

## **Practical Prompt Pack for Non-Profits.**

**10 useful prompts for everyday non-profit work, plus a simple way to write better prompts of your own.**

AI can be useful for getting started, organising your thinking, working with information and improving a first draft.

But a good prompt doesn't make an AI answer true.

Use these prompts as starting points. Don't put confidential, sensitive or personal information into an AI tool unless your organisation has approved the tool and you know that information can be used there. Check important facts and keep a human involved where the work affects people.

### **A simple way to write a better prompt.**

You don't need to become an expert in prompt engineering.

When you want a better answer from AI, remember GCSE: Goal, Context, Sources, Expectations.

#### **G = Goal**

What are you trying to achieve?

Help me prepare a short briefing for our trustees about our new service.

#### **C = Context**

What does the AI need to understand about the situation?

We're a small youth non-profit. Most of our trustees aren't specialists in this area, and the paper is for discussion at our next board meeting.

## **S = Sources**

What information should it work from?

Use the project update and evaluation summary I've provided. Don't introduce information from elsewhere. If the documents don't contain something you need, tell me.

## **E = Expectations**

What should the finished result look like?

Keep it under two pages, use plain English, highlight the three most important issues for trustees and finish with the decisions we need from the board. Don't invent missing information.

## **Put it together**

- Help me prepare a short briefing for our trustees about our new service.
- We're a small youth non-profit. Most of our trustees aren't specialists in this area, and the paper is for discussion at our next board meeting.
- Use the project update and evaluation summary I've provided. Don't introduce information from elsewhere. If the documents don't contain something you need, tell me.
- Keep it under two pages, use plain English, highlight the three most important issues for trustees and finish with the decisions we need from the board. Don't invent missing information.

You won't need all four elements every time. Asking AI to change a heading doesn't require a beautifully engineered prompt. GCSE is useful when the quality of the answer matters and the AI needs more information to do a good job.

## **1. Turn a messy brain dump into something useful**

GCSE in action: Goal + Context + Expectations

You don't have to organise your thoughts before giving them to AI.

I'm going to give you some rough thoughts about [TOPIC]. They may be repetitive, incomplete or out of order.

Help me make sense of them without changing what I mean or adding things I haven't said.

First identify:

- the main points
- decisions I've already made
- questions that are still unresolved

- actions I may need to take

Then suggest a sensible structure for the information.

If something is unclear, flag it rather than guessing.

Here are my notes:

[PASTE NOTES]

Useful for: voice notes, project ideas, meeting thoughts, planning and getting started when you're staring at a blank page.

## **2. Turn something overwhelming into a manageable plan.**

GCSE in action: Goal + Context + Expectations

I need to get this done:

[DESCRIBE THE WORK]

Help me break it into manageable steps.

Separate:

- what needs doing now
- what can wait
- anything I need from somebody else
- decisions I need to make

Keep the plan realistic. Don't turn one task into 30 tiny tasks.

Give me the best first step to take.

AI doesn't have to do the work for you to be useful. Sometimes helping you work out where to start is enough.

## **3. Prepare for a meeting.**

GCSE in action: Goal + Context + Sources + Expectations

Help me prepare for a meeting about [TOPIC].

The purpose of the meeting is:

[PURPOSE]

The people attending are:

[WHO]

By the end of the meeting we need:

[OUTCOME]

Based only on the information I provide, help me identify:

- the most important things we need to discuss
- decisions that need to be made
- useful questions to ask
- anything that appears unresolved

Then create a simple agenda.

Don't invent background information about the people or organisations involved.

## 4. Turn meeting notes into actions.

GCSE in action: Sources + Expectations

Organise these meeting notes.

Separate them into:

- key points
- decisions made
- actions
- action owner, where one is actually stated
- deadlines, where one is actually stated
- questions still unresolved

Do not invent owners, deadlines or decisions that aren't in the notes.

At the end, flag anything that seems ambiguous and needs checking.

Notes:

[PASTE NOTES]

A beautifully formatted invented decision is still an invented decision.

## 5. Improve something you've already written.

GCSE in action: Goal + Context + Sources + Expectations

Rather than asking AI to replace your writing, try using it as an editor.

Help me improve this draft without rewriting it unnecessarily.

The audience is [AUDIENCE].

I want it to feel [WARM / CLEAR / STRAIGHTFORWARD / OTHER].

Please:

- keep my meaning
- preserve my voice where possible
- remove repetition
- simplify anything unnecessarily complicated
- flag anything that is unclear
- don't introduce new facts

Show me the improved version, followed by any significant changes you think I should consider.

Draft:

[PASTE TEXT]

## **6. Make complicated information easier to understand.**

GCSE in action: Goal + Context + Sources + Expectations

Help me explain the following information to [AUDIENCE].

Use plain English and assume the reader doesn't already understand the subject.

Keep important nuance and don't remove warnings, limitations or uncertainty just to make it simpler.

Avoid jargon where possible. Where a technical term is necessary, explain it.

Don't add facts that aren't in the source.

Information:

[PASTE TEXT]

This can be particularly useful for policies, internal guidance, trustee information and technical subjects.

## **7. Ask AI to challenge your thinking.**

GCSE in action: Goal + Context + Expectations

AI can be very good at agreeing with you. That's not always what you need.

Act as a thinking partner, not a cheerleader.

I'm considering:

[IDEA / DECISION]

Help me test my thinking.

Identify:

- assumptions I may be making
- what evidence supports my thinking
- what evidence is missing
- risks or consequences I may not have considered
- reasonable alternative approaches

Separate facts I've given you from your interpretation.

Don't make the decision for me. Help me make a better-informed decision.

**AI can support judgement. It shouldn't replace it.**

## **8. Get better questions, not instant answers.**

GCSE in action: Goal + Context + Expectations

Sometimes the most useful thing AI can generate is a question.

I'm working on:

[ISSUE]

Before suggesting solutions, give me 10 questions that would help me understand the problem properly.

Include questions about:

- who is affected
- what evidence we have
- what we may be assuming
- practical constraints
- risks
- what a good outcome would actually look like

Don't assume that AI is part of the solution.

## **9. Review a piece of work critically.**

GCSE in action: Goal + Context + Sources + Expectations

Review the following piece of work critically.

Its purpose is:

[PURPOSE]

Its audience is:

[AUDIENCE]

Assess it for:

- clarity
- accuracy based on the information provided
- unsupported claims
- missing information
- assumptions
- accessibility and jargon
- anything that could easily be misunderstood

Don't rewrite it yet.

First tell me what's working, what needs attention and what I should check myself.

[PASTE WORK]

Why “don't rewrite it yet”? Because sometimes you need to understand what's wrong before deciding what you want to change.

## 10. Check an AI answer before you use it.

GCSE in action: Goal + Sources + Expectations

Don't stop at the first answer.

Critically review the answer you just gave me.

Identify:

- factual claims that should be independently checked
- anything you inferred rather than knew
- assumptions you made
- areas where information may be incomplete or uncertain
- anything that came from information I provided rather than an independent source

Do not tell me the answer is accurate simply because you generated it.

Give me a short checklist of what I should verify before I use it.

**Important: Asking AI to check its own work isn't independent verification. If something matters, check the underlying information yourself using appropriate, reliable sources.**

## Two useful instructions to keep handy.

If you don't have enough information to do this accurately, tell me what's missing rather than guessing.

Separate what you know from what you're assuming or inferring.

## Before you use the answer.

### Is it true?

- Check important facts, figures, quotations and sources.

### Is it appropriate?

- AI doesn't understand your organisation, community or relationships the way you do.

### Is it safe?

- Think about confidentiality, personal information, safeguarding and potential harm.

### Does it sound like you?

- Don't let AI flatten your organisation's voice or people's lived experience.

### Should AI be doing this at all?

- Sometimes the right decision is not to use it.

## Keep the human in the loop.

You don't need to become an AI expert to use these tools well.

Give them enough information to help you. Question what comes back. Check what matters. And remember that the judgement, relationships and responsibility stay with you.

## Want to go a little further?

Try the free [AI for Non-Profits Governance Checker](#) for a quick picture of where your organisation is now and three practical next steps.