



Using AI in your Grant Application

A Guide to Best Practices

We know that applying for funding takes a lot of time and energy, and we completely understand that AI tools can be incredibly helpful for brainstorming, drafting, or polishing your application.

We encourage you to use these tools if they help you put your best foot forward, especially if they help remove barriers to writing or applying.

Our Suggestion

If you plan to use AI to assist with your application, we highly recommend writing your initial draft yourself first, and then using an AI tool to help edit, polish, or refine your writing. This is a fantastic way to ensure your authentic voice and passion remain front and centre, while presenting your ideas as clearly and compellingly as possible.

If you choose to use AI in your application, here is how you can use it safely and effectively:

- **Keep it authentic:** We want to connect with *you*. AI is a great assistant, but we are looking to hear your unique story, passion, and perspective in your own words.
- **Be transparent:** Simply let us know which tools you used and how they helped you along the way.
- **Own your application:** You are ultimately accountable for your submission. Ensure all the content, data, and ideas accurately reflect your organisation's true work.
- **Review and refine:** AI can be a wonderful starting point, but it can also make mistakes or invent facts. Always double-check your application before hitting submit to make sure it sounds like you.
- **Protect privacy:** Please keep sensitive, personal, or confidential data safe by never sharing it with open AI platforms.
- **Stay compliant:** Make sure your use of AI aligns with UK data protection and copyright laws.



Finding the Right Balance

While we support using AI to help refine your writing, it's important not to let it take over. Applications that rely entirely on AI often lose their human touch—they can feel generic and miss the heart of your organisation's values and lived experience.

To ensure your application truly shines, please avoid:

- Submitting fully AI-generated or completely unedited responses.
- Relying entirely on AI to write your application from scratch.
- Using AI to generate false data, quotes, or stories.
- Sharing personal data on unsecured public platforms.
- Using tools that might breach copyright or misuse training data.

AI Hallucinations

AI is known to “hallucinate”, or make up facts and figures or quotes, where there is a gap in its knowledge. This is one of the most significant risks with blindly using AI tools in your application.

It's very important that you don't rely on AI tools to provide facts, figures or quotes to support your arguments. We will be fact-checking applications, and may reject applications who rely on false facts, figures or quotes.

For this reason, it's always a good idea to provide references for any facts, figures or quotes in your application.