

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.

***Granting Procedures:***

1. Grants will only be given for performances in the Velma V. Morrison Center. It is requested that you contact Laura Kendall ([lkendall@boisestate.edu](mailto:lkendall@boisestate.edu)) for a Morrison Center Production Quote to include in your request.
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 and a count of your audience. Be aware, we may not reimburse all expenses related to your event. To help Morrison Center Endowment Foundation in their review, **include a cover sheet summarizing the expenses you would like reimbursed**.
5. Following completion of these steps, a check will be issued by the Morrison Center Endowment Foundation directly to your organization. This is a change from our past procedure. Your organization will be responsible for seeing that the Morrison Center receives payment.

***Please email the following items to mcef@harrymorrisonfoundation.org.***

1. 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 event).

1. A copy of your annual financial reports: include an income statement & balance sheet for your most recently completed fiscal year.
2. A budget for each production with a detailed breakdown of estimated expenses, projected revenues and final funding needs.
3. A copy of your Section 501 exemption letter.
4. *Optional*-a Morrison Center Production Quote. Be advised the Morrison Center are raising their rates in 2022.

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

Justin Wilkerson Bonnie Wilkerson

President Grant Committee Chair



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

Grant applications are due January 1 and July 1 of each year

**Section 1**

**Information about Your Group**

(only fill out one 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:

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Have we contributed to your organization before? \_\_\_\_\_\_\_\_\_\_

**Section 2**

**Performance Application**

(fill out one per event)

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

Title of show: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Brief description of show: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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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:

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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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_