



*Endowment Foundation*

The Morrison Center Endowment Foundation's goal is to impact quality art performances at the Velma V. Morrison Center for the Performing Arts. We do this by subsidizing production costs for Idaho's local performing arts groups. Before filling out your request, read our granting procedure and note the list of items needed. Please provide five copies of the requested items to help our grant committee make an informed decision. **Be aware, requests to fundraise for entities other than the group submitting the grant application will not be considered.**

***Granting Procedures:***

1. Grants will only be given for performances in the Velma V. Morrison Center. For more information on current Morrison Center rental charges and/or traditionally approved expenses contact James Patrick, Executive Director of the Center at [jamespatrick@boisestate.edu](mailto:jamespatrick@boisestate.edu).
2. Grantee is asked to acknowledge the Morrison Center Endowment Foundation in all show related marketing, collateral and curtain speech. We can provide a logo for printed media.
3. Payment will only be made upon the completion of the performance.
4. To finalize payment we will need a copy of all bills/invoices showing the amount your group would like reimbursed. To help Morrison Center Endowment Foundation in their review, **include a cover sheet summarizing these expenses.**
5. Following completion of these steps, a check will be issued by the Morrison Center Endowment Foundation to both the Velma V. Morrison Center for the Performing Arts and your organization. James Patrick, Executive Director of the Morrison Center, will contact you for a co-signature of this check, and then deposit it into the Center's bank account. The Center will issue you a check for the grant balance due your group.

***Include 5 copies of the following with your application:***

1. A copy of your Section 501 exemption letter.
2. A copy of your annual financial reports: include an income statement & balance sheet for your most recently completed fiscal year.
3. A budget for each production with a detailed breakdown of estimated expenses, projected revenues and final funding needs.
4. Application:
  - a. Information about Your Group: Section 1 (only fill out one per grant cycle).
  - b. Performance Application: Section 2 (fill out one form per show).

All copies of your grant applications must be **mailed** or **delivered** to the Harry W. Morrison Foundation, 827 E. Park Blvd. Suite 200, Boise, ID 83712.

We look forward to partnering with you to bring a positive impact to our community.

827 E. Park Blvd., Suite 200  
Boise, Idaho 83712

208-345-5225  
bernicehwm@gmail.com



*Endowment Foundation*

Application date: \_\_\_\_\_  
Grant applications are due January 1 and July 1 of each year

**Section 1.**  
**Information about Your Group**  
(Only fill out once per grant cycle.)

Name of organization: \_\_\_\_\_

Address of organization: \_\_\_\_\_

I.R.S. identification number (also attach copy of Section 501 exemption letter): \_\_\_\_\_

Grant writer: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization Executive: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name & address of the principal officers, directors or trustees:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have we contributed to your organization before? \_\_\_\_\_ If yes, when was the last time? \_\_\_\_\_

To save resources please ***do not*** include booklets, pamphlets or any general promotional information. We will contact you if we need further information on your group.

**Section 2.**  
**Performance Application**  
(Fill out one per show.)

Application date: \_\_\_\_\_

Title of performance: \_\_\_\_\_

Date(s) of performance: \_\_\_\_\_

Brief description of performance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly elaborate on why the Endowment should fund this performance (how does it benefit the community)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a new use for the Morrison Center? Yes or No.

Are you bringing in outside performers? If yes, who? \_\_\_\_\_

What will be the audience ticket price range? \_\_\_\_\_

What is your projected revenue from ticket sales? \_\_\_\_\_

Do you plan to discount ticket prices if we subsidized this performance? Yes or No.

Are you applying to other funding sources? \_\_\_\_\_ If yes, please list showing requested amount:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of performance (attach a detailed budget with your projected revenue and shortfall)? \_\_\_\_\_

What is the amount of funding requested from the Morrison Center Endowment Foundation? \_\_\_\_\_