

Hertfordshire Community Foundation

Guidance on the use of Artificial Intelligence in Grant applications and reporting

Appendix 1

Artificial Intelligence (AI) has developed rapidly, and its use has become widespread over recent years. This guidance sets out the response of Hertfordshire Community Foundation (HCF), to the use of AI in grant applications and reports.

HCF understands that AI can be used in a variety of ways, such as for research or as a writing tool. We also know that AI and other software can help people to communicate their own thoughts and ideas, particularly for those for whom English is an additional language or those who face barriers to making written applications.

While HCF accepts that AI may be used in making a grant application and any application using AI will not be rejected, we need to be satisfied that the application reflects the reality of the applicant charity's organisation.

As a result, we advise caution when considering using AI to generate answers to questions in grant applications and reports.

What is important to HCF as a funder, is that application and report questions are answered clearly and accurately, with an honest account of what the applicant will do or has done. We do not expect perfect language, grammar, and style – we just need to be able to understand your answers and how the funds will be used if a grant is awarded.

In using AI generated answers, it is the applicant's responsibility to make sure the final submission includes sufficient depth, relevant local context, and avoids inappropriate use of jargon and reflects the real situation in the charity.

As with any software, the use of generative AI is the applicant's own responsibility. Ultimately, the content included in an application or report, and the proposed or delivered activity, must be owned and verified by the applicant managing the charity and doing the work for which the funding is granted.

As AI programmes and tools continue to be developed, HCF will continually review its AI stance and assessment processes, to ensure it is as fair and inclusive as possible. Currently, HCF is not against the use of AI by applicants, if utilised sensibly.

At present HCF does not use AI software anywhere in the grant making process and will inform its stakeholders if this changes.

By: Governance Committee Approved by the Board: March 2025 Next review date: January 2027
