

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

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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.

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.
2. 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.
6. Subsequent to the grant payment, the Morrison Center Endowment Foundation will require a letter of receipt written on your group's letterhead stating the amount of the grant. This is to satisfy IRS regulations.

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.

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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? Please list showing requested amount:

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

Amount of funding requested from the Morrison Center Endowment Foundation? _____