

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

**Grant Application Information - Program**

**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.

**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

## 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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