



Grant Application

Deadline: January 1 or July 1 at 11:59 pm

MCEF's Mission Statement:

MCEF's goal is to help fund quality performing arts events in the Treasure Valley by subsidizing production costs of local arts groups and sponsoring performances of national and international artists. We look forward to partnering with you to bring a positive impact to our community.

James Patrick Focarile, Vice-President
Bonnie Wilkerson, Grant Committee Chair

Selection Criteria:

To qualify for a grant from the MCEF, your organization must be **a Treasure Valley non-profit performing arts group** whose production will be performed in a Treasure Valley theater—as defined below— within **two years** of applying.

Important Note for First-Time Applicants

If this is your organization's first application to the Morrison Center Endowment Foundation, please email grants@morrisonendowment.org for an introductory meeting **before applying**.

Important Definitions

- **Theater** is defined as a structure that contains rows of permanent seating before a stage area where a performance is given to an audience.
- **Event** is used to denote an entire production, for example the entire run of the Nutcracker.
- **Show** is used to denote one showing of the event, for example the Saturday matinee of the Nutcracker.

Granting Details:

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

- **A grant recipient is asked to acknowledge the Morrison Center Endowment Foundation** in all show related marketing, collateral and curtain speech. You can download our logo from our webpage <https://www.morrisonendowment.org/resources>
- **If your application is approved**, you will receive an email notification of the amount you were awarded. However, the award payment will only be made upon the completion of the event. To receive payment, please fill out our Post-Production Worksheet found on our website at <https://www.morrisonendowment.org/grants>.

Application Requirements

Each event will need a **separate application**. You will only need to fill out basic organization information once per organization per grant cycle.

Required Documents:

- **Organization's balance sheet** for your most recently completed fiscal year
- **Organization's income statement** for your most recently completed fiscal year
- **Detailed event budget** with projected revenues, estimated expenses, and final funding needs
- **IRS 501c3 exemption letter** that shows your group's tax ID if your group has never received a grant from MCEF or you have a new tax ID number

Sample Event Budget Format:

Revenue

ticket sales	\$10,000
grant 1-name	\$15,700
grant 2-name	\$4,000
other revenue-name	\$1,000
Total event revenue	\$30,700

Expenses

theater	\$30,100
guest performer 1-name	\$5,500
guest performer 2-name	\$4,500
costume creation	\$1,000

program printing	\$500
other expense-name	\$500
Total event expense	\$42,100
Final funding needs	\$11,400

Application

Date (required)

Auto date generator

Organization's name (required)

Short text field

Organization's Tax ID Number/EIN (required)

Number field

Is this the organization's first application to the current grant round? (required)

Single choice buttons of yes or no

If "yes"

Organization's address: (required)

Address fields

Organization's phone number: (required)

Phone # field

Organization's chief executive's name: (required)

Name field

Executive's e-mail:

Email field

Executive's phone number:

Phone # field

Only enter if different than the organization's phone number.

Executive's phone extension:

Number field

Leave blank if none.

Grant writer's e-mail (required)

Email field

Application confirmation will be sent to this email.

Grant writer's name: (required)

Name field

Grant writer's phone number:

Phone # field

Only enter if different than the organization's phone number.

Grant writer's phone extension:

Number field

Leave blank if none.

Organization's board officers: (required)

Full Name, City & State, Officer Title

Infinite List (will create as many fields as you need)

Press enter after each entry.

Organization's balance sheet for last complete fiscal year. (required)

File upload.

Organization's income statement for last complete fiscal year. (required)

File upload.

Is this the first time your organization has applied for a grant to MCEF?

(required)

Single choice buttons of yes or no

If "yes"

IRS 501c3 Determination Letter (required)

File upload.

Restart application here.

Event title: (required)

Short text field

Event opening date: (required)

Calendar field

Event closing date: (required)

Calendar field

Brief description of event: (required)

Long text field

Names of any guest performers (if applicable):

Long text field

Theater where the event will take place: (required)

Short text field

Number of shows for the event: (required)

Number field e.g. 5

Estimated audience for the entire run of this event: (required)

Number field e.g. 5000

Estimated cost of this event: (required)

Number field e.g. 50000.00

Plans for funding event costs that exceed ticket sales and MCEF potential support: (required)

Long text field

Example: Laura Moore Cunningham Foundation grant request for \$5000.

Amount you are requesting from MCEF: (required)

Number field e.g. 25000.00

Detailed event budget:(required)

Attach a detailed event budget with your projected expenses, revenue and any shortfall.
See example above.

Upload File button

Any other supporting information? (optional)

Long text field

Additional information about your event (optional)

Long text field

Submit Application

Button