

Morrison Center Endowment Foundation Grant Application

Deadline: Monday, July 1, 2024 at 11:59 pm

MCEF's Mission Statement:

Our goal is to impact quality events at Idaho's premiere performing arts center. We do this by partnering to underwrite the operating expenses of the Velma V. Morrison Center for the Performing Arts, subsidizing production costs for Idaho's local arts groups and sponsoring events of high-quality national and international artists.

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

Justin Wilkerson, President

Bonnie Wilkerson, Grant Committee Chair

Selection Criteria:

To qualify for a grant from MCEF, your organization must be a non-profit arts group in Idaho whose production will be performed in the Morrison Center within the next two years. Grant applications are administered in two grant cycles with deadlines on July 1st and January 1st of each year.

Please be aware: The Morrison Center Endowment Foundation is an independent entity run separately from the actual Morrison Center Theater. Our specific purpose is to provide funding for the Morrison Center and to arts organizations that perform there. We do not control operations or programming. Contact Brian Thacker at brianthacker@boisestate.edu or Laura Kendall at lkendall@boisestate.edu to answer any questions specific to Morrison Center production and programming.

Definitions for this application:

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:

1. Grant applications are due July 1 and January 1 of each year.
2. If this is the first time your group is applying, contact Bonnie at 208-345-5225 or email mcef@harrymorrisonfoundation.org to make an introduction.
2. We require a Morrison Center Production Quote for every event. Contact Laura Kendall (lkendall@boisestate.edu) for this.
3. A grant recipient is asked to acknowledge the Morrison Center Endowment Foundation in all show related marketing, collateral and curtain speech. You can download a logo from our webpage www.harrymorrisonfoundation.org/morrison-center-endowment.

4. If this application is approved, you will receive a letter notification stating the amount of the grant award. 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 webpage as well.

Application Requirements:

Each event will need a separate application but there will be an option in the "Basic Information" section to skip filling out more than one "Organization's Information" section per grant round.

1. Application:

- a. Basic Information: This helps MCEF administrate your application.
- b. Section 1: Organization's Information-fill out one per application round.
- c. Section 2: Event Information-fill out one form per event.

The application will instruct you to attach:

2. a copy of your organization's annual income statement & balance sheet for your most recently completed fiscal year.
3. a Morrison Center Production Quote for each event.
4. a budget for each event with a detailed breakdown of estimated expenses, projected revenues and final funding needs.
5. a copy of your IRS 501c3 exemption letter if your group has never received a grant from MCEF or you have a new tax ID number.
6. any other supporting information about your event.

If this is your organization's first application to the Morrison Center Endowment Foundation, please call Bonnie at 208-345-5225 or email mcef@harrymorrisonfoundation.org for an introduction before applying.

Basic Information

Fill this section out for every application submitted this round.

Date:

Auto date generator

Organization's name:*

Short text field

Is this the organization's first application the July 2024 grant round?*

Single choice buttons of yes or no

Yes, go to Section 1

No, go to Section 2

Section 1: Organization's Information

Only fill this section out once per grant round.

Organization's address:*

Address fields

Organization's phone number:*

Phone # field

Organization's chief executive's name:

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*

Email field

Application confirmation will be sent to this email.

Grant writer's name:*

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:*

Full Name, City & State, Officer Title

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

Press after each entry.

Optional: Any other information about the organization you would like to share?

Long text field

There will be space later for specific comments about an event.

Organization's Document Upload

Upload your organization's financial information. Click the "Upload a File" button to select a file from your computer. You can upload any common file format (PDF, .doc, .docx, .xls, .xlsx...)

Attach organization's balance sheet for last complete fiscal year.*
Upload File button.

Attach organization's income statement for last complete fiscal year.*
Upload File button.

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

Single choice buttons of yes or no

Yes, go to "Only for first time applicants."
No, go to Section 2

Only for first time applicants.

IRS identification number: *
Short text field

IRS 501c3 determination letter: *
Upload File button

Section 2: Event Information

Fill out one per event you are applying for.

Event working title:*

Short paragraph field

Event opening date:*

date field

Event closing date:*

date field

Brief description of event:*

Long text field

Is this a new use for the Morrison Center?*

Single choice buttons of yes or no

If applicable, list names of any guest performers?

Long text field

Number of shows for the event:

Number field e.g. 5

Estimated audience for the entire run of this event?*

Number field e.g. 5000

Estimated cost of this event:*

Number field e.g. 50000.00

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

Long text field

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

Amount you are requesting from MCEF:*

Number field e.g. 25000.00

Event Document Upload

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

Upload File button

Attach Morrison Center Production Quote.

Upload File button

Final Event Notes

Optional: Is there more information about your event that you would like to share?
Long text field

If you have more than one event grant request this round, submit this application and begin a new one. There is an option to skip reentering your organization's information by choosing "no" in the **Basic Information** section.

Review Before Submit
Widget

Submit Application Button