

The Grantee AI Disclosure Form

A simple, non-punitive way to understand **how and where** applicants used AI — without the blunt yes/no question that tells you nothing. Drop it into your application, adapt the language to your voice, and use it to build trust, not to police.

Our stance: Disclosure, not detection. AI use is welcome when a human directs it, verifies it, and owns the result. This form is not scored — it will not count against your application. We ask only so we understand the work behind the words.

1 WHERE DID AI ASSIST? CHECK ALL THAT APPLY, AND MARK HOW MUCH.

STAGE OF THE APPLICATION	TYPICAL EXAMPLES	NONE · ASSISTED · SUBSTANTIAL
Funder & opportunity research	Finding funders, summarizing our RFP, checking eligibility	☐ ☐ ☐
Idea & outline development	Brainstorming approach, structuring the logic model	☐ ☐ ☐
Narrative drafting	Writing the need statement, project description, goals	☐ ☐ ☐
Editing & proofreading	Grammar, tightening, tone, clarity passes	☐ ☐ ☐
Language & translation	Polishing for non-native English; translating drafts	☐ ☐ ☐
Budget & data	Drafting budget narrative, organizing figures	☐ ☐ ☐

None

No AI used for this stage. Entirely human work.

Assisted

AI supported a human-led process — suggestions, edits, or a starting point a person then shaped and verified.

Substantial

AI produced significant content that a human reviewed, fact-checked, and adopted as their own.

2 TWO SHORT QUESTIONS (OPTIONAL, 1–2 SENTENCES EACH)

Which AI tool(s) did you use, if any?

e.g., ChatGPT, Claude, Gemini, Grammarly, a grant-specific tool

How did a human verify the AI's contributions before submitting?

e.g., "Our ED checked all statistics against source documents and rewrote the narrative in our own voice."

Applicant attestation. A person on our team reviewed every part of this application, verified all facts and figures, and takes full responsibility for its contents. AI was a tool in our process — not the author of our work.

Name & role

Organization

Date

Adopting this at your foundation? The judgment calls — how to weight responses, where to set your own line — are worth a conversation. That's what we do.

DeVere Kutscher
devere@civicaistrategies.com