

G. N. WILCOX TRUST  
*Bank of Hawaii, Trustee*

Grant Application Information for General Capital

**I. Policy**

Applications for grants are accepted by the Committee on Beneficiaries from qualified tax-exempt 501(c)(3), charitable organizations. The Committee's general policy is to confine grants to organizations within the State of Hawaii, with a priority is to assist Kauai organizations serving that island.

Although the Trust is broad-purposed, it does not make grants to individuals, nor for reserve purposes, endowments, or deficit financing. No multiple-year pledges are made for programs or capital projects. Generally grants will not be made to government agencies, nor to organizations supported substantially by government funds, nor to organizations that "re-grant" G. N. Wilcox Trust funds.

The Committee on Beneficiaries will consider only one request a year from an organization. A new request will not be entertained if a prior pledge or report is still outstanding. The exception to this policy is a tuition aid program (separate guidelines available) which may be considered in addition to one other request from a school.

**II. Capital Criteria: General Capital – Projects 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.

- General Capital grants are provided for the purchase of equipment, renovations and construction of buildings. G. N. Wilcox Trust 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, G. N. Wilcox Trust requires 100% of members serving on the board of directors of an organization (excluding churches), to 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/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.

**III. Foundation Deadlines**

- **Requests – Must be completed by the 1<sup>st</sup> of April, July, or October.**

**Due to security measures hand-delivered proposals are not accepted.**

There may be times due to unforeseen circumstances or unusually high volume, that a request may not be reviewed in time for the intended project. An average of 90 - 120 days is required to process a proposal, allowing for a possible site visit and for studying the proposal in relation to other activities of the Foundation.

*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.*

**NOTE: Although not ordinarily required, an audited financial statement may be requested if circumstances warrant.**

**Contact Information for the G. N. Wilcox Trust (Toll-free from Neighbor Islands: 1-800-272-7262)**

Paula Boyce, AVP & Grants Administration Officer

Phone: (808) 694-4945 Email address: [paula.boyce@boh.com](mailto:paula.boyce@boh.com)

Elaine Moniz, Trust Specialist

Phone: (808) 694-4944 Email address: [elaine.moniz@boh.com](mailto:elaine.moniz@boh.com)