EXTENDED TO NOVEMBER 16, 2020 294910930 5104 1

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.

▶ Go to www.irs.gov/Form990PF for instructions and the latest information.

1912

OMB No 1545-0047

2019

Open to Public Inspection

For calendar year 2019 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 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) ▶$ 1,594,170.

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 ▶ ☐

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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))

	Line	Description	(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	496.	496.		STATEMENT 1
	4	Dividends and interest from securities	36,546.	36,546.		STATEMENT 2
	5a	Gross rents				
	b	Net rental income or (loss)				
	6a	Net gain or (loss) from sale of assets not on line 10	31,450.			
	b	Gross sales price for all assets on line 6a 110,989.				
	7	Capital gain net income (from Part IV, line 2)		31,450.		
	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	68,492.	68,492.		
Operating and Administrative Expenses	13	Compensation of officers, directors, trustees, etc	21,787.	13,072.		8,715.
	14	Other employee salaries and wages				
	15	Pension plans, employee benefits				
	16a	Legal fees				
	b	Accounting fees STMT 3	1,500.	450.		1,050.
	c	Other professional fees				
	17	Interest				
	18	Taxes STMT 4	418.	52.		0.
	19	Depreciation and depletion				
	20	Occupancy				
	21	Travel, conferences, and meetings				
	22	Printing and publications				
	23	Other expenses STMT 5	10,065.	6.		10,059.
	24	**Total operating and administrative expenses** Add lines 13 through 23	33,770.	13,580.		19,824.
	25	Contributions, gifts, grants paid	55,000.			55,000.
	26	**Total expenses and disbursements** Add lines 24 and 25	88,770.	13,580.		74,824.
	27	Subtract line 26 from line 12:				
	a	Excess of revenue over expenses and disbursements	-20,278.			
	b	**Net investment income** (if negative, enter -0-)		54,912.		
	c	**Adjusted net income** (if negative, enter -0-)			N/A	

923501 12-17-19 LHA **For Paperwork Reduction Act Notice, see instructions** Form **990-PF** (2019)

921

13130902 791519 904625 2019.04020 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	End of year	
		(a) Book Value	(b) Book Value	(c) Fair Market Value
Assets	1 Cash - non-interest-bearing	985.	892.	892.
	2 Savings and temporary cash investments	27,040.	30,317.	30,317.
	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	1,197,717.	1,174,255.	1,562,961.
	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)	1,225,742.	1,205,464.	1,594,170.
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 FASB ASC 958, check here** ▶ ☐ **and complete lines 24, 25, 29, and 30**			
	24 Net assets without donor restrictions			
	25 Net assets with donor restrictions			
	Foundations that do not follow FASB ASC 958, check here ▶ ☒ **and complete lines 26 through 30**			
	26 Capital stock, trust principal, or current funds	1,225,742.	1,205,464.	
	27 Paid-in or capital surplus, or land, bldg., and equipment fund	0.	0.	
	28 Retained earnings, accumulated income, endowment, or other funds	0.	0.	
	29 **Total net assets or fund balances**	1,225,742.	1,205,464.	
	30 **Total liabilities and net assets/fund balances**	1,225,742.	1,205,464.	

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 29 (must agree with end-of-year figure reported on prior year's return)	1	1,225,742.
2 Enter amount from Part I, line 27a	2	-20,278.
3 Other increases not included in line 2 (itemize) ▶	3	0.
4 Add lines 1, 2, and 3	4	1,205,464.
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 29	6	1,205,464.

Part IV Capital Gains and Losses for Tax on Investment Income

	(a) List and describe the kind(s) of property sold (for example, 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	12/31/19
b	PUBLICLY TRADED SECURITIES	P	VARIOUS	12/31/19
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	11,249.		11,145.	104.
b	95,390.		68,394.	26,996.
c	4,350.			4,350.
d				
e				

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

	(i) FMV 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				104.
b				26,996.
c				4,350.
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 31,450.

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 doesn't 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))
2018	72,948.	1,515,633.	.048130
2017	70,694.	1,486,743.	.047550
2016	72,043.	1,391,016.	.051792
2015	76,688.	1,457,926.	.052601
2014	74,571.	1,525,870.	.048871

2	**Total** of line 1, column (d)	2	.248944
3	Average distribution ratio for the 5-year base period - divide the total on line 2 by 5.0, or by the number of years the foundation has been in existence if less than 5 years	3	.049789
4	Enter the net value of noncharitable-use assets for 2019 from Part X, line 5	4	1,511,779.
5	Multiply line 4 by line 3	5	75,270.
6	Enter 1% of net investment income (1% of Part I, line 27b)	6	549.
7	Add lines 5 and 6	7	75,819.
8	Enter qualifying distributions from Part XII, line 4	8	74,824.

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	1,098.
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	1,098.
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	1,098.
6 Credits/Payments:			
a 2019 estimated tax payments and 2018 overpayment credited to 2019	6a 760.		
b Exempt foreign organizations - tax withheld at source	6b 0.		
c Tax paid with application for extension of time to file (Form 8868)	6c 1,400.		
d Backup withholding erroneously withheld	6d 0.		
7 Total credits and payments. Add lines 6a through 6d		7	2,160.
8 Enter any **penalty** for underpayment of estimated tax. Check here ☒ if Form 2220 is attached		8	0.
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	1,062.
11 Enter the amount of line 10 to be: **Credited to 2020 estimated tax** ▶ 1,062. **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 the instructions for the 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 2019 or the tax year beginning in 2019? See the 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

2

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 2019, 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 FinCEN Form 114. 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 2019?		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 2019, did the foundation have any undistributed income (Part XIII, lines 6d and 6e) for tax year(s) beginning before 2019?	☐ Yes ☒ No			
	If "Yes," list the years ▶ ____, ____, ____, ____				
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 2019 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 Form 4720, Schedule C, to determine if the foundation had excess business holdings in 2019.)	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 2019?		4b		X

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

			Yes	No
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		
8 Is the foundation subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year?	☐ Yes ☒ No			

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

1 List all officers, directors, trustees, and 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	21,787.	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

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	1,506,775.
b	Average of monthly cash balances	1b	28,026.
c	Fair market value of all other assets	1c	
d	**Total** (add lines 1a, b, and c)	1d	1,534,801.
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	1,534,801.
4	Cash deemed held for charitable activities Enter 1 1/2% of line 3 (for greater amount, see instructions)	4	23,022.
5	**Net value of noncharitable-use assets** Subtract line 4 from line 3. Enter here and on Part V, line 4	5	1,511,779.
6	**Minimum investment return**. Enter 5% of line 5	6	75,589.

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	75,589.
2a	Tax on investment income for 2019 from Part VI, line 5 — 2a: 1,098.		
b	Income tax for 2019. (This does not include the tax from Part VI.) — 2b:		
c	Add lines 2a and 2b	2c	1,098.
3	Distributable amount before adjustments. Subtract line 2c from line 1	3	74,491.
4	Recoveries of amounts treated as qualifying distributions	4	0.
5	Add lines 3 and 4	5	74,491.
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	74,491.

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	74,824.
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	74,824.
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	0.
6	**Adjusted qualifying distributions**. Subtract line 5 from line 4	6	74,824.

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 2018	(c) 2018	(d) 2019
1 Distributable amount for 2019 from Part XI, line 7				74,491.
2 Undistributed income, if any, as of the end of 2019				
a Enter amount for 2018 only			0.	
b Total for prior years: ______ , ______ , ______		0.		
3 Excess distributions carryover, if any, to 2019:				
a From 2014				
b From 2015 1,085.				
c From 2016 2,852.				
d From 2017				
e From 2018				
f Total of lines 3a through e	3,937.			
4 Qualifying distributions for 2019 from Part XII, line 4: ▶ $ 74,824.				
a Applied to 2018, 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 2019 distributable amount				74,491.
e Remaining amount distributed out of corpus	333.			
5 Excess distributions carryover applied to 2019 (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	4,270.			
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 2018. Subtract line 4a from line 2a. Taxable amount - see instr.			0.	
f Undistributed income for 2019 Subtract lines 4d and 5 from line 1. This amount must be distributed in 2020				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 2014 not applied on line 5 or line 7	0.			
9 **Excess distributions carryover to 2020** Subtract lines 7 and 8 from line 6a	4,270.			
10 Analysis of line 9:				
a Excess from 2015 1,085.				
b Excess from 2016 2,852.				
c Excess from 2017				
d Excess from 2018				
e Excess from 2019 333.				

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 2019, 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) 2019	(b) 2018	(c) 2017	(d) 2016	(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., to individuals or organizations under other conditions, complete items 2a, b, c, and d.

a The name, address, and telephone number or email address of the person to whom applications should be addressed.

SEE GRANT APPLICATION INFORMATION ATTACHED

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

SEE GRANT APPLICATION INFORMATION ATTACHED

c Any submission deadlines:

SEE GRANT APPLICATION INFORMATION ATTACHED

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

SEE GRANT APPLICATION INFORMATION ATTACHED

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				55,000.
Total			▶ 3a	55,000.
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 (a) Business code	Unrelated business income (b) Amount	Excluded by section 512, 513, or 514 (c) Exclusion code	Excluded by section 512, 513, or 514 (d) Amount	(e) Related or exempt function income
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	496.	
4 Dividends and interest from securities			14	36,546.	
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	31,450.	
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.		68,492.	0.

13 Total. Add line 12, columns (b), (d), and (e) 13 68,492.

(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)

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) (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) (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

Vice President

Signature of officer or trustee | SEP 2 1 2020 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	(A) REVENUE PER BOOKS	(B) NET INVESTMENT INCOME	(C) ADJUSTED NET INCOME
BANK OF HAWAII ACCT #215022302	496.	496.	
TOTAL TO PART I, LINE 3	496.	496.	

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	40,896.	4,350.	36,546.	36,546.	
TO PART I, LINE 4	40,896.	4,350.	36,546.	36,546.	

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.
TO FORM 990-PF, PG 1, LN 16B	1,500.	450.		1,050.

FORM 990-PF TAXES STATEMENT 4

DESCRIPTION	(A) EXPENSES PER BOOKS	(B) NET INVEST- MENT INCOME	(C) ADJUSTED NET INCOME	(D) CHARITABLE PURPOSES
FOREIGN TAX	52.	52.		0.
FEDERAL EXCISE TAX	366.	0.		0.
TO FORM 990-PF, PG 1, LN 18	418.	52.		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	10,000.	0.		10,000.
INVESTMENT FEE	6.	6.		0.
TRAVEL REIMBURSEMENT	59.	0.		59.
TO FORM 990-PF, PG 1, LN 23	10,065.	6.		10,059.

FORM 990-PF OTHER INVESTMENTS STATEMENT 6

DESCRIPTION	VALUATION METHOD	BOOK VALUE	FAIR MARKET VALUE
SEE STATEMENT - INV	COST	1,174,255.	1,562,961.
TOTAL TO FORM 990-PF, PART II, LINE 13		1,174,255.	1,562,961.

Elsie H. Wilcox Foundation

Grants Paid 1/1/2019 to 12/31/2019

✓

Payee Organization Project Title	Amount Paid Date	Tax Status
Big Brothers Big Sisters Hawaii 418 Kuwili Street, Suite 106 Honolulu, HI 96817-5364 *Kauai Island - School & Community Based Programs (FYE 12/31/2017)*	$5,000 00	PC
Chamber Music Hawaii P O Box 61939 Honolulu, HI 96839 *Kauai music education outreach (FYE 6/30/20)*	$3,000 00	PC
Hawaii Academy of Science 1776 University Avenue COE UA4-4 Honolulu, HI 96822 *SY 8/2019-6/2020*	$5,000 00	PC
Hawaii Foodbank, Inc. 2611 Kilihau Street Honolulu, HI 96819 *Kauai Branch - Food Purchase (FYE 6/30/202)*	$5,000 00	PC
Honolulu Theatre for Youth 1149 Bethel Street, Suite 700 Honolulu, HI 96813 *Theatre for Neighbor Island Youth - Kauai Tour (FYE 05/31/2020)*	$5,000 00	PC
Island School 3-1875 Kaumualii Highway Lihue, HI 96766-9597 *iPads and accessories (November 2019 - May 2020)*	$5,000 00	PC
American Cancer Society, Hawaii Pacific 2370 Nuuanu Avenue Honolulu, HI 96817 *Kauai Transportation services and hope lodge hawaii operations (CY 2020)*	$5,000 00	PC

STATEMENT - GRA

Payee Organization Project Title	Amount Paid Date	Tax Status
Girl Scouts of Hawaii 420 Wyllie Street Honolulu, HI 96817 *Leadership Experience (FYE 9/30/2020)*	$5,000 00	PC
American National Red Cross of Hawaii 4155 Diamond Head Rd Honolulu, HI 96816 *Disaster Preparedness & Response program on Kauai (CY 2020)*	$5,000 00	PC
Waioli Corporation P O Box 1631 Lihue, HI 96766 *Kauai Plantation Life' Film Project (January - July 2020)*	$7,500 00	PC
Helping Hands Hawaii 2100 N Nimitz Hwy Honolulu, HI 96819 *Adults- Kauai only CY 2019*	$2,000 00	PC
Boys and Girls Club 1000 Bishop Street, Suite 505 Honolulu, Hi 96813-4724 *Hoomau Hui positive youth delvelopment at Lihue Clubehouse (CY 2020)*	$2,500 00	PC
Grand Total (10 items)	$55,000 00	

ELSIE WILCOX FOUNDATION
EIN #99-6002441
FORM 990-PF, PART II LINE 13
OTHER INVESTMENTS
FYE 12/31/2019

Description	Units	Book Value	Market Value
00206R102 AT&T INC	108	3,186.68	4,220.64
017175100 ALLEGHANY CORP	4	1,981.14	3,198.28
020002101 ALLSTATE CORP	30	957.55	3,373.50
02079K305 ALPHABET INC CL A	6	3,779.31	8,036.34
026874784 AMERICAN INTL GROUP	35	1,685.41	1,796.55
032095101 AMPHENOL CORP CL A	44	2,492.00	4,762.12
037833100 APPLE INC	51	2,092.99	14,976.15
046353108 ASTRAZENECA PLC SP ADR	90	2,656.66	4,487.40
053807103 AVNET INC	25	1,102.50	1,061.00
05722G100 BAKER HUGHES CO	50	1,151.50	1,281.50
066922204 ISHARES S&P 500 INDEX FUND	525.897	128,713.22	201,271.30
084670702 BERKSHIRE HATHAWAY INC CL B	23	1,931.16	5,209.50
09253F879 ISHARES MSCI EAFE INTERNATIONAL INDEX FUND	7528.487	88,484.42	104,420.11
09857L108 BOOKING HOLDINGS INC.	2	1,257.42	4,107.46
099724106 BORGWARNER INC	40	1,523.86	1,735.20
11133T103 BROADRIDGE FINANCIAL SOLUTIONS	22	1,691.86	2,717.88
126650100 CVS/CAREMARK CORP	20	1,578.07	1,485.80
149123101 CATERPILLAR INC	8	1,030.92	1,181.44
17275R102 CISCO SYSTEMS	25	849.70	1,199.00
172967424 CITIGROUP INC	48	3,272.38	3,834.72
254687106 DISNEY WALT CO	22	3,027.08	3,181.86
25470F302 DISCOVERY INC C	65	1,780.40	1,981.85
256206103 DODGE & COX INTERNATIONAL STOCK FUND	590.329	21,873.58	25,738.34
256746108 DOLLAR TREE INC	28	2,210.41	2,633.40
30212P303 EXPEDIA GROUP INC	20	2,424 58	2,162.80
30231G102 EXXON MOBIL CORP	26	2,082.15	1,814.28
30303M102 FACEBOOK INC CL A	27	4,437.18	5,541 75
31428Q101 FEDERATED TOTAL RETURN BOND FUND	10537.22	116,279.15	116,647.03
31428X106 FEDEX CORPORATION	6	980 99	907.26
345370860 FORD MOTOR COMPANY	80	750.40	744.00
34964C106 FORTUNE BRANDS HOME & SECURITY	20	877.40	1,306.80
375558103 GILEAD SCIENCES INC	36	2,605.82	2,339 28
38141G104 GOLDMAN SACHS GROUP INC	7	1,370.97	1,609.51
38144N593 GOLDMAN SACHS INTERNATIONAL SMALL CAP INSIGHTS INSTL	3323.824	35,362.74	39,752.94
40434L105 HP INC.	105	1,770.71	2,157.75
437076102 HOME DEPOT INC	13	2,482.23	2,838.94
44267D107 THE HOWARD HUGHES CORP	8	928.86	1,014.40
449253103 IAA INC.	55	2,335.82	2,588.30
458140100 INTEL CORP	20	944 35	1,197.00
460146103 INTERNATIONAL PAPER CO	20	884.56	921.00
46625H100 JP MORGAN CHASE & CO	44	1,708.80	6,133.60
47233W109 JEFFERIES FINL GROUP INC	90	1,769.13	1,923.30
47803W406 JOHN HANCOCK III DISC M/C-IS	2631.632	34,211.22	58,606.44
478160104 JOHNSON & JOHNSON	46	2,941.44	6,710.02
48238T109 KAR AUCTION SERVICES INC	90	1,958.83	1,961.10

ELSIE WILCOX FOUNDATION
EIN #99-6002441
FORM 990-PF, PART II LINE 13
OTHER INVESTMENTS
FYE 12/31/2019

Description	Units	Book Value	Market Value
501044101 KROGER CO	55	1,641.90	1,594.45
524660107 LEGGETT & PLATT INC	20	778.60	1,016.60
559222401 MAGNA INTERNATIONAL INC CL A	35	1,635.23	1,919.40
57636Q104 MASTERCARD INC CLASS A	32	3,176.26	9,554.88
577130834 MATTHEWS PACIFIC TIGER FUND CL INS	659.171	19,129.04	18,924.80
58155Q103 MCKESSON CORP	11	1,659.70	1,521.52
58933Y105 MERCK & CO INC	53	2,043.43	4,820.35
594918104 MICROSOFT CORP	40	984.58	6,308.00
596278101 MIDDLEBY CORPORATION	28	2,992.85	3,066.56
60871R209 MOLSON COORS BEVERAGE CO	27	1,603.83	1,455.30
61945C103 THE MOSAIC COMPANY	75	1,694.10	1,623.00
651639106 NEWMONT CORPORATION	75	1,726.66	3,258.75
655044105 NOBLE ENERGY INC	55	1,581.10	1,366.20
693475105 PNC FINANCIAL SERVICES	16	1,702.32	2,554.08
717081103 PFIZER INC	50	1,603.25	1,959.00
718546104 PHILLIPS 66	32	2,784.00	3,565.12
736508847 PORTLAND GENERAL ELECTRIC CORP	40	2,184.19	2,231 60
74144Q203 T ROWE PRICE INSTITUTIONAL EMERGING MARKETS EQUITY FUND	506.492	14,381.36	21,556.30
742718109 PROCTER & GAMBLE CO	34	2,058.31	4,246.60
74316J458 CONGRESS MID CAP GROWTH-INS	2825 86	38,205.63	62,649.32
747525103 QUALCOMM INC	25	1,101.97	2,205.75
755111507 RAYTHEON CO	14	1,689.50	3,076.36
780259206 ROYAL DUTCH SHELL PLC ADR A	30	1,563.18	1,769.40
78409V104 S&P GLOBAL INC	6	1,370.86	1,638.30
806857108 SCHLUMBERGER LTD	50	2,412.91	2,010.00
824348106 SHERWIN-WILLIAMS CO	3	845 33	1,750.62
826197501 SIEMENS AG SP ADR	20	1,205.20	1,299.40
832696405 JM SMUCKER CO/THE NEW COMMON	16	1,790.88	1,666.08
844741108 SOUTHWEST AIRLINES	20	886.60	1,079.60
857477103 STATE STREET CORP COMMON	24	1,608.60	1,898 40
872540109 TJX COMPANIES INC	96	3,708.48	5,861.76
883556102 THERMO FISHER SCIENTIFIC INC	22	3,038.74	7,147.14
902973304 US BANCORP	60	1,680.44	3,557.40
907818108 UNION PACIFIC CORP	26	2,099.50	4,700.54
913017109 UNITED TECHNOLOGIES CORP	18	1,768.86	2,695.68
921909818 VANGUARD TOTAL INTL ST INDEX FUND-ADM	3950.849	103,102.88	118,011.86
921937603 VANGUARD TOTAL BOND MARKET INDEX FUND ADM	21392.564	231,667.14	236,387.83
922908728 VANGUARD TOTL STK MKT IND-AD	3653.96	166,977.29	291,184 07
92556H206 VIACOMCBS INC-CLASS B	35	1,780.40	1,468.95
92826C839 VISA INC CL A SHARES	34	621.90	6,388.60
92857W308 VODAFONE GROUP PLC SP ADR	100	2,704.77	1,933.00
931142103 WALMART INC	28	1,510.61	3,327.52
949746101 WELLS FARGO COMPANY	90	4,542.44	4,842.00
94984B348 WELLS FARGO ADVANTAGE INTERNATIONAL EQUITY FUND - I	2148.712	23,237.60	25,677.11

ELSIE WILCOX FOUNDATION
EIN #99-6002441
FORM 990-PF, PART II LINE 13
OTHER INVESTMENTS
FYE 12/31/2019

Description	Units	Book Value	Market Value
962166104 WEYERHAEUSER CO	50	1,224.70	1,510.00
98978V103 ZOETIS INC	20	2,228.75	2,647 00
G0177J108 ALLERGAN PLC	11	2,562.43	2,102.87
G16962105 BUNGE LIMITED	15	811.74	863.25
H84989104 TE CONNECTIVITY LTD	24	1,526.99	2,300.16
Total Other Investments		**1,174,254.58**	**1,562,961.32**

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.

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 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

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

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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 - 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.

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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**
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  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**
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- **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.**

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Funding Request Cover Sheet (Program)

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Date ____________________

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Complete Address. ____________________

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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