



Grant Award Application Instructions

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.

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.

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 above— within two years of applying.

It is always a challenge to determine which programs to fund, one that we take seriously. Selecting which programs to fund is a highly competitive process and funding is limited. More often than not, the amount requested by all applicants exceeds available grant resources for this cycle. Other common reasons for not funding a program may include one or more of the following:

- *Seating Restriction*
The event venue must have fixed seating.
- *Community Impact*
Events must have a significant community impact on either the number of local artists performing and/or the projected audience size, preferably both, in relation to requested grant amount.
- *Theater Location*
The theater must be located in the Treasure Valley.
- *Familiarity with work*
While not required, the MCEF prefers to be familiar with an applicant's work before funding to ensure the event will be a good allocation of MCEF funds.
- *Event date is more than 2 years from grant application*

Award Status

Once the application period closes on December 31st or June 30th, our grant committee will review your request and send you an email notification of award status. This usually happens within a month of the application due date.

Payment Information

The award payment will only be made upon the completion of the event and only for the amount actually spent on the production. Not all expenses are eligible for compensation, for example, we do not reimburse staff payroll or donor cultivation. Fill out a Post-Production Worksheet to receive your payment.

Application Requirements

Grant recipients are asked to acknowledge the Morrison Center Endowment Foundation in all show related marketing, collateral, and curtain speech. You will need to attach an example to the post-production worksheet. Please download our logo from our website; www.morrisonendowment.org/resources.

Each event will need a separate application, but you will only need to fill out basic organization information once per organization per grant cycle.

Required Attachments:

- **Organization's balance sheet** for your most recently completed fiscal year
- **Organization's income statement** for your most recently completed fiscal year
- **IRS 501c3 exemption letter** that shows your group's tax ID number.
- **Detailed event budget** with projected revenues, estimated expenses, and final funding needs. You can create this in a spreadsheet or word processing format.

Sample Event Budget

Revenue	
ticket sales	10000
grant 1-name	15700
grant 2-name	4000
other revenue-name	1000
Total event revenue	30700
Expenses	
venue	\$30,000
guest performer 1-name	\$5,700
guest performer 2-name	\$5,500
costumes	\$1,000
program printing	\$2,000
radio advertising	\$500
other expenses-name	\$500
Total event expenses	\$45,200
Final funding need	\$14,500

Grant Award Application Example

1. Organization's Name
2. Is this the organization's first application to the current grant round?
3. Organization's Tax ID Number / EIN
4. Organization's Address
5. Organization's Phone Number
6. Organization's Chief Executive's Name
7. Executive's Email
8. Executive's Phone Number (if different than organization's number)
9. Executive's Phone Extension (if applicable)
10. Grant Writer's Email
11. Grant Writer's Name
12. Grant Writer's Phone Number (if different than organization's number)
13. Grant Writer's Phone Extension (if applicable)
14. Organization's Board Officers names, city & state (press enter as many times as needed)
15. Event Title
16. Event Opening Date
17. Event Closing Date
18. Brief Description of Event
19. Names of Any Guest Performers (if applicable)
20. Theater Where the Event Will Take Place
21. Number of Shows for the Event
22. Estimated Audience for the Entire Run of This Event
23. Estimated Cost of This Event
24. Plans for Funding Event Costs That Exceed Ticket Sales and MCEF Potential Support
25. Amount You Are Requesting from MCEF
26. Organization's Balance Sheet for Last Complete Fiscal Year (attachment #1)
27. Organization's Income Statement for Last Complete Fiscal Year (attachment #2)
28. IRS 501c3 Determination Letter (attachment #3)
29. Detailed Event Budget (attachment #4)
30. Any Other Supporting Information (optional)
31. Additional Information About Your Event (optional)