

**Elsie H. Wilcox Foundation**  
*Bank of Hawai'i, Trustee*

Grant Application Information – General Capital

**Policy**

The Distribution Committee awards grants to qualified tax exempt 501 (c)(3) charitable 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 may receive more requests for assistance than what the available funds will allow. All qualified applications are considered, and each is reviewed based on its current and projected 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 – Total Cost of Project is 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. Vendors' estimates (with company's name/logo) are required.
- Elsie H. Wilcox Foundation does not provide grants for the purchase of real estate; nor does the foundation provide grants for deficit funding or 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

Foundation Deadline

- **Requests – Must be submitted by 11:59 PM on September 1.**

*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.*

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**Contact Information for the Elsie H. Wilcox Foundation**

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