

# 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."***