

SCF Artificial Intelligence (AI) Guidance for Grantees

1. Purpose

This guidance sets out **Suffolk Community Foundation's** (SCF) approach to the responsible, ethical, and transparent use of Artificial Intelligence (AI) within our grant-making processes. It applies to staff and informs our expectations of applicants and funded organisations.

2. Why We Use AI

We use AI tools in our grantmaking processes, including systems such as Plinth and Copilot, to support our work by:

- Streamlining administrative and assessment processes, freeing staff time to build stronger relationships with the organisations we fund
- Improving clarity, communication, and collaboration in our internal work
- Enhancing accessibility for staff and the people and organisations we work with

Examples of permitted uses include drafting summaries, supporting data analysis, improving clarity of written communications, creating marketing content and accessibility support. AI is used to assist processes, not to make funding decisions. All decisions remain the responsibility of our independent funding panels, staff and trustees.

Data Security: (<https://www.plinth.org.uk>) stores all information securely with encryption in the EU and does not use your data to train its AI models, ensuring complete privacy and confidentiality.

3. Principles for Internal Use

When using AI tools, we commit to the following principles:

- **Human oversight:** AI outputs must always be reviewed, validated, and approved by a member of staff
- **Accuracy and accountability:** We are responsible for the accuracy of any content produced or informed by AI
- **Data protection and confidentiality:** We will not input personal, confidential, or commercially sensitive data into AI tools. Use must comply with UK GDPR and relevant organisational policies
- **Ethical and inclusive use:** We recognise AI can support accessibility and inclusion but must be used fairly and thoughtfully
- **Environmental awareness:** We acknowledge the environmental impact of AI use and will use tools proportionately and purposefully.

4. Our Position on AI Use by Grant Applicants

We are neutral on the use of AI by applicants and will not reject an application simply because AI was used. We recognise that AI can help organisations, particularly those with limited capacity, access needs, or less experience with grant writing. We do not require applicants to disclose AI use, but we expect openness where its use materially affects the content or delivery of a proposal.

However:

- Applicants remain fully responsible for the content of their applications and reports
- Information provided must be accurate, honest, and realistic
- Proposals form part of the funding agreement; committing to activities that cannot be delivered may constitute a breach of contract
- AI-generated content must reflect local context, sufficient depth, and the organisation's authentic voice
- We do not recommend using AI to generate budgets without careful checking to ensure costs are eligible and align with project activities

Generic or wholly AI-generated applications without meaningful adaptation will not provide the information needed for our assessment.

5. Review and Monitoring

We will continue to monitor AI usage trends (including through applicant feedback) and regularly review this guidance in response to changes in AI technology, regulation, sector practice, and learning from internal and applicant experience and to ensure our approach remains fair, inclusive, ethical, and proportionate as AI technologies evolve.