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Form 990-PF

Department of the Treasury
Internal Revenue Service

Return of Private Foundation

or Section 4947(a)(1) Trust Treated as Private Foundation

Do not enter social security numbers on this form as it may be made public.

Information about Form 990-PF and its separate instructions is at www.irs.gov/form990pf.

OMB No 1545-0052

2014

Open to Public Inspection

For calendar year 2014 or tax year beginning

, and ending

Name of foundation

ELSIE H. WILCOX FOUNDATION

A Employer identification number

99-6002441

Number and street (or P.O. box number if mail is not delivered to street address)

P.O. BOX 3170, DEPT 715

Room/suite

B Telephone number

(808) 694-4525

City or town, state or province, country, and ZIP or foreign postal 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 changeD 1. Foreign organizations, check here ☐2. Foreign organizations meeting the 85% test, check here and attach computation ☐

H Check type of organization:

☒ Section 501(c)(3) exempt private foundationE If private foundation status was terminated under section 507(b)(1)(A), check here ☐☐ Section 4947(a)(1) nonexempt charitable trust☐ Other taxable private foundationF If the foundation is in a 60-month termination under section 507(b)(1)(B), check here ☐

Fair market value of all assets at end of year

(from Part II, col. (c), line 16)

J Accounting method:

☒ Cash☐ Accrual☐ Other (specify)

\$ 1,502,833. (Part I, column (d) must be on cash basis.)

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)
1 Contributions, gifts, grants, etc., received			N/A	
2 Check ☒ if the foundation is not required to attach Sch. B				
3 Interest on savings and temporary cash investments	19.	19.		STATEMENT 1
4 Dividends and interest from securities	39,773.	39,773.		STATEMENT 2
5a Gross rents				
b Net rental income or (loss)				
6a Net gain or (loss) from sale of assets not on line 10	69,002.			
b Gross sales price for all assets on line 6a	347,477.			
7 Capital gain net income (from Part IV, line 2)		69,002.		
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	108,794.	108,794.		
13 Compensation of officers, directors, trustees, etc	24,252.	14,551.		9,701.
14 Other employee salaries and wages				
15 Pension plans, employee benefits				
16a Legal fees				
b Accounting fees	6,631.	3,016.		3,615.
c Other professional fees				
17 Interest				
18 Taxes	2,418.	72.		0.
19 Depreciation and depletion				
20 Occupancy				
21 Travel, conferences, and meetings	54.	0.		54.
22 Printing and publications				
23 Other expenses	5,613.	0.		5,613.
24 Total operating and administrative expenses. Add lines 13 through 23	38,968.	17,639.		18,983.
25 Contributions, gifts, grants paid	56,500.			56,500.
26 Total expenses and disbursements. Add lines 24 and 25	95,468.	17,639.		75,483.
27 Subtract line 26 from line 12:				
a Excess of revenue over expenses and disbursements	13,326.			
b Net investment income (if negative enter -0-)		91,155.		
c Adjusted net income (if negative, enter -0-)			N/A	

423501
11-24-14

LHA For Paperwork Reduction Act Notice, see instructions.

Part II Balance Sheets

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

		Beginning of year	End of year	
		(a) Book Value	(b) Book Value	(c) Fair Market Value
Assets	1 Cash - non-interest-bearing	969.	3,051.	3,051.
	2 Savings and temporary cash investments	36,488.	30,820.	30,820.
	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	1,279,004.	1,295,733.	1,468,962.	
14 Land, buildings, and equipment: basis ▶				
Less: accumulated depreciation ▶				
15 Other assets (describe ▶)				
16 Total assets (to be completed by all filers - see the instructions. Also, see page 1, item I)	1,316,461.	1,329,604.	1,502,833.	
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 ▶ ☒			
	and complete lines 27 through 31.			
	27 Capital stock, trust principal, or current funds	1,316,461.	1,329,604.	
	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	1,316,461.	1,329,604.		
31 Total liabilities and net assets/fund balances	1,316,461.	1,329,604.		

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	1,316,461.
2 Enter amount from Part I, line 27a	2	13,326.
3 Other increases not included in line 2 (itemize) ▶	3	0.
4 Add lines 1, 2, and 3	4	1,329,787.
5 Decreases not included in line 2 (itemize) ▶ RETURN OF CAPITAL	5	183.
6 Total net assets or fund balances at end of year (line 4 minus line 5) - Part II, column (b), line 30	6	1,329,604.

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	12/31/14
b PUBLICLY TRADED SECURITIES		P	VARIOUS	12/31/14
c CAPITAL GAINS DIVIDENDS				
d				
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 61,191.		54,094.	7,097.
b 278,092.		224,381.	53,711.
c 8,194.			8,194.
d			
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			7,097.
b			53,711.
c			8,194.
d			
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	69,002.
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))
2013	73,360.	1,474,932.	.049738
2012	76,049.	1,421,082.	.053515
2011	65,290.	1,432,406.	.045581
2010	50,790.	1,360,438.	.037334
2009	71,230.	1,255,438.	.056737

2 Total of line 1, column (d)	2	.242905
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	.048581
4 Enter the net value of noncharitable-use assets for 2014 from Part X, line 5	4	1,525,870.
5 Multiply line 4 by line 3	5	74,128.
6 Enter 1% of net investment income (1% of Part I, line 27b)	6	912.
7 Add lines 5 and 6	7	75,040.
8 Enter qualifying distributions from Part XII, line 4 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.	8	75,483.

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

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-)

3 Add lines 1 and 2

4 Subtitle A (income) tax (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)

5 Tax based on investment income. Subtract line 4 from line 3. If zero or less, enter -0-

6 Credits/Payments:

a 2014 estimated tax payments and 2013 overpayment credited to 2014

b Exempt foreign organizations - tax withheld at source

c Tax paid with application for extension of time to file (Form 8868)

d Backup withholding erroneously withheld

7 Total credits and payments. Add lines 6a through 6d

8 Enter any penalty for underpayment of estimated tax. Check here ☒ if Form 2220 is attached

9 Tax due. If the total of lines 5 and 8 is more than line 7, enter amount owed

10 Overpayment. If line 7 is more than the total of lines 5 and 8, enter the amount overpaid

11 Enter the amount of line 10 to be: Credited to 2015 estimated tax

608. Refunded

Part VII-A Statements Regarding Activities

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?

b Did it spend more than \$100 during the year (either directly or indirectly) for political purposes (see instructions for the definition)?

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?

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.

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

4a Did the foundation have unrelated business gross income of \$1,000 or more during the year?

b If "Yes," has it filed a tax return on Form 990-T for this year?

5 Was there a liquidation, termination, dissolution, or substantial contraction during the year?

If "Yes," attach the statement required by General Instruction T

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?

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

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

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 2014 or the taxable year beginning in 2014 (see instructions for Part XIV)? If "Yes," complete Part XIV

10 Did any persons become substantial contributors during the tax year? If "Yes," attach a schedule listing their names and addresses

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Part VII-A Statements Regarding Activities (continued)

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? Website address ► <u>WWW.BOH.COM/SITES/FOUNDATION/INDEX.ASP</u>	13	X	
14	The books are in care of ► <u>BANK OF HAWAII</u> Telephone no. ► <u>808-694-4525</u> Located at ► <u>130 MERCHANT STREET, HONOLULU, HI</u> ZIP+4 ► <u>96813</u>			
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 <u>N/A</u>			
16	At any time during calendar year 2014, 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? See the instructions for exceptions and filing requirements for FinCEN Form 114, (formerly TD F 90-22.1). If "Yes," enter the name of the foreign country ►	16	Yes	No
				X

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)? Organizations relying on a current notice regarding disaster assistance check here ► ☐	1b	X
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 2014?	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 2014, did the foundation have any undistributed income (lines 6d and 6e, Part XIII) for tax year(s) beginning before 2014? 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 2014 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 2014.)	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 2014?	4b	X

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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 4945(d)(4)(A)? (see instructions)

☐ 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	TRUSTEE			
P.O. BOX 3170				
HONOLULU, HI 96802	1.00	24,252.	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

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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	1,519,532.
b	Average of monthly cash balances	1b	29,575.
c	Fair market value of all other assets	1c	
d	Total (add lines 1a, b, and c)	1d	1,549,107.
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	1,549,107.
4	Cash deemed held for charitable activities. Enter 1 1/2% of line 3 (for greater amount, see instructions)	4	23,237.
5	Net value of noncharitable-use assets. Subtract line 4 from line 3. Enter here and on Part V, line 4	5	1,525,870.
6	Minimum investment return. Enter 5% of line 5	6	76,294.

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	76,294.
2a	Tax on investment income for 2014 from Part VI, line 5	2a	912.
b	Income tax for 2014. (This does not include the tax from Part VI.)	2b	
c	Add lines 2a and 2b	2c	912.
3	Distributable amount before adjustments. Subtract line 2c from line 1	3	75,382.
4	Recoveries of amounts treated as qualifying distributions	4	0.
5	Add lines 3 and 4	5	75,382.
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	75,382.

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	75,483.
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	75,483.
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	912.
6	Adjusted qualifying distributions. Subtract line 5 from line 4	6	74,571.

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 2013	(c) 2013	(d) 2014
1 Distributable amount for 2014 from Part XI, line 7				75,382.
2 Undistributed income, if any, as of the end of 2014				
a Enter amount for 2013 only			0.	
b Total for prior years:		0.		
3 Excess distributions carryover, if any, to 2014:				
a From 2009				
b From 2010				
c From 2011				
d From 2012	2,024.			
e From 2013	1,119.			
f Total of lines 3a through e	3,143.			
4 Qualifying distributions for 2014 from Part XII, line 4: ► \$ 75,483.				
a Applied to 2013, but not more than line 2a			0.	
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 2014 distributable amount				75,382.
e Remaining amount distributed out of corpus	101.			
5 Excess distributions carryover applied to 2014 (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	3,244.			
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 2013. Subtract line 4a from line 2a. Taxable amount - see instr.			0.	
f Undistributed income for 2014. Subtract lines 4d and 5 from line 1. This amount must be distributed in 2015				0.
7 Amounts treated as distributions out of corpus to satisfy requirements imposed by section 170(b)(1)(F) or 4942(g)(3) (Election may be required - see instructions)	0.			
8 Excess distributions carryover from 2009 not applied on line 5 or line 7	0.			
9 Excess distributions carryover to 2015. Subtract lines 7 and 8 from line 6a	3,244.			
10 Analysis of line 9:				
a Excess from 2010				
b Excess from 2011				
c Excess from 2012	2,024.			
d Excess from 2013	1,119.			
e Excess from 2014	101.			

N/A

- ☐ 4942(1)(3) or ☐ 4942(1)(5)

- (4) Gross investment income

[illegible]

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.)

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

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 address 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				56,500.
Total			3a	56,500.
b Approved for future payment				
NONE				
Total			3b	0.

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 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. | | |

[illegible]

- 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

MAY 11 2015

Signature of officer or trustee

Vice President

Date _____

Title

May the IRS discuss this return with the preparer shown below (see instr 1)?

☐ Yes ☐ No

**Paid
Preparer
Use Only**

Print/Type preparer's name

Preparer's signature

Date _____

Check ☐
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	(A) REVENUE PER BOOKS	(B) NET INVESTMENT INCOME	(C) ADJUSTED NET INCOME
BANK OF HAWAII ACCT #215022302	19.	19.	
TOTAL TO PART I, LINE 3	19.	19.	

FORM 990-PF DIVIDENDS AND INTEREST FROM SECURITIES STATEMENT 2

SOURCE	GROSS AMOUNT	CAPITAL GAINS DIVIDENDS	(A) REVENUE PER BOOKS	(B) NET INVEST- MENT INCOME	(C) ADJUSTED NET INCOME
BANK OF HAWAII ACCT #215022302	47,967.	8,194.	39,773.	39,773.	
TO PART I, LINE 4	47,967.	8,194.	39,773.	39,773.	

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	5,131.	2,566.		2,565.
TO FORM 990-PF, PG 1, LN 16B	6,631.	3,016.		3,615.

FORM 990-PF TAXES STATEMENT 4

DESCRIPTION	(A) EXPENSES PER BOOKS	(B) NET INVEST- MENT INCOME	(C) ADJUSTED NET INCOME	(D) CHARITABLE PURPOSES
EXTENSION PAYMENT FOR 2013 3RD QTR ESTIMATED TAX	1,600.	0.		0.
PAYMENTS FOR 2014 FOREIGN TAX	746. 72.	0. 72.		0. 0.
TO FORM 990-PF, PG 1, LN 18	2,418.	72.		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	5,600.	0.		5,600.	
INVESTMENT FEE	13.	0.		13.	
TO FORM 990-PF, PG 1, LN 23	5,613.	0.		5,613.	

FORM 990-PF	OTHER INVESTMENTS		STATEMENT	6
DESCRIPTION	VALUATION METHOD	BOOK VALUE	FAIR MARKET VALUE	
SEE STATEMENT INV-1	COST	1,295,733.	1,468,962.	
TOTAL TO FORM 990-PF, PART II, LINE 13		1,295,733.	1,468,962.	

Elsie H. Wilcox Foundation

Grants Paid 1/1/2014 to 12/31/2014

Payee Organization Project Title	Amount Paid Date
Big Brothers Big Sisters Hawaii 418 Kuwili Street, Suite 106 Honolulu, HI 96817-5364 <i>Kauai Island - School & Community Based Programs (FYE 12/31/2015)</i>	\$5,000.00 12/15/2014
Chamber Music Hawaii P. O. Box 61939 Honolulu, HI 96839 <i>Music Education Outreach - Kauai Schools and Communities - 2014/2015</i>	\$3,000.00 12/15/2014
Easter Seals Hawaii 710 Green Street Honolulu, HI 96813 <i>Purchase Computer Tablets & Learning Applications for Kauai Operations</i>	\$5,000.00 12/15/2014
Hawaii Academy of Science 1776 University Avenue COE UA4-4 Honolulu, HI 96822 <i>Kauai District and Hawaii State Science & Engineering Fair (SY 2014/2015)</i>	\$8,500.00 12/15/2014
Honolulu Theatre for Youth 1149 Bethel Street, Suite 700 Honolulu, HI 96813 <i>Theatre for Neighbor Island Youth - Kauai Tour (SY 2014-2015)</i>	\$5,000.00 12/15/2014
Island School 3-1875 Kaumualii Highway Lihue, HI 96766-9597 <i>Elementary Music Materials</i>	\$5,000.00 12/15/2014
Kauai Habitat for Humanity P O Box 28 Eleele, HI 96705 <i>Purchase Light Duty Construction Vehicles</i>	\$5,000.00 12/15/2014
Malama Pono Health Services 4357 Rice Street, Suite 101 P O. Box 1950	\$5,000.00 12/15/2014

Elsie H. Wilcox Foundation

Grants Paid 1/1/2014 to 12/31/2014

Payee Organization Project Title	Amount Paid Date
Lihue, HI 96766-5950 <i>Hepatitis B Elimination Project (Year 2) - FYE 6/30/2015</i>	
Nature Conservancy, Hawaii Chapter 923 Nuuanu Ave Honolulu, HI 96817 <i>Protecting Kauai's Native Forests - FYE 6/30/2015</i>	\$5,000 00 12/15/2014
Waioli Corporation P O Box 1631 Lihue, HI 96766 <i>Grove Farm Educational Program - Purchase 10 Microsoft Surface Tablets</i>	\$5,000 00 12/15/2014
Waioli Huiia Church P O Box 231 Hanalei, HI 96714 <i>Restoration of Church Exterior Siding</i>	\$5,000 00 12/15/2014
Grand Total (11 items)	\$56,500 00

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/14

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	185.000	5,310.21	6,214.00
002824100 ABBOTT LABORATORIES	30.000	1,163.31	1,351.00
003019395 ABERDEEN INTERNATIONAL EQUITY FUND INST	4611.403	45,037.79	66,174.00
003021698 ABERDEEN ASIA-PACIFIC EX-JAPAN EQUITY FUND INSTITUTIONAL CLASS	4803.345	40,361.28	54,566.00
00846U101 AGILENT TECHNOLOGIES INC	20.000	585.42	819.00
020002101 ALLSTATE CORP	30.000	957.55	2,108.00
02209S103 ALTRIA GROUP INC	130.000	2,936.72	6,405.00
025537101 AMERICAN ELECTRIC POWER CO	30.000	1,190.72	1,822.00
025816109 AMERICAN EXPRESS CO	16.000	716.18	1,489.00
026874784 AMERICAN INTL GROUP	35.000	1,374.50	1,960.00
03073E105 AMERISOURCEBERGEN CORP	40.000	1,204.79	3,606.00
037833100 APPLE INC	77.000	3,160.01	8,499.00
05534B760 BCE INC	55.000	2,309.13	2,522.00
055622104 BP PLC SPONS ADR	110.000	4,515.71	4,193.00
057224107 BAKER HUGHES INC	25.000	1,423.25	1,402.00
064058100 BANK OF NEW YORK MELLON CORP	50.000	1,290.62	2,029.00
071813109 BAXTER INTL INC	26.000	1,248.53	1,906.00
084670702 BERKSHIRE HATHAWAY INC CL B	48.000	4,228.88	7,207.00
099724106 BORGWARNER INC	20.000	679.90	1,099.00
124857202 CBS CORPORATION CL B	30.000	1,131.90	1,660.00
13057Q107 CALIFORNIA RESOURCES CORP	118.000	813.24	650.00
166764100 CHEVRON CORP	32.000	2,580.56	3,590.00
17275R102 CISCO SYSTEMS	40.000	895.60	1,113.00
189754104 COACH INC	90.000	4,383.97	3,380.00
191216100 COCA COLA CO	30.000	967.35	1,267.00
192446102 COGNIZANT TECH SOLUTIONS CORP	92.000	2,824.73	4,845.00
197199631 COLUMBIA ACORN INTERNATIONAL CL R5	697.225	24,766.38	29,081.00
20825C104 CONOCOPHILLIPS	98.000	4,361.49	6,768.00
231021106 CUMMINS ENGINE INC	22.000	2,323.45	3,172.00
244199105 DEERE & CO	22.000	1,902.40	1,946.00
254709108 DISCOVER FINANCIAL SERVICES	35.000	1,985.87	2,292.00
25490A309 DIRECTV	16.000	1,379.04	1,387.00
25746U109 DOMINION RESOURCES INC /VA	46.000	2,165.01	3,537.00
260003108 DOVER CORP	24.000	977.55	1,721.00
26441C204 DUKE ENERGY CORP	67.000	3,742.63	5,597.00
268648102 EMC CORP	165.000	3,383.40	4,907.00
26875P101 EOG RESOURCES INC	20.000	1,799.60	1,841.00
278642103 EBAY INC	15.000	819.90	842.00
30219G108 EXPRESS SCRIPTS HOLDING CO	94.000	4,336.07	7,959.00
31428Q101 FEDERATED TOTAL RETURN BOND FUND	10281.397	113,817.59	113,507.00
35671D857 FREEPORT MCMORAN COPPER & GOLD CLASS	45.000	1,875.80	1,051.00
369604103 GENERAL ELECTRIC CO	120.000	1,967.52	3,032.00
37733W105 GLAXOSMITHKLINE PLC ADR	95.000	4,142.91	4,060.00
38141G104 GOLDMAN SACHS GROUP INC	10.000	1,527.67	1,938.00

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/14

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	185.000	5,310.21	6,214.00
38259P508 GOOGLE INC CL A	4.000	1,054.33	2,123.00
38259P706 GOOGLE INC CL C	4.000	1,051.69	2,106.00
40414L109 HCP INC	70.000	2,727.58	3,082.00
411511306 HARBOR INTL FD	932.310	67,993.37	60,395.00
42217K106 HEALTH CARE REIT INC	45.000	2,004.94	3,405.00
42809H107 HESS CORP	30.000	1,701.30	2,215.00
438516106 HONEYWELL INTERNATIONAL INC	20.000	881.99	1,998.00
458140100 INTEL CORP	60.000	1,169.07	2,177.00
46625H100 JP MORGAN CHASE & CO	60.000	2,484.62	3,755.00
47803W406 JOHN HANCOCK III DISC M/C-IS	2954.267	38,405.47	58,997.00
478160104 JOHNSON & JOHNSON	46.000	2,941.44	4,810.00
49338L103 KEYSIGHT TECHNOLOGIES	10.000	225.78	338.00
494368103 KIMBERLY CLARK CORP	32.000	2,049.71	3,697.00
49456B101 KINDER MORGAN INC	35.000	1,456.00	1,481.00
50076Q106 KRAFT FOODS GROUP INC	105.000	4,809.91	6,579.00
501889208 LKQ CORPORATION	75.000	2,168.02	2,109.00
532457108 LILLY ELI & CO	25.000	921.03	1,725.00
543487326 NATIXIS LOOMIS SAYLES LTD GOV AND AGCY FD CL Y	5648.442	66,517.21	65,691.00
55261F104 M & T BANK CORPORATION	32.000	3,769.66	4,020.00
56062X708 MAINSTAY HIGH YIELD CORP BOND FUND CL I	709.721	4,158.97	4,081.00
580135101 MCDONALDS CORP	44.000	3,522.46	4,123.00
582839106 MEAD JOHNSON NUTRITION CO CL A	24.000	2,091.49	2,413.00
58502B106 MEDNAX INC	15.000	859.87	992.00
58933Y105 MERCK & CO INC	95.000	3,673.78	5,395.00
594918104 MICROSOFT CORP	40.000	984.58	1,858.00
636274300 NATIONAL GRID PLC SP ADR	82.000	3,977.56	5,794.00
637071101 NATIONAL OILWELL VARCO INC	30.000	1,776.17	1,966.00
65339F101 NEXTERA ENERGY INC	20.000	1,074.33	2,126.00
67011P100 NOW INC.	7.000	186.15	180.00
674599105 OCCIDENTAL PETROLEUM CORP	20.000	1,521.14	1,612.00
68389X105 ORACLE CORP	35.000	968.08	1,574.00
69351T106 PPL CORPORATION	105.000	2,935.38	3,815.00
713448108 PEPSICO INC	18.000	1,137.60	1,702.00
718172109 PHILIP MORRIS INTERNATIONAL	82.000	5,995.46	6,679.00
74144Q203 T ROWE PRICE INSTITUTIONAL EMERGING MARKETS EQUITY FUND	1935.094	58,967.74	57,201.00
741503403 PRICELINE.COM INC	3.000	2,194.06	3,421.00
742718109 PROCTER & GAMBLE CO	50.000	3,446.53	4,555.00
74316J458 CONGRESS MID CAP GROWTH-INS	3927.292	53,096.99	57,338.00
744573106 PUBLIC SERVICE ENT GROUP INC	40.000	1,295.44	1,656.00
747525103 QUALCOMM INC	86.000	4,153.07	6,392.00
74972H648 RS GLOBAL NATURAL RESOURCES FUND CL Y	1068.126	40,996.34	27,216.00
756109104 REALTY INCOME CORP	40.000	1,633.61	1,908.00

ELSIE H. WILCOX FOUNDATION
FORM 990-PF, PART II, LINE 13
INVESTMENTS - OTHER
FOR YEAR ENDED 12/31/14

99-6002441

Description	Units	Book Value	Market Value
00206R102 AT&T INC	185.000	5,310.21	6,214.00
761713106 REYNOLDS AMERICAN INC	100.000	3,641.26	6,427.00
77958B402 T ROWE PRICE INSTITUTIONAL FLOATING RATE FUND CL I	632.742	6,112.29	6,346.00
780259107 ROYAL DUTCH SHELL PLC ADR B	74.000	4,832.58	5,147.00
78462F103 SPDR S&P 500 ETF TRUST	497.000	79,564.44	102,153.00
80004C101 SANDISK CORP	10.000	517.38	980.00
806857108 SCHLUMBERGER LTD	44.000	3,266.81	3,758.00
81721M109 SENIOR HOUSING PROP TRUST	85.000	2,196.71	1,879.00
842587107 SOUTHERN CO	105.000	4,166.78	5,157.00
858912108 STERICYCLE INC	34.000	2,369.82	4,457.00
880208400 TEMPLETON GLOBAL BOND FUND CL AD	1404.821	18,869.22	17,434.00
884116401 THIRD AVENUE REAL ESTATE VALUE FUND CL	1320.114	29,676.16	41,544.00
88732J207 TIME WARNER CABLE INC	8.000	577.11	1,216.00
89151E109 TOTAL SA SP ADR	100.000	4,859.46	5,120.00
902973304 US BANCORP	40.000	865.84	1,798.00
904767704 UNILEVER PLC SPONSORED ADR	55.000	2,018.48	2,226.00
913017109 UNITED TECHNOLOGIES CORP	20.000	1,446.35	2,300.00
921909818 VANGUARD TOTAL INTL ST INDEX FUND-ADM	2501.258	69,398.65	65,033.00
921937603 VANGUARD TOTAL BOND MARKET INDEX FUND ADM	5045.059	53,678.08	54,840.00
921937835 VANGUARD TOTAL BOND MARKET ETF	1140.000	96,357.00	93,902.00
92220P105 VARIAN MEDICAL SYSTEMS INC	36.000	2,012.32	3,114.00
92276F100 VENTAS INC	40.000	2,614.10	2,868.00
922908728 VANGUARD TOTL STK MKT IND-AD	3662.058	167,347.35	188,962.00
92343V104 VERIZON COMMUNICATIONS	112.000	4,052.31	5,239.00
92345Y106 VERISK ANALYTICS INC CL A	44.000	1,502.80	2,818.00
92826C839 VISA INC CL A SHARES	12.000	1,081.13	3,146.00
92857W308 VODAFONE GROUP PLC SP ADR	78.000	3,788.19	2,665.00
931142103 WAL-MART STORES INC	28.000	1,510.61	2,405.00
949746101 WELLS FARGO COMPANY	65.000	1,762.07	3,563.00
969457100 WILLIAMS COMPANIES INC	75.000	3,325.69	3,371.00
G0083B108 ACTAVIS PLC	9.000	1,434.14	2,317.00
G97822103 PERRIGO COMPANY PLC	16.000	2,389.52	2,675.00
N22717107 CORE LABORATORIES N.V. COMMON	24.000	2,952.72	2,888.00
Investments - Other		1,295,733.42	1,468,962.00

**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).
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Provide ONE copy only of each of the following:

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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