

Grant Management – Session 1

Using Copilot to Discover Funding Opportunities Aligned with Your Mission

Participant Guide

Welcome & Objectives

Prompt:

"I'm preparing to explore funding opportunities for my organization. Here's some background:

- Our organization's name is [insert name].
- We serve [describe your audience or community].
- We operate in [geographic region].
- Our mission is [insert mission statement].
- Some of our key programs include [list 1-3 programs or initiatives].

Please summarize this information so I can reuse it in future prompts."

Framing the Challenge

Prompt 1:

"What are common challenges nonprofit organizations face when trying to secure funding?"

Prompt 2:

"How can AI tools like Copilot help nonprofits become more efficient in identifying and applying for grants?"

Prompting for Mission & Program Alignment

Prompt 1:

"Here is our mission statement: [paste your mission]. What are the key themes or focus areas that funders might care about?"

Prompt 2:

"Based on this description of our [program name], what are its primary goals and intended outcomes?"

Discovering Grant Opportunities

Prompt 1:

"What types of grants or funding opportunities are available for organizations focused on [insert mission area]?"

Prompt 2:

"Can you help me find recent grant opportunities from U.S.-based foundations that support [insert program goal]?"

Prompt 3 (Optional Advanced):

"Based on this program description, suggest 3 potential funders or grant types we should explore."

Drafting Outreach Materials

Prompt 1:

"Write a professional email introducing our organization and asking a foundation if they are currently accepting proposals for programs like ours."

Prompt 2:

"Create a one-paragraph summary of our [program name] that we could include in a grant application."