



Artificial Intelligence (AI) for Sexual Assault Service Providers: AI PROMPT TIPS

A **prompt** is the instruction or question you give an AI tool to guide its response. Prompts are the foundation of effective AI use: the way you frame a request shapes the quality, clarity, and usefulness of the answer you receive. Well-designed prompts can help AI tools generate ideas, summarize complex information, draft content, and support collaboration in ways that save time and spark creativity. Think of prompts as both a starting point and an experiment – you can adjust, reframe, or build on them to get closer to what you need.

This resource provides examples you can use directly or adapt to your own context, helping you explore possibilities, increase efficiency, and get the most out of AI in your work. It includes example prompts and other tips, broken down by some of the most common AI uses for nonprofits.

USING AI FOR GRANT WRITING/REPORTING

Initial Prompt Ideas:

Use prompt and paste in text or attach document

- *Update/Refresh/Streamline text for grant report*
- *Refine objectives to be SMARTIE*
- *Edit this section to meet character limit of [insert character limit]*
- *Rework this section for a grant report for clarity and focus*
- *Suggest new activities for this project*

Enhance Text Ideas:

Use prompt to respond to initial text

- *Expand on the concept in paragraph [include paragraph]*
- *Provide more clarity in section [include section]*
- *Add key terms: [insert terms]*
- *Don't use these words: [insert words]*

Other Tips:

- You can upload documents or copy/paste text from document
- You can even include review/scoring criteria, asking AI to review with that information
- When pasting in text, you can tell it to leave specific text:
 - *Update text for grant report, leaving the bullet points unchanged*
 - *Refresh language in grant report, with no edits to paragraph one*
- Always review and edit AI generated content for accuracy, bias, etc.

USING AI FOR POLICIES & PROCEDURES

Initial Prompt Ideas:

Use prompt and paste in text or attach document

- *Review content for EEOC compliance*
- *Update policy to include employee friendly language*
- *Revise this policy for clarity and consistency*
- *Provide suggestions for employee handbook*
- *What sections are missing from employee handbook*
- *What are important components of a [insert policy type]*

Enhance Text Ideas:

Use prompt to respond to initial text

- *Include introductory paragraph to include philosophy/intent on policy*
- *Remove language [insert language] and update policy*
- *How can I make this language more employee friendly*
- *Is there anything else important to add to this policy*

Other Tips:

- You can upload documents or copy/paste text from document
- You can use your existing policies or ask for help drafting new policies
- Always review and edit AI generated content for accuracy, bias, etc.

USING AI FOR COMMON TASKS

Items That Need Regular Updates:

Use same prompts; paste in text or attach document

- *Create a donor thank you letter*
- *Develop a donor solicitation letter for holiday giving time*
- *Create weekly social media posts for SAAM; can also use AI and Canva*
- *Update job descriptions to make them consistent in content and formatting*
- *Create a training outline for this resource; can also create PowerPoint*
- *Compare and combine these two resources*

Items That May Need an Updates:

Use same prompts; paste in text or attach document

- Org documents – job descriptions, strategic plan
- Comms resources: social media messages – awareness, outreach, solicitations
- Training materials – PowerPoints, handouts, outlines, discussion questions

Other Tips:

- You can upload documents or copy/paste text from document
- You can upload multiple documents for comparison
- Always review and edit AI generated content for accuracy, bias, etc.

USING AI TO CREATE NEW CONTENT

Initial Prompt Ideas:

Use prompt; paste text or attach document when necessary

- *Write a sample MOU*
- *Create a flowchart for helpline staff based on this policy*
- *Create a worksheet for staff to set goals annually*
- *Write 20 1-2 sentence social media posts fundraising for [agency name], whose mission is [mission]*
- *Draft a response to this email*

Enhance Text Ideas:

Use prompt to respond to initial text

- *Rewrite to be less formal*
- *Add instructions on how to use*
- *Provide more structure for goal-setting*
- *Make this fit one page*
- *Create a one-month posting calendar*

Other Tips:

- You can include instructions in your prompt to cite sources, which makes fact-checking easier (Note: sources provided by AI should also be fact-checked)
- You can provide samples of your own writing for AI to mirror your tone and writing style
- It may be helpful to include additional instructions to add context, such as:
 - A word or page limit
 - Tone: professional, formal, casual, friendly, etc.
 - Person: AI can take on a persona and reflect its tone: executive director of a nonprofit, marketing professional, academic researcher, etc.
 - Audience: Who is the target audience for the message?
 - Other context: This might be a program description, agency mission, location, population of focus, etc.

***While not experts in AI, WCASA staff are actively engaging in AI use in our work.
In fact, we used it to help us develop this resource.***

If you need support, please reach out: wcasa@wcasa.org