

# AI Foundation Worksheet

## Building Your Custom AI Prompt

### 1. Defining Your Voice

What tone should AI use when writing for your organization? (Examples: warm and conversational, professional and data-driven, urgent and action-oriented, compassionate and hopeful)

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### 2. Defining Your Mission and Vision

*We exist to:*

*We serve:*

*We do this by:*

*We believe:*

*Success looks like:*

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### 3. Adding Resources

List 2–3 website pages or key documents for AI to reference:

1.

2.

3.

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## 4. Understanding Your Audience

Describe your typical donors/stakeholders (demographics, motivations, communication preferences):

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## 5. Your Common Use Cases

What will you use AI for most often? List 2–3 tasks:

1.

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2.

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3.

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## 6. Your Non-Negotiables

*Always include:*

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*Never use:*

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*Avoid topics:*

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### How to Use Your Foundation

Every time you work with AI, follow this two-step process:

**Step 1:** Paste your foundation (everything you filled in above)

**Step 2:** Add your specific task (grant research, donor letter, etc.)

***Your foundation teaches AI who you are. Your task tells AI what to do.***