



2026 APPLICATION GUIDE

» Applications can **only** be submitted online at www.ChapmanPrize.org. «

The Chapman Prize Application Guide

- Established through the Daniel and Barbara Chapman Trust, the Chapman Prize annually recognizes and honors the efforts and achievements of charitable individuals and organizations who contributed most significantly to the improvement in the quality of life in the U.S. during the previous year.
- Applicants must prove the relevance of their work to the 2026 focus area:
 - **Arts & Culture** – Awarded to a charitable individual or organization who has contributed most significantly to the improvement of cultural life and/or significantly aided the growth and availability of the arts in the United States during the previous year. By way of example, contributions may include programs bringing arts to underserved communities and populations, programs creating opportunities for the arts and artists to thrive, and/or programs that use the arts to build bridges and partnerships.
- The Chapman Prize is awarded to one charitable individual or organization annually. The amount is normally between \$80,000 - \$100,000.

ELIGIBILITY REQUIREMENTS

- Applicants must meet **all** of the following requirements:
 1. Are either a Charitable Individual [U.S. citizen] or U.S.-based Charitable Nonprofit Organization [501(c)(3)] who operate exclusively in the U.S.
 2. Organizations engaged in Political Campaigns or Lobbying Activities are ineligible.
 3. Have been conducting charitable work in the U.S. for at least the last three years.
 4. Can show demonstrated impact during the previous year in the focus area of Arts & Culture.

IMPORTANT DATES

- This year, the Prize application period will open September 1st, 2026, with **applications due by September 30th, 2026**
- The selection committee will begin reviewing applications by October 26th, 2026
- The selection committee will complete the review process by December 1st, 2026
- All applicants, regardless of award status, will be notified of the selection committee's decision by December 31st, 2026
- The 2026 Prize Winner will receive the award by December 31st, 2026

REVIEW / SELECTION PROCESS

- Initial Screening – the selection committee will screen each application to see if it (1) meets all eligibility requirements and (2) is complete with all required attachments. If the application does not qualify, it will not move forward for consideration.
- Merit Review – the selection committee will evaluate all applications that pass the initial review using the criteria below:
 - 50% - Breadth of Impact
 - 20% - Quality of Project Concept
 - 15% - Collaboration Among Partners
 - 15% - Organizational Sustainability

APPLICATION INSTRUCTIONS

The application form and attachments can **only** be submitted online at www.ChapmanPrize.org.

POINT OF CONTACT INFORMATION

- **Point of Contact** — Enter the first name, last name and title of the main point of contact for the applicant.
- **Point of Contact Organizational Authority** — Indicate whether the designated point of contact has the authority to make decisions on behalf of the organization.
- **Email / Phone** — Enter the email address and phone number for the main point of contact.

LETTER OF RECOMMENDATION INFORMATION

The letter must come from a third-party community member or organization that has benefited from the applicant's work and must include the author's affiliation or relationship with the applicant. The letter should be on official letterhead if possible.

- **Author's Information** — Enter the first name, last name, and title of the person submitting the letter of recommendation
- **Author's Organization** — Enter the name of the organization the person submitting the letter of recommendation is representing.
- **Email / Phone** — Enter the email address and phone number for the person submitting the letter of recommendation.

APPLICANT INFORMATION

- **Legal Name of the Organization/Individual** — Enter the legal name of the applicant as shown in IRS records.
- **EIN/SSN** — Enter the EIN if the applicant is an organization or the SSN if the applicant is an individual.
- **Address** — Enter the physical address for the organization or mailing address for the individual applicant.
- **Website** — Enter the website for the organization or individual applicant, if applicable.
- **For organizational applicants only, please provide your 501(c)(3) IRS Determination Letter** — Indicate whether the applicant is recognized as a Private Foundation, Private Operating Foundation, or Public Charity and the Year of Formation.
- **For organizational applicants only, please provide a copy of your most recent tax return and audited financials** — Tax returns and financials must be from the same year. In lieu of an audit/review/compilation, you may submit financial statements. Both the "Balance Sheet" and the "Functional Income and Expense Statement" must be included if providing financial statements. **Organizational Sustainability** - Provide the following key financial performance indicators based on numbers from audited or year-end financial statements for the same year:
 - Current Ratio (liquidity) — calculation: *unrestricted current assets/current liabilities*.
 - Program Expense Ratio (efficiency) — calculation: *program expenses/total expenses*
 - Revenue Concentration Ratio (vulnerability) — calculation: *revenue from single largest source/total revenue*

NARRATIVE

- **Program/Project Summary** — In 500 words or less, provide an overview of the program/project and its strategic objective(s).
- **Impact Statement** — In 800 words or less, describe the impact the organization's programming or individual's project(s) have had in the area of **Arts & Culture** during the past year. Please address all three items outlined in the application sample below.

ATTACHMENTS

All documents are required unless listed as optional

- Recommendation letter
- IRS determination letter
- Most recent tax return
- Most recent audit/review/compilation or financial statements (must be same year as tax return)
- Additional Materials or Links (optional)

SAMPLE APPLICATION

POINT OF CONTACT INFORMATION

First Name	Last Name
Title	Organizational Authority? ☐ Yes ☐ No
Email	Phone

LETTER OF RECOMMENDATION INFORMATION

Author's First Name, Last Name, and Title	Author's Organization
Author's Email	Author's Phone

APPLICANT INFORMATION

Legal Name of the Organization/Individual		
EIN/SSN		
Street Address	Apt./No./Ste.	
City	State	Zip Code
Website (if applicable)		
For organizational applicants <u>only</u>, please indicate your IRS 501(c)(3) nonprofit designation and provide a copy of your IRS tax determination letter. ☐ Private Foundation ☐ Private Operating Foundation ☐ Public Charity Year of Formation _____		
For organizational applicants <u>only</u>, please provide a copy of your most recent tax return and audited financial report or financial statements (tax return and financials must be for the same year). Organizational Sustainability: provide the following key financial performance indicators for the same year (see instructions) Current Ratio _____ Program Expense Ratio _____ Revenue Concentration Ratio _____		

NARRATIVE

Program/Project Summary: In 500 words or less, provide an executive summary of the program/project and its strategic objectives.

Impact Statement: In 800 words or less, describe how the organization or individual made a critical difference in improving cultural life and/or significantly aiding the growth and availability of the arts in the United States during the past year. Please include:

- 1) Breadth of impact, including qualitative/quantitative data
- 2) Collaboration among partners
- 3) Other relevant data, if applicable (e.g., target demographic, milestones, objectives, results, etc.)

ATTACHMENTS

ATTACHMENT CHECKLIST

- ☐ Recommendation Letter
- ☐ IRS Determination Letter
- ☐ Most Recent Tax Return
- ☐ Most Recent Financial Report
 - ☐ Audit
 - ☐ Review
 - ☐ Compilation
 - ☐ Financial Statements
- ☐ (Optional) Additional Materials or links that help describe the organization (brochures, annual reports, etc.)