Fax (808) 694-4006
Email address elaine moniz@boh com

Toll-free from Neighbor Islands: 1-800-272-7262

Elsie H. Wilcox Foundation

Bank of Hawaii, Trustee

Funding Request Cover Sheet (Program)

(TYPE all information, except for signatures, and submit with your request for funding.)

Date ____________________

Organization Information

(Must be a 501 (c) (3) tax-exempt organization)

(If this is a collaborative project, please submit names of collaborating agencies on a separate sheet.)

Name ____

Complete Address: ____

Phone. ____________________ Fax. ______________ Email ____________________

BOARD MEMBER INFORMATION

No of Board Members: ____________ Percent (%) of Financial Participation: ____________

Total Contribution During Fiscal Year: ____________ Median Gift. __________ Average Gift: __________
(Check One Past ☐ or Current FY ☐)

Contact Information

Name. ______________________ Title: ______________________

Address ____

Phone. ______________________ Email: ______________________

Project Information

Project Title ____

Amount requested: $______________

Two signatures are required

____
Executive Director (Chief Compensated Staff)

____
Board Chair or President (Chief volunteer)

____
Print or Type Name and Title

____
Print or Type Name and Title

Elsie H. Wilcox Foundation
Bank of Hawaii, Trustee

Grant Application Information – General Operating

Policy

General Operating grants are usually provided to organizations that have an established relationship with the Foundation.

Although the Distribution Committee gives priority to needs from qualified tax exempt 501 (c)(3) charitable organizations on the Island of Kauai, assistance is given to qualified organizations throughout Hawaii whose programs benefit a sizable number of people. The trust document provides the flexibility to permit use of income to meet changing requirements or needs.

The Foundation receives many more requests for assistance than its funds permit supporting. However, all qualified applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the Deed of Trust. The Foundation does not give to endowments, reserve purposes, deficit financing, out of state travel, or make grants to individuals.

General Information

- **Board of Directors**
  In order to be successful in accomplishing its purposes, a charitable organization generally must have community and business support, rather than relying solely on foundations or government funding.

  For this reason the Distribution Committee pays particular attention to how active members of an organization's Board of Directors carry out their responsibilities to the organization.

  In the interest of public causes, Elsie H. Wilcox Foundation prefers all directors make an annual financial contribution, at some level, to support the organization; in addition to participating in fundraising activities. Directors are also required to attend Board meetings, volunteer work when needed, and make significant efforts to gain community and business support.

- **School Participation**
  If the request for funding supports a program that involves school or classroom participation, the applying charity must provide a list of the schools that will be involved in the program along with a letter of support from the schools' principals or teachers who have either committed or are interested in the program. The organization must also provide us with an approximate number of students that will be involved and/or benefiting from the program.

- **Other Factors – General Operating Grants**
  Some other factors considered in reviewing a proposal for general operating support are:
  - the community's need for continuance of the applicant's existence in relation to other similar organizations
  - reasonableness of applicant's operating budget
  - ability of the applicant to obtain funding and sustainability for organization

Deadline Date

> **Grant requests must be postmarked by September 1.**

Application Procedures (A thru D)

Submit 4 (four) completed sets of the proposal containing:

(A) Funding Request cover sheet – To be placed on top of each set (see Page 4).
(B) Proposal Narrative - Provide who, what, when, where, why, and how in three pages or less.

Narrative Format Information:
Pages: Maximum 3 pages
Margins: 1-inch margins on each side
Font: 12 point font
Spacing: Double space in between paragraphs
Paragraph Height: Maximum of 1 ½ inches
Bullet points: Acceptable

Narrative Headings – Use these 7 (seven) headings in the order listed:

1) Organization: Briefly describe your organization's mission and programs. (maximum of 3 sentences)
2) Population to be Served: Provide an estimated UNDUPLICATED number and age range of the eligible individuals you propose to serve.
   - If the projections are an increase over the current volume, provide information on current volume (percentages can only be used if accompanied with figures, i.e. 20% over 500).
3) Program/Project: Describe using specific information in layman terms. (Acronyms must be explained in the narrative and budgets.)
4) Goals & Objectives: **Separately** list each goal with corresponding objective, and specifically describe how the goal will be accomplished through the objective.
5) Outreach: For new, expansion, or existing program/project:
   - Describe how your organization will market the program/project to the community you propose to serve.
   - Provide an estimated UNDUPLICATED number of group/individuals who will be new participants
   - Provide UNDUPLICATED numbers for existing participants/groups/individuals.
6) Evaluation: Provide information on how and/or what the following measures are that will be used to evaluate the program/project (**note**: pre/post-tests are not acceptable):
   - Process Measures – extent to how the program/project will be implemented
   - Outcome Measures – effectiveness in meeting goals and objectives
7) Cost: Total cost of the program/project, amount requested, and plans for future support.

(C) These 7 (seven) items must be attached to each of the 4 sets of the proposal narrative

(1) Staff: Describe the qualifications of the staff or volunteers who will oversee and coordinate the program/project
(2) Board of Directors - List of Board members with their professional or business affiliation.
   - Percent who actively participate in activities and attend meetings
(3) Endorsement Letters - Two letters endorsing the activity

The following items must have a Start & End date that includes: month, day and year)

(4) Project/Program Budget
   - List all revenue (funding sources) and expenses for the project or program.
   - Requests for small capital and/or to purchase equipment require additional information to validate the expenses in the project budget (i.e. estimates from vendors).
(5) Organization's Operating Budget – Current Fiscal Year
   a. If funding is for support during the following fiscal year, also provide a DRAFT of Operating Budget for such year.
(6) Income Statement - Recently Completed Fiscal Year
(7) Current Balance Sheet - (not older than three months)

(D) IRS, Charters, By-Laws, Articles of Incorporation

Provide ONE copy only of each of the following:

- Internal Revenue Service letter advising that the organization is tax-exempt under Section 501 (c) (3) of the Code, and its foundation status under 509 (a).
- Organization's charter and by-laws
- Articles of Incorporation – if applicable

Proposals are to be sent to the following mailing address:

Postal Service
Elsie H. Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
P. O. Box 3170
Honolulu, Hawaii 96802-3170

Over night deliveries
Elsie H. Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
130 Merchant Street
Honolulu, Hawaii 96813

Due to security measures in the building, hand-delivered proposals are strongly discouraged.

Applicants will be notified in writing of the action taken on their requests. The recipient of a grant will be required to submit a narrative report, specific to the Foundation's Reporting Guidelines, *on what has been accomplished as a result of the grant, and a fiscal accounting of the grant expenditures.*

The Foundation receives more requests for assistance than its funds permit supporting. However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.

Contact Information for the Elsie H. Wilcox Foundation:

Paula Boyce, AVP & Grants Administration Officer
Phone: (808) 694-4945 Fax: (808) 694-4006
Email address: paula boyce@boh com

Elaine Moniz, Administrative Assistant
Phone: (808) 694-4944 Fax: (808) 694-4006
Email address: elaine.moniz@boh com

Toll-free from Neighbor Islands: 1-800-272-7262

Elsie H. Wilcox Foundation

Bank of Hawaii, Trustee

Funding Request Cover Sheet (General Operating)

(TYPE all information, except for signatures, and submit with your request for funding.)

Date ____________________

Organization Information

(Must be a 501 (c) (3) tax-exempt organization)

(If this is a collaborative project, please submit names of collaborating agencies on a separate sheet.)

Name: ____

Complete Address: ____

Phone: ____________________ Fax: ______________ Email: ____________________

BOARD MEMBER INFORMATION

No. of Board Members: ____________ Percent (%) of Financial Participation: ____________

Total Contribution During Fiscal Year: ____________ Median Gift: __________ Average Gift: _________
(Check One: Past ☐ or Current FY ☐)

Contact Information

Name: ____________________ Title: ____________________

Address: ____

Phone: ____________________ Email: ____________________

Project Information

Project Title: ____

Amount requested: $________________

Two signatures are required

______________________________ ______________________________
Executive Director (Chief Compensated Staff) Board Chair or President (Chief volunteer)

______________________________ ______________________________
Print or Type Name and Title *Print or Type Name and Title*

Elsie H. Wilcox Foundation
Bank of Hawaii, Trustee

Grant Application Information – General Capital

Policy

Although the Distribution Committee gives priority to needs from qualified tax exempt 501 (c)(3) charitable organizations on the Island of Kauai, assistance is given to qualified organizations throughout Hawaii whose programs benefit a sizable number of people. The trust document provides the flexibility to permit use of income to meet changing requirements or needs.

The Foundation receives many more requests for assistance than its funds permit supporting. However, all qualified applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the Deed of Trust. The Foundation does not give to endowments, reserve purposes, deficit financing, out of state travel, or make grants to individuals.

Capital Criteria

General Capital – Under $500,000

General Capital requests are for projects or equipment having a total cost under $500,000, however at the discretion of the Trust, projects or purchases of certain values and scope may be treated as large capital projects and may not be eligible **Deadline Date: Requests must be postmarked by September 1.**

- General Capital grants are provided for the purchase of equipment, renovations and construction of buildings Elsie H Wilcox Foundation does not provide grants for the purchase of real estate, nor does the foundation provide grants for deficit funding or for endowments.

- Generally, the Trust prefers to be one of several contributors, expecting the organization to acquire needed funds from several sources to assure the project is completed at a specific time and/or in a timely manner

- In the interest of public causes, Elsie H Wilcox Foundation prefers that all board of directors of an organization make an annual financial contribution, at some level, to support the organization, in addition to participating in fundraising activities. Directors are also required to attend Board meetings, volunteer work when needed, and make significant efforts to gain community and business support

  Some other factors considered in reviewing a proposal are:
  - the community's need for the proposed project in relation to other similar activities
  - reasonableness of the project's income/expenditure budget
  - ability of the applicant to obtain entire funding and complete the proposed project.

Application Procedures (A thru D)

Submit 4 (four) completed sets of the proposal containing:

(A) Funding Request cover sheet – To be placed on top of each set (see Page 4)
(B) Proposal Narrative - Provide who, what, when, where, why, and how in three pages or less

Narrative Format Information:
Pages Maximum 3 pages
Margins. 1-inch margins on each side
Font 12 point font
Spacing Double space in between paragraphs
Paragraph Height: Maximum of 1 ½ inches
Bullet points: Acceptable

Narrative Headings – Use these 7 (seven) headings in the order listed:

1) Organization: Briefly describe your organization's mission and programs (maximum of 3 sentences)
2) Population to be Served: Provide an estimated UNDUPLICATED number and age range of the eligible individuals you propose to serve.
   - If the projections are an increase over the current volume, provide information on current volume (percentages can only be used if accompanied with figures, i e. 20% over 500).
3) Program/Project. Describe using specific information in layman terms. (Acronyms must be explained in the narrative and budgets.)
4) Goals & Objectives: **Separately** list each goal with corresponding objective, and specifically describe how the goal will be accomplished through the objective
5) Outreach. For new, expansion, or existing program/project:
   - Describe how your organization will market the program/project to the community you propose to serve
   - Provide an estimated UNDUPLICATED number of group/individuals who will be new participants
   - Provide UNDUPLICATED numbers for existing participants/groups/individuals
6) Evaluation: Provide information on how and/or what the following measures are that will be used to evaluate the program/project (**note**· pre/post-tests are not acceptable)·
   - Process Measures – extent to how the program/project will be implemented
   - Outcome Measures – effectiveness in meeting goals and objectives
7) Cost Total cost of the program/project, amount requested, and plans for future support

(C) These 7 (seven) items must be attached to each of the 4 sets of the proposal narrative

(1) Staff· Describe the qualifications of the staff or volunteers who will oversee and coordinate the program/project

(2) Board of Directors - List of Board members with their professional or business affiliation
   - Percent who actively participate in activities and attend meetings

(3) Endorsement Letters - Two letters endorsing the activity

The following items must have a Start & End date that includes: month, day and year)

(4) Project/Program Budget
   - List all revenue (funding sources) and expenses for the project or program
   - Requests for small capital and/or to purchase equipment require additional information to validate the expenses in the project budget (i e estimates from vendors)

(5) Organization's Operating Budget – Current Fiscal Year
   a. If funding is for support during the following fiscal year, also provide a DRAFT of Operating Budget for such year

(6) Income Statement - Recently Completed Fiscal Year

(7) Current Balance Sheet - (not older than three months)

(D) IRS, Charters, By-Laws, Articles of Incorporation

Provide ONE copy only of each of the following:

- Internal Revenue Service letter advising that the organization is tax-exempt under Section 501 (c) (3) of the Code, and its foundation status under 509 (a)
- Organization's charter and by-laws
- Articles of Incorporation – if applicable

Proposals are to be sent to the following mailing address:

Postal Service
Elsie H Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
P O Box 3170
Honolulu, Hawaii 96802-3170

Over night deliveries
Elsie H. Wilcox Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
130 Merchant Street
Honolulu, Hawaii 96813

Due to security measures in the building, hand-delivered proposals are strongly discouraged.

Applicants will be notified in writing of the action taken on their requests. The recipient of a grant will be required to submit a narrative report, specific to the Foundation's Reporting Guidelines, *on what has been accomplished as a result of the grant, and a fiscal accounting of the grant expenditures.*

The Foundation receives more requests for assistance than its funds permit supporting However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.

<u>**Contact Information for the Elsie H. Wilcox Foundation:**</u>

Paula Boyce, AVP & Grants Administration Officer
Phone: (808) 694-4945 Fax (808) 694-4006
Email address: paula boyce@boh com

Elaine Moniz, Administrative Assistant
Phone: (808) 694-4944 Fax (808) 694-4006
Email address: elaine moniz@boh com

Toll-free from Neighbor Islands: 1-800-272-7262

Elsie H. Wilcox Foundation

Bank of Hawaii, Trustee

Funding Request Cover Sheet (General Capital)

(TYPE all information, except for signatures, and submit with your request for funding.)

Date ____________________

Organization Information

(Must be a 501 (c) (3) tax-exempt organization)

(If this is a collaborative project, please submit names of collaborating agencies on a separate sheet)

Name: ______________________________

Complete Address ______________________________

Phone ______________ Fax: ______________ Email: ______________

BOARD MEMBER INFORMATION

No of Board Members. ______________ Percent (%) of Financial Participation ______________

Total Contribution During Fiscal Year ______________ Median Gift: __________ Average Gift __________
(Check One Past ☐ or Current FY ☐

Contact Information

Name: ______________ Title: ______________

Address ______________________________

Phone ______________ Email: ______________

Project Information

Project Title ______________________________

Amount requested $______________

Two signatures are required

____
Executive Director (Chief Compensated Staff)

____
Board Chair or President (Chief volunteer)

____
Print or Type Name and Title

____
Print or Type Name and Title