

## Using AI tools to assist in grant applications

**Community Foundation North East is open to grant applicants using AI tools to assist with drafting applications, based on the following guidance.**

### 1. Definition of AI

Artificial Intelligence (AI) is the ability of machines or software to perform tasks that would normally require human intelligence. AI systems use inputs (e.g. data and prompts) and can learn and use some degree of autonomy from which they can generate outputs such as decisions, predictions, recommendations and content.

### 2. Our approach

We recognise AI offers significant potential to enhance efficiency, creativity, productivity, learning, decision-making and innovation to us and our grantees. We also recognise that AI tools can be used to support human decision-making but the human relationships which are at the heart of our work should not be replaced by technology. The way that we assess applications has not changed and no final decisions are made by AI.

### 3. Using AI tools in grant applications

AI tools can be useful when drafting applications. For example, if you are new to writing applications, have a lot of information to summarise or if English is not your first language.

However, applications created totally by AI often include generic content that doesn't capture your unique perspective or voice and could misrepresent you or your organisation. If you use AI-generated content to help draft your content, make sure you edit it to reflect your own style, experience, and skills. We want to understand the uniqueness of every grantee and application. Using real examples and details will help your application to stand out. And, if you intend to use AI to deliver some aspects of the work in your application, we need you to explain how you will do this responsibly.

There are other issues you must be aware of when using AI tools that could lead us to assess your application less favourably. For example, AI generated content can:

- contain errors or made-up information
- use sources that it cannot check for credibility or accuracy
- include bias that could exclude or misrepresent communities, data or opinions
- misrepresent financial information
- include images that misrepresent people, places and communities

So, always doublecheck your content

### 4. Data security

We advise that you don't input information into publicly available generative AI tools that you would not put into a public post on social media. Always make sure you are confident that the tool you are using is secure and won't store, use or share the data you input.

### 5. Sustainability and the environment

We recognise the environmental impact of AI and discourage use of more energy intensive AI tools, such as for producing images and videos. We encourage everyone to think carefully about the added value gained from AI tools to ensure that use contributes meaningfully to what you are trying to do, without potential negative environmental impact.