

How to **Save Time and Win More Grants Using ChatGPT**

I am presenting today from the
traditional, ancestral, and unceded
territory of the:
**k^wik^wəłəm (Kwkwetlem First
Nation)**

HI, I'M JESSICA

- Professional Grant Writer & Founder of Written With Purpose
- Over a decade of non-profit fundraising expertise.
- 3+ million raised in the past two years.
- Here to make grant writing easier & less overwhelming for you!



AGENDA

1. What ChatGPT is & is NOT
2. Privacy & Ethics
3. How ChatGPT Can Help
4. Six practical uses
5. Downloadable Prompts



WHAT IS CHATGPT?

- ChatGPT is an AI chatbot that uses language processing and patterns in data and language to create humanlike dialogue.
- It can: respond to questions, compose written content, articles, social media posts, essays, code and emails.



WHAT CHATGPT IS NOT

Always factually accurate:

- ChatGPT doesn't have real-time access to current data. Always double-check any facts, statistics, or data it provides.

Always contextually accurate:

- ChatGPT is a writing tool, not a subject matter expert. AI can misinterpret the intricacies of a project and grant guidelines. Consult with subject matter experts and do your own research.

A replacement for your big creative brain!

- Relying on ChatGPT will result in a proposal that lacks authenticity/ the human touch. Proposals should reflect your unique voice, approach, and understanding of the project.

PRIVACY CONSIDERATIONS

- **Avoid Sensitive Information:** Financial details or personal data. Use placeholders (e.g., [ORGANIZATION NAME]).
 - **Choose a Business Plan:** So your data won't be used for training.
 - **Secure Access:** Enable multi-factor authentication.
 - **Review Terms of Service:** Ensure compliance with your organization's privacy policies.
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ETHICAL CONSIDERATIONS

- **Accuracy and Verification:**
 - AI can generate convincing but inaccurate information.
 - Always fact-check details and sources.
 - **Bias Awareness:**
 - AI can reflect biases in its training data.
 - Review outputs for fair and inclusive language.
 - **Intellectual Property:**
 - AI-generated text isn't automatically unique.
 - Reframe content to fit your organization's voice.
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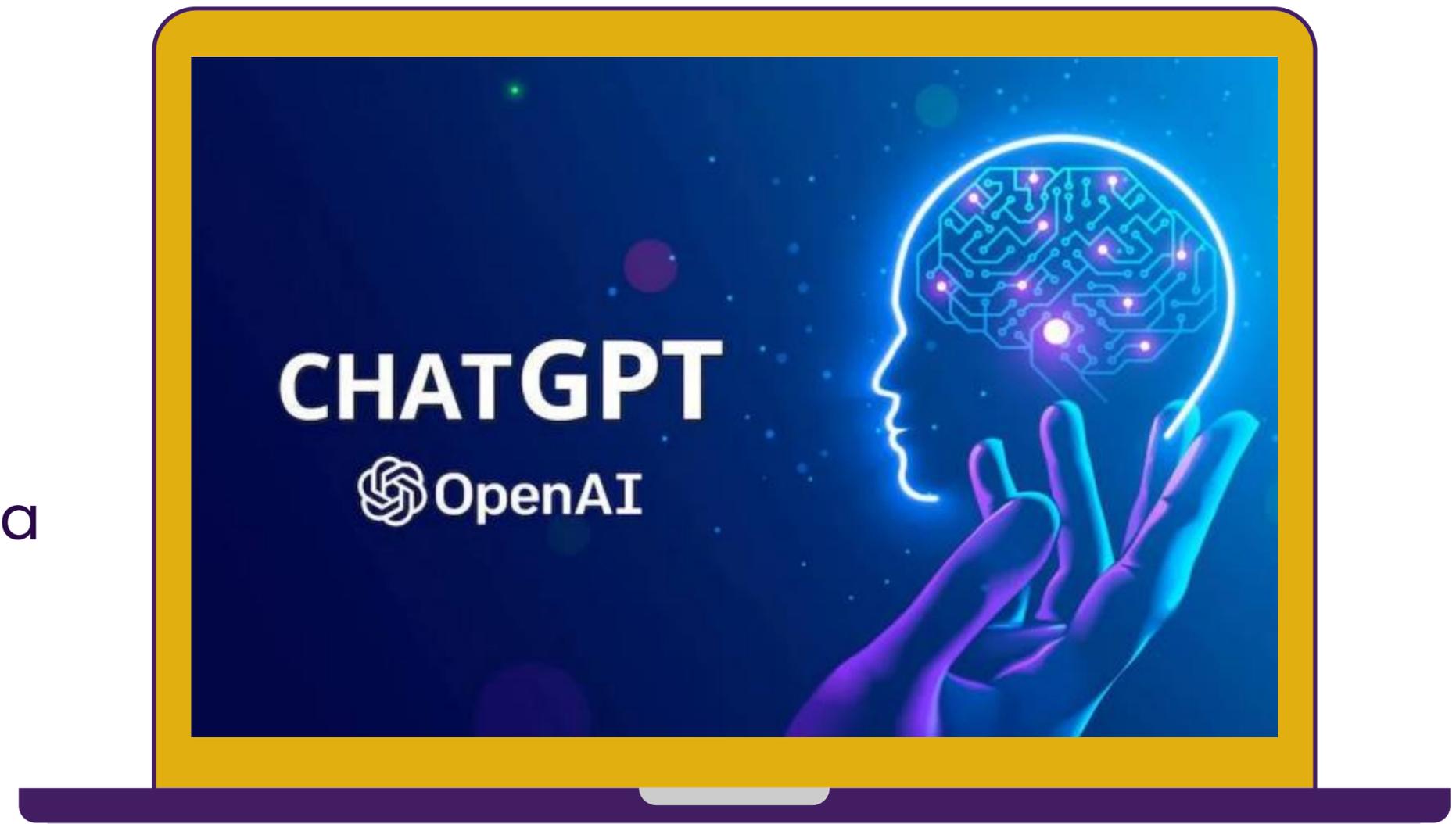
How ChatGPT Can Help!

- **Time-saver:** Speeds up research, drafts, and edits.
- **Writing Superpowers:** Suggests clear language that flows well.
- **Editing Personal Assistant:** Spots grammar and spelling issues fast.
- **Budget Friendly:** Free & low-cost to use!



6 WAYS TO USE CHATGPT FOR GRANT WRITING

1. Prospect Research
2. Project Management
3. Program Planning
4. Statistics/Supporting Data
5. Drafting your narrative
6. Edits and Review



Prospect Research



- **Use ChatGPT to Identify Keywords!**
- Chat GPT will suggest effective keywords and search phrases for grant databases and search engines.
- **Prompt:** "What keywords should I use to find grants for environmental education?"

What keywords should I use to find grants for environmental education?

- Environmental Education Funding
- Eco Education Grants
- Climate Education Grants
- Sustainability Education Funding
- Youth Environmental Grants
- Community Environmental Funding
- Outdoor Education Grants
- Conservation Education Grants

Prospect Research



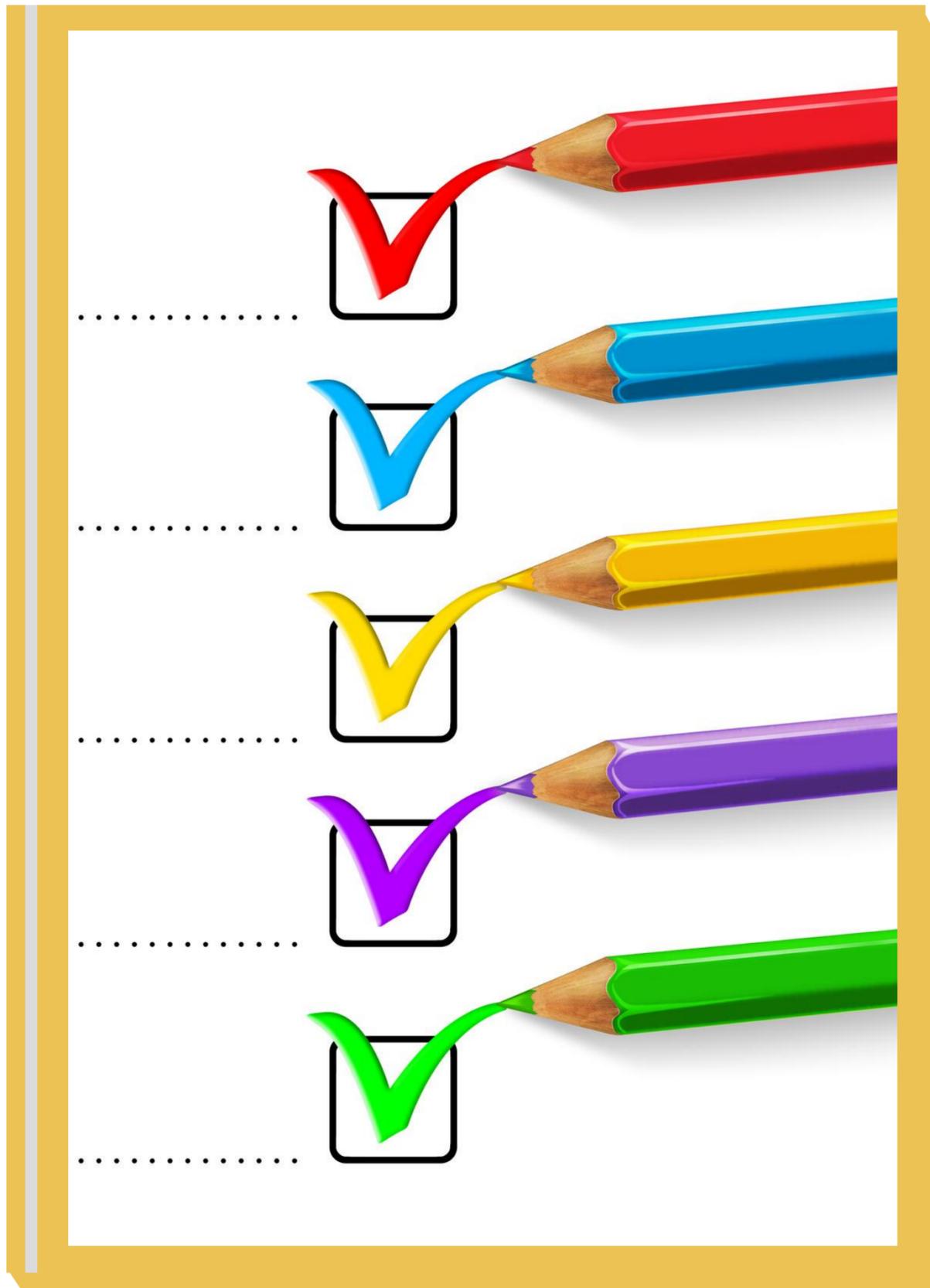
- **Use ChatGPT to Identify Funders!**
- Generate prospect lists based on your program's focus.
- **Prompt:** "List funders that support mental health programs for youth in Canada."

List funders that support mental health programs for youth in Canada:

- **Youth Mental Health Fund:** Government funding for community-based services.
- **Children's Aid Foundation of Canada:** Supports youth transitioning from care.
- **Kindred Foundation:** Grants up to \$30,000 for youth mental health projects.
- **BGC Canada – Mental Health Fund:** Flexible funding for community needs.
- **Roots of Empathy:** Programs to promote empathy and reduce aggression.
- **Bell Let's Talk:** Funds various youth mental health programs.
- **Jack.org:** Advocacy and support for youth mental health.
- **Kids Help Phone:** Free counselling and support services.
- **Stella's Place:** Mental health services for young adults (18–29).
- **Central Toronto Youth Services (CTYS):** Supports at-risk youth (12–24).
- **Rise Asset Development:** Microfinancing for youth with mental health challenges.

PROJECT MANAGEMENT

- **ChatGPT can create project management checklists based on specific grant requirements and guidelines.**
- **Prompt:** “Create a checklist for this grant application to ensure all required elements are included”
(Paste in Grant Guidelines)

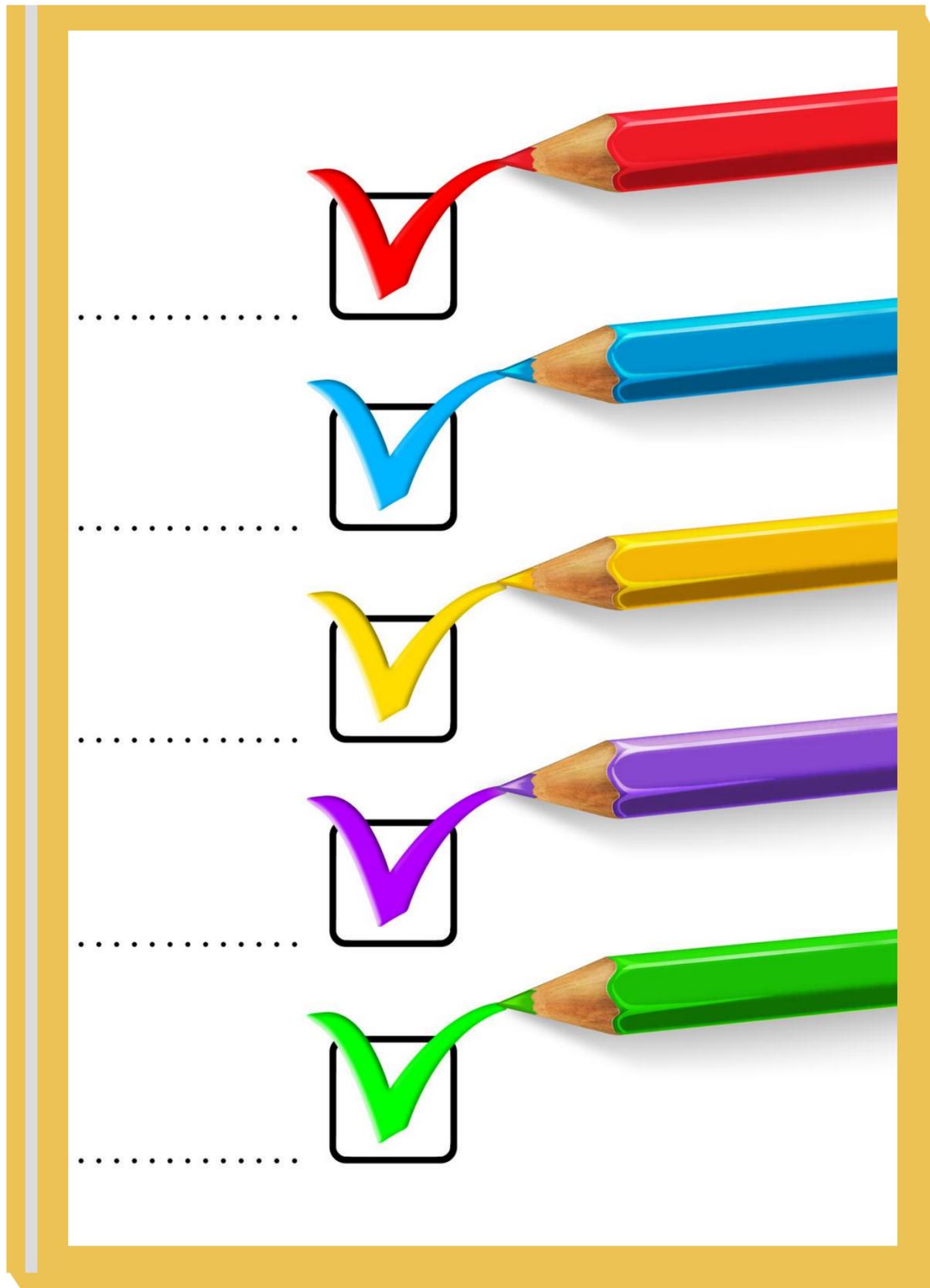


Create a checklist for the TELUS Grant to ensure all requirements are included:

- **Registered Charity:** Must be a CRA-registered charity or qualified donee.
- **Funding History:** No funding from the same Community Board in the past 12 months.
- **Youth Focus:** Supports youth up to age 29 in Canada.
- **Health or Education Focus:** Program must address health or education.
- **Eligible Regions:** Operates within approved TELUS regions.
- **Funding Limits:** Request up to \$20,000 (\$10,000 for Barrie & Central Ontario).
- **Technology Use:** Demonstrate impact through technology (not software/devices).
- **Ineligible Requests:** No funding for operating costs, capital expenses, or international programs.
- **Consecutive Funding:** Max 3 years; 12-month pause after.
- **Application Dates:** Submit by **April 11, 2025** (next deadline).
- **Required Documents:** Include proof of status, budget, and impact metrics.

PROJECT MANAGEMENT

- **ChatGPT can create workback timelines to help you stay on track with grant deadlines!**
- Develop step-by-step timelines for tasks and deadlines.
- **Prompt:** "Based on the checklist, create a simple 1-month timeline including time to draft, review, and submit the application."



Week 1 (March 11–17): Draft

- Gather documents and draft the application.
- Complete budget and tech impact sections.

Week 2 (March 18–24): Review

- Internal review and revisions.
- Proofread and finalize sections.

Week 3 (March 25–31): External Review

- Share for feedback and edit.
- Prepare attachments and confirm eligibility.

Week 4 (April 1–11): Submit

- Final review and proofread.
- Submit by **April 11, 2025**.
- Save copies and confirm submission.



PROGRAM PLANNING

- **ChatGPT can help you brainstorm program activities (that don't require expert input).**
- Generate practical program activities that will inform your grant application.
- **Prompt:** "What are some activity ideas for a community clean-up program?"

Activity Ideas for a Community Clean-Up Program:

1. **Litter Pick-Up Challenge:** Teams compete to collect the most trash.
2. **Adopt-a-Spot Program:** Groups maintain specific areas regularly.
3. **Recycling Relay:** Fast-paced sorting competition for recyclables.
4. **Art from Waste:** Create and display art from cleaned recyclables.
5. **Graffiti Removal or Mural Painting:** Replace graffiti with community-approved art.
6. **Gardening and Beautification:** Plant trees, flowers, or create community gardens.
7. **Waterway Clean-Up:** Focus on rivers, lakes, or beaches.
8. **E-Waste Collection Drive:** Safely dispose of old electronics.
9. **Hazardous Waste Drop-Off:** Provide safe disposal for paints and chemicals.
10. **Educational Booths:** Information on composting, recycling, and sustainability.
11. **Upcycling Station:** Teach how to turn waste into useful products.
12. **Neighborhood Sweeps:** Detailed trash collection by assigned blocks.
13. **Pet Waste Awareness:** Set up pet waste stations with biodegradable bags.
14. **Cigarette Butt Collection:** Focus on collecting cigarette butts with incentives.



PROGRAM PLANNING

- **ChatGPT can help you plan key program activity timelines to use in your grant applications!**
- Get help with sequencing for program tasks.
- **Prompt:** "Create a timeline for a 6-month community clean-up program, including key activities."

6-Month Community Clean-Up Program Timeline

- **Month 1: Planning & Launch**

Form a committee, set goals, secure partners, and launch promotions.

- **Month 2: Education & Kickoff**

Host a kickoff event, offer recycling and composting workshops, and start “Adopt-a-Spot” sign-ups.

- **Month 3: Targeted Clean-Ups**

Organize waterway and park clean-ups, invasive species removal, and a hazardous waste collection day.

- **Month 4: Creative Reuse & Awareness**

Run upcycling workshops, hold an e-waste drive, and organize a “Trash Sculpture Contest.”

- **Month 5: Ongoing Engagement**

Continue clean-ups, host a scavenger hunt, and share progress on social media.

- **Month 6: Wrap-Up & Celebration**

Evaluate results, hold a thank-you event for volunteers, and release a report on community impact.

DRAFTING YOUR NARRATIVE

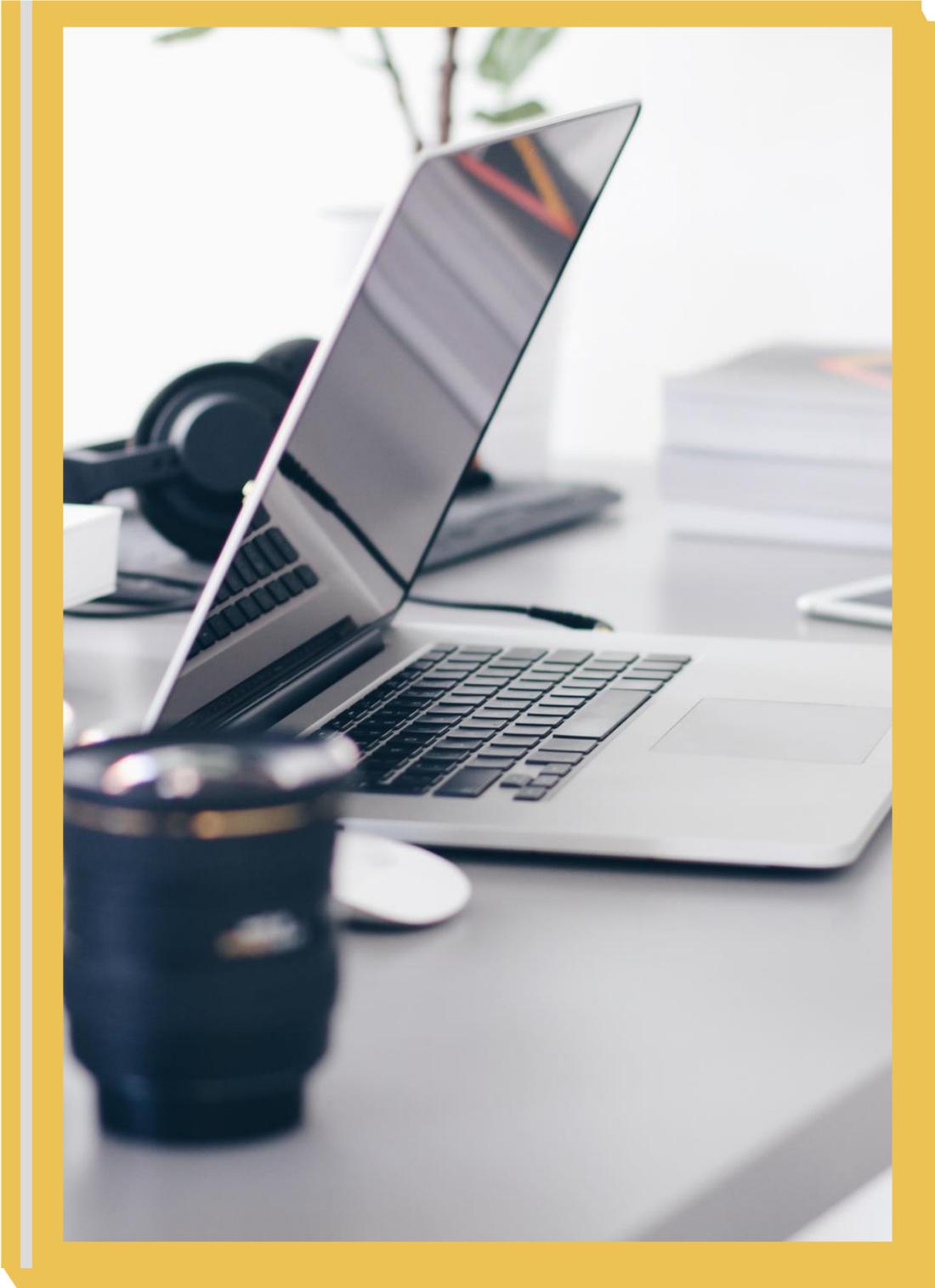
- **Transform bullet points into a cohesive narrative.**
- **Prompt:** “I have a list of information about my program. Can you help me turn it into a simple and clear grant project description? Focus on what the program does, who it helps, the main goals, and the impact it will have. Here’s the information:”

Project Description: Supporting Mental Health for At-Risk Youth in Vancouver

Our program aims to reduce anxiety and depression among at-risk youth in Vancouver by providing accessible mental health resources and support. We offer a combination of workshops and one-on-one counseling sessions that cover essential topics such as stress management, self-esteem, and coping skills. By partnering with local schools and community centers, we ensure that these resources reach youth who need them most.

Funding will directly support the hiring of qualified counselors, the development of comprehensive workshop materials, and the rental of safe and accessible spaces for program delivery. Success will be measured through the number of participants engaged and feedback collected from them, helping us continuously improve our offerings.

Our goal is to empower at-risk youth with the tools and support they need to manage their mental health effectively, fostering resilience and well-being in the community.



DRAFTING YOUR NARRATIVE

- **Extract goals, objectives, and key outcomes.**
- **Prompt:** “List the main goals, objectives, and key outcomes in this draft proposal.”

Main Goals, Objectives, and Key Outcomes

Main Goals:

- Reduce anxiety and depression among at-risk youth in Vancouver.
- Improve access to mental health resources.
- Empower youth with coping skills.

Objectives:

- Provide workshops on stress management, self-esteem, and coping skills.
- Offer one-on-one counseling sessions.
- Partner with local schools and community centers.
- Hire counselors and develop workshop materials.

Key Outcomes:

- Increased participation in workshops and counseling.
- Positive feedback indicating improved well-being.
- Reduced symptoms of anxiety and depression.
- Strengthened community partnerships.



SUPPORTING DATA

Ask ChatGPT for summaries of relevant studies, statistics, or background info that can be included into your proposal.

Prompt: "For the grant, list relevant statistics and supporting research from credible sources to validate the community need for our program. Cite your sources in APA style."

Supporting Statistics and Research

- **Prevalence:** Anxiety and depression are the most common mental health disorders among youth globally (World Health Organization, 2021).
- **Effectiveness of Counseling:** Cognitive Behavioral Therapy (CBT) is effective in treating anxiety in adolescents (Smith et al., 2020).
- **Early Intervention:** Early support can prevent long-term mental health issues in youth (Jones & Lee, 2019).
- **Community Programs:** The FRIENDS program has successfully reduced anxiety and depression in at-risk youth (Brown & Green, 2018).

References:

- World Health Organization. (2021). *Adolescent mental health*. Retrieved from <https://www.who.int>
- Smith, A., Johnson, R., & Patel, S. (2020). *Effectiveness of CBT in adolescents*. *Journal of Adolescent Health, 56*(2), 134-140.
- Jones, M., & Lee, K. (2019). *Importance of early intervention for youth mental health*. *Mental Health Review Journal, 24*(3), 200-210.

EDITS & REVIEWS

- **If you input the grant guidelines into ChatGPT, you can ask it to check your proposal against the grant guidelines to ensure it meets the necessary criteria!**
- **Prompt:** “Based on the provided grant guidelines, review the below grant application to ensure it meets all criteria.”

Grant Review Summary for TELUS Community Board Funding

Overall Rating: 7/10 – Meets many criteria but needs adjustments.

Key Strengths:

- **Eligibility:** Canadian charity focused on youth mental health in Vancouver.
- **Focus:** Supports youth aged 13-24 with culturally responsive counselling and peer support.

Key Issues:

- **Funding Request:** Exceeds \$20,000 limit (currently \$50,000).
 - **Solution:** Reduce request to \$20,000 and prioritize components.
- **Technology Use:** Lacks a clear tech integration plan.
 - **Solution:** Include virtual counselling, digital resources, or data tracking.
- **Budget Clarification:** Must separate direct service costs from ineligible overhead.

Recommendations:

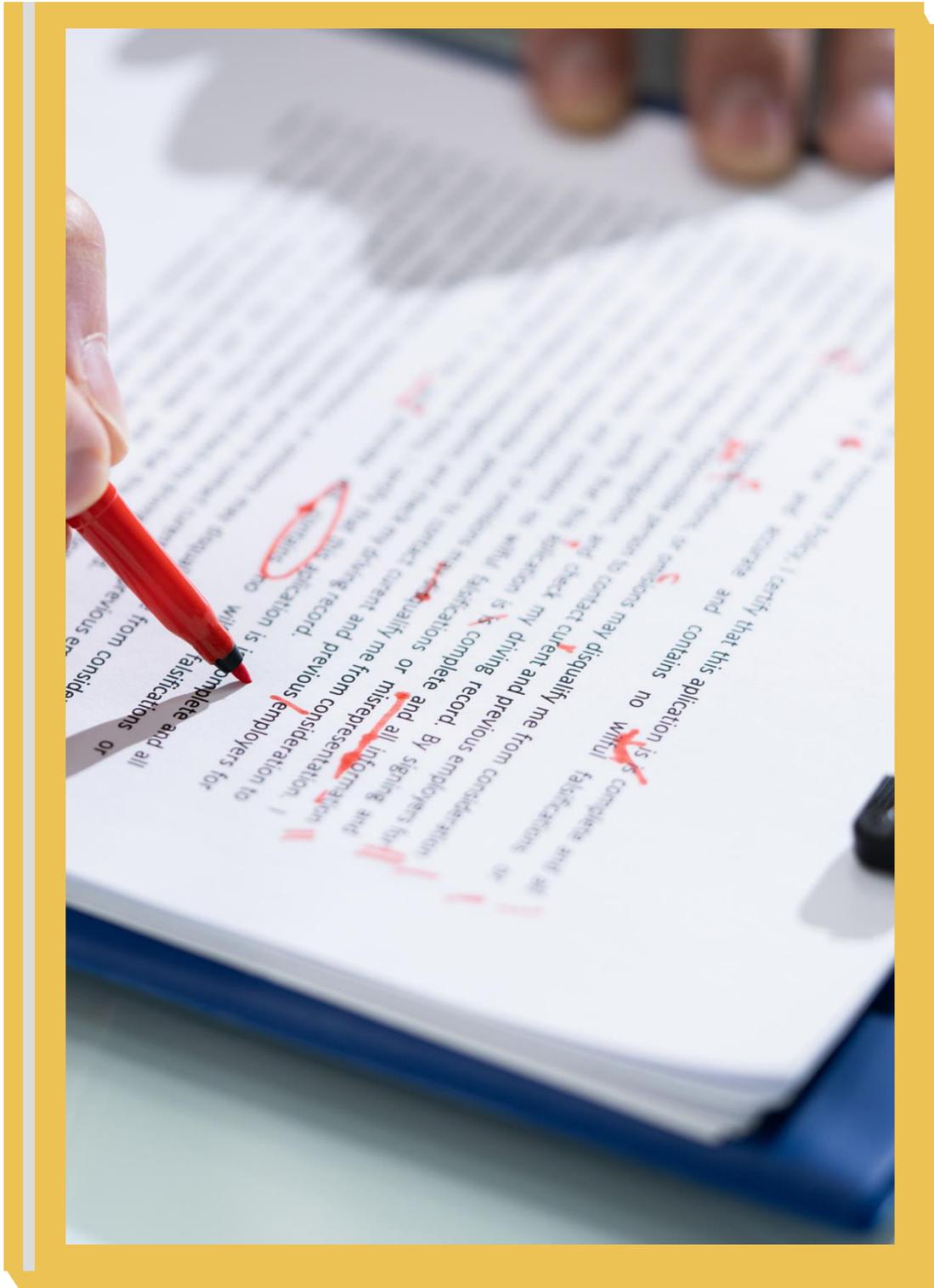
1. Adjust funding request to \$20,000.
2. Emphasize how technology will enhance delivery.
3. Clarify eligible budget items.

Would you like help revising the proposal based on this feedback?

EDITS & REVIEW

You can ask ChatGPT to review your completed grant narrative and suggest revisions!

Prompt: "Please review my grant narrative for clarity and conciseness. Suggest any improvements for impact, wording, and structure, and point out any spelling or grammar issues."



Revised Grant Narrative:

The six-month **Community Clean-Up Program** will feature a **kickoff event** with recycling workshops, **clean-ups** at parks and waterways, **upcycling workshops**, and **trash sculpture contests** to raise awareness. **Social media updates** will keep the community engaged, and a **thank-you event** will celebrate volunteers and highlight the program's **impact**.

Suggested Improvements:

1. **Clarify Objectives:** Define the program's main goal clearly.
2. **Emphasize Impact:** Include expected outcomes (e.g., waste reduction).
3. **Streamline Language:** Use more active verbs.
4. **Add a Call to Action:** Suggest ways for funders to support.
5. **Focus on Outcomes:** Highlight long-term community benefits.



THANK YOU



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