SUFFOLK
Community
Foundation

Use of AI Tools in Funding Applications and Reporting

Artificial Intelligence (AI) tools are increasingly shaping the way we work, offering efficiency and accessibility. Applicants may use AI, such as ChatGPT or Copilot, to assist in writing funding applications and/or monitoring and impact reports. Applications and reports will not be rejected solely because AI was used, however, accuracy remains the responsibility of the applicant.

Guidance on Using AI

- **Use with Caution** – AI-generated content can be generic and may not fully reflect your community's unique story or the real stories of your users - never use AI to create or alter quotes.
- **Make it Personal** – Edit AI-generated text to include real examples, insights, and the impact of your project.
- **Be Specific** – Clearly outline your project's purpose, activities, and expected outcomes to strengthen your application.
- **Check Your Budget** – Ensure your budget aligns with your project goals and programme funding rules. Do not rely on AI-suggested figures without reviewing them.

Risks of AI Use

- **Inaccuracies** – AI may provide incorrect or misleading information. Verify content using trusted sources.
- **Data Privacy** – Free AI tools may store your input. Follow data protection regulations when sharing sensitive information.
- **Environmental Impact** – AI tools consume significant energy and resources. Use them responsibly and only when necessary. Estimates suggest that ChatGPT consumes between 50 and 90 times more energy per enquiry than a conventional search.

By following these guidelines, applicants can make the most of AI while ensuring their applications remain authentic, detailed, and impactful.