

# AI FOR GRANT APPLICATIONS OF THE UKRAINIAN DIASPORA

Practical Guide for Diaspora  
Organizations: Prompts, Checklists, Budgeting,  
Translation, and Final Review

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## Foreword

The Ukrainian diaspora has become one of the key bridges connecting Ukraine with local municipalities, public institutions, businesses, and philanthropists worldwide. Diaspora organizations frequently serve as the channels through which initiatives are implemented to support Ukrainians abroad, strengthen advocacy for Ukraine, preserve cultural identity, assist municipalities, and build partnerships for recovery.

In this context, grants are more than just funding. They represent trust, public accountability, and the ability to demonstrate to donors that the problem is clearly understood, the team is capable, the budget is well-justified, the results are measurable, and reporting will be transparent.

Artificial intelligence can significantly accelerate the preparation of grant applications: it can help analyse funding announcements, structure ideas, identify weaknesses, prepare draft budgets, translate content, and review the final version. However, AI does not replace strategy, reputation, verified information, partnerships, or human responsibility.

## How to use the guide

This guide is most effective when used not as a document to read, but as a working process. Select a specific grant opportunity and follow the steps sequentially – from preparing your organization profile to conducting a final review prior to submission.

1. Develop or update your organization profile. This serves as the foundation for all future applications.
  2. Upload the grant announcement into your chosen AI tool and conduct an eligibility assessment.
  3. Make a submission decision before drafting the application.
  4. Define the project logic: problem, target groups, activities, expected results, and supporting evidence.
  5. Prepare the application narrative and the budget separately, then verify their consistency.
  6. Translate and adapt the content to align with the donor's language and expectations.
  7. Conduct a final review from the perspectives of a reviewer, a financial specialist, and an auditor.
  8. Maintain a complete documentation package and audit trail from the first day of working on the application.
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## 1. The role of AI for diaspora organizations

Most diaspora organizations operate under conditions of high workload: a small team or a few active volunteers are often simultaneously organizing events, engaging with the community, managing partnerships, supporting Ukrainians, preparing reports, and seeking funding. In this context, artificial intelligence is particularly valuable in situations where there is a need to quickly structure information, identify gaps, and prepare a high-quality draft.

| Challenge  | What AI can do  | What humans should do   |
|--|---|---|
| The grant announcement is complex, in a foreign language, or provided as a PDF | Extract key objectives, eligibility criteria, deadlines, restrictions, and required documents | Validate the conclusions against the original call for proposals                |
| No grant manager in the team   | Structure the application, generate clarifying questions, and create a checklist              | Make a strategic decision on whether to apply                                   |
| An idea exists, but the project logic is not compelling                        | Transform an idea into a problem statement, outputs, outcomes, and indicators                 | Add real facts, local context, and partnerships                                 |
| The budget was prepared quickly and may be weak                                | Check calculations, limits, and consistency with planned activities                           | Confirm actual prices, supporting documentation, and procurement rules          |
| Translation is required  | Draft a translation and adapt it to an appropriate formal tone                                | Have the text reviewed by a native speaker or a specialist in grant terminology |
| The deadline is approaching  | Prepare a final review and generate a list of errors  | Do not submit without human review and a backup copy                            |



### Core principle

AI is a powerful editor, analyst, and assistant. However, the organization must remain the author of the application. Donors fund your capacity, experience, credibility, and real impact – not well-generated text.

### Minimum working process

- ▶ Use one chat per grant opportunity. Do not mix different calls for proposals.
- ▶ In your first message, include the organization profile and clearly define the role expected from the AI tool.
- ▶ After each response, ask: “Indicate what is an assumption and what is based on the provided document.”
- ▶ Do not copy generated text without editing. Add facts, figures, local context, and examples.
- ▶ Keep final versions of prompts and responses in the grant working folder. This will help reconstruct the logic behind the application preparation process.

## 2. Responsible use of AI: data, ethics, and donor policies

Before uploading any documents to an AI tool, verify three things: whether the donor’s policy permits it, whether the files contain any personal or sensitive data, and whether the team clearly understands who is responsible for the final content.

This is particularly important for NGOs working with beneficiaries, displaced persons, children, as well as medical, social, or humanitarian data.

| Type of information   | Recommendation  | Practical example  |
|---|---|--|
| Public description of the organization, mission, and ongoing projects | Safe to use   | Text from the website, public reports, and event descriptions              |
| Names, contact details, photographs, and beneficiary lists            | Do not upload without a legal basis and consent, anonymize where possible       | Instead of a list of individuals: “120 participants: 70% women, 30% youth” |
| Passports, bank details, and contracts containing personal data       | Do not upload to general-purpose AI tools                                       | Conduct the review locally or using anonymized data                        |
| Budget without personal data  | May be analysed, but confidential supplier names should be removed if necessary | “Venue rental: 2 days × EUR 450”   |
| Internal strategies, correspondence, and non-public partnerships      | Upload only after internal approval   | A brief summary without unnecessary detail is sufficient for the prompt    |

### AI usage log: a simple practice for transparency

If a donor asks whether AI was used, the organization should have a clear and honest answer. Maintaining a short AI usage log is sufficient to ensure this.

| Date   | Tool                                | Purpose of use  | Reviewed by                  | What was included in the final application                   |
|--------|-------------------------------------|---|------------------------------|--|
| [date] | [ChatGPT / Claude / Gemini / other] | Analysis of the call, section editing, translation, budget review | [Name of responsible person] | Only verified conclusions, text revised by the organization  |
| [date] | [tool]                              | Final consistency check of amounts, dates, and names              | [name]                       | 3 inconsistencies in the budget and narrative were corrected |



#### Safety rule

If a call for proposals explicitly prohibits the use of AI or requires specific disclosure, follow the rules of the call. If the rules are silent, use AI as an assistant – but not as a non-transparent author of the application.



### 3. Working toolkit

Tools evolve rapidly. Therefore, it is more important to focus on the task rather than the specific model name. Before use, always check current limits, pricing plans, data processing policies, and file upload capabilities.

| Task   | What to use  | What to consider  |
|--|--|---|
| Analysis of PDFs, lengthy guidelines, and eligibility criteria | ChatGPT, Claude, Gemini, or any other tool that supports file processing | Verify citations against the original source, do not rely on automated conclusions without validation |
| Drafting the application narrative                             | ChatGPT or Claude for structuring, argumentation, and editing            | Strengthen the content with your own perspective, supported by facts, data, and examples              |
| Searching for grant opportunities and factchecking             | Perplexity, Google, official donor websites                              | Prioritize official sources, verify deadlines on the donor's website                                  |
| Translation  | DeepL, ChatGPT, Claude, Gemini   | After translation, ensure linguistic adaptation and terminology review                                |
| Budgeting and tables   | Excel / Google Sheets plus AI tools for logical validation               | Do not upload tables with personal or banking data unless necessary                                   |
| Final grammar check  | Grammarly, LanguageTool or built-in editor tools                         | Grammar does not replace a substantive compliance review against the grant requirements               |



#### Practical starting point

For most small diaspora NGOs, one general-purpose AI tool for text and file analysis, one tool for translation, and Excel or Google Sheets for budgeting are sufficient. Do not overcomplicate the toolkit until the process is well established.



## 4. Step 1 – Organization profile

The organization profile is a concise, verified, and regularly updated document containing information that is consistently reused across grant applications. It saves hours of work and reduces the risk of errors in the organization’s name, legal status, figures, and description of experience.

| Section            | What to include  | BDO-style recommendation                             |
|--------------------|--|--|
| Problem            | Specific, localised, evidence-based  | “The group needs support” without figures or context |
| Target group       | Who, how many people, what needs   | “Ukrainians abroad” without segmentation             |
| Objective          | One key change the project aims to bring about                                   | A goal that is too broad or unattainable             |
| Activities         | What will be done, when, by whom, for whom                                       | A list of events without a clear chain of impact     |
| Immediate outcomes | Direct outputs: events, materials, training, consultations                       | No quantitative indicators                           |
| Changes            | Changes for people or the organisation following the project                     | Described as general aspirations                     |
| Indicators         | How the outcome will be measured   | No way to measure success                            |
| Evidence           | Photos, lists of participants, questionnaires, publications, contracts, invoices | Evidence is only gathered at the end                 |

### Prompt 1A. Develop an organization profile for grant applications

You are an experienced grant consultant and editor of applications for international donors.

Here is verified information about our organization: [insert organization profile].

Based on this information, develop an organization profile suitable for grant applications.

Structure: 1) brief description, 2) mission, 3) target groups, 4) relevant experience, 5) partners, 6) team capacity, 7) financial and reporting capacity, 8) why we are relevant for international donors.

Do not invent facts. If information is missing, ask clarifying questions. Language: Ukrainian.

### Prompt 1B. Identify weaknesses in the organization profile

Review the organization profile as if you were a grant application reviewer.

Indicate: 1) what sounds too general, 2) where numbers are missing, 3) which statements require evidence, 4) which sections may raise questions for a donor, 5) which five facts should be added to strengthen the profile.

Be critical. Do not rewrite the text until you have identified the weaknesses.

Do not invent facts. If information is missing, ask clarifying questions. Language: Ukrainian.



## 5. Step 2 – Analysis of the call for proposals and decision to apply or not to apply

The most common mistake is starting to draft an application before the team has confirmed whether the call is suitable. In this stage, AI should act as an initial analyst: extracting requirements, evaluation criteria, restrictions, deadlines, required documents, and potential risks. However, the final decision must be made by the team.

### Prompt 2A. Analyse the call for proposals

We are a diaspora organization, [name], registered in [country].  
Here is the call for proposals: [insert the text or upload the PDF].

Analyse it and provide a structured assessment covering:

1. The objectives and priorities of the call.
2. Who is eligible to apply and whether we are eligible.
3. The evaluation criteria and their weighting.
4. The deadline, implementation period, and start date.
5. The maximum grant amount, co-financing requirements, and eligible costs.
6. What is not funded.
7. The required documents.
8. The main risks for our organization.
9. What needs to be manually verified in the original document.

Do not invent information. If any information cannot be found, write: “not specified.”

### Prompt 2B. Organization fit matrix

Based on the grant requirements and the organization profile, create a compliance matrix against the donor’s requirements.

Columns: criterion, donor requirement, our status, evidence or supporting document, action before the deadline, risk.

Indicate status using eligible, partially eligible, not eligible, to be verified.

At the end, provide a conclusion: Apply / Do not apply / Apply with conditions, and identify the three weakest areas.

| Go/No-Go decision criterion | Question   | Decision  |
|-----------------------------|--|---|
| Eligibility                 | Is our legal form, country of registration and type of activity eligible?          | If not – don’t waste time or look for a lead partner      |
| Mission and theme           | Does the competition fund exactly what we do?                                      | If the topic feels forced – there’s a risk of a low score |
| Capacity                    | Do we have a team, partners, financial procedures and time?                        | If not – scale it down or don’t apply                     |
| Budget                      | Can we substantiate expenses with documents and adhere to the limits?              | If not – revise the budget before submission              |
| Deadline                    | Is it realistic to submit a high-quality application 5-7 days before the deadline? | If not – don’t submit a weak application                  |
| Reporting                   | Are we prepared to meet the requirements after receiving the grant?                | If not – the grant will pose a reputational risk          |

## 6. Step 3 – Project logic, results, and impact

A strong application does not start with polished text, but with clear logic. The donor must see a cause-and-effect relationship: what problem exists, who it affects, why your organization is positioned to act, what exactly will be done, how results will be measured, and how this contributes to broader support for Ukraine and Ukrainians.

| Logic element             | What should be included in the application                                       | Typical weakness                                     |
|---------------------------|--|--|
| <b>Problem</b>            | Specific, localised, evidence-based  | “The group needs support” without figures or context |
| <b>Target group</b>       | Who exactly, how many people, what needs   | “Ukrainians abroad” without segmentation             |
| <b>Objective</b>          | One key change the project aims to bring about                                   | A goal that is too broad or unattainable             |
| <b>Activities</b>         | What will be done, when, by whom, for whom                                       | A list of events without a clear chain of impact     |
| <b>Immediate outcomes</b> | Direct outputs: events, materials, training, consultations                       | No quantitative indicators                           |
| <b>Changes</b>            | Changes for people or the organisation following the project                     | Described as general aspirations                     |
| <b>Indicators</b>         | How exactly the outcome will be measured   | No way to measure success                            |
| <b>Evidence</b>           | Photos, lists of participants, questionnaires, publications, contracts, invoices | Evidence is only gathered at the end                 |

### Prompt 3A. Build the project logic

Here is the project idea: [briefly describe it].

Here are the grant requirements: [insert the key requirements].

Here is our organization profile: [insert a brief version or refer to the organization profile already provided in the chat].

Build a project logic table covering problem, target group, objective, activities, outputs, outcomes, indicators, evidence, risks.

Write concretely and avoid exaggerated language. Indicate where additional facts or figures are needed.

### Prompt 3B. Validate project impact

Based on the grant requirements and the organization profile, create a compliance matrix assessing alignment with the donor’s expectations on impact.

Columns: criterion, donor requirement, our status, evidence or supporting document, action before the deadline, risk.

Indicate status using eligible, partially eligible, not eligible, to be verified.

At the end, provide a conclusion:

Apply / Do not apply / Apply with conditions, and identify the three weakest areas.



### Evidence-based approach

Each key statement in the application should be supported by a source, and each result should have a verifiable method of measurement. If the application commits to reaching 300 participants, the method of counting them must be defined. If the budget includes EUR 1,500 for a service, it should be clear which supporting document will substantiate this cost.



## 7. Step 4 – Writing the application in the donor’s language

Donors assess applications not based on emotional appeal, but on alignment with the call’s priorities, realism, evidence, and the ability to deliver what is proposed. Therefore, the text should reflect the key terms used in the call but should not become a direct copy of the donor’s wording.

| Weak   | Strong  |
|--|---|
| <b>We will bring together the hearts of the Ukrainian community.</b> | Over a period of 3 months, we will hold 6 meetings for 120 Ukrainians in [city], with a focus on integration, mental health and engaging young people.                                  |
| <b>The project will have a significant impact.</b>                   | At least 80 participants will receive practical materials in two languages, 20 volunteers will undergo training, the results will be published on the website and shared with partners. |
| <b>We support Ukraine.</b>   | The project creates a channel of cooperation between the diaspora community in [country] and communities in Ukraine through [specific activity / partnership].                          |
| <b>We have strong partners.</b>                                      | [Partner] provides premises, communications support and access to the target audience, a letter of support is attached.   |
| <b>The estimated cost of materials is around 500 euros.</b>          | Materials: 500 euros = 100 sets × 5 euros, price confirmed by a commercial quotation from [supplier].   |

### Structure of a strong application section

1. Start with the problem, not with the organization’s background.
2. Show who is affected and why this matters now.
3. Describe the solution in simple terms: what will be done, where, when, and by whom.
4. Include measurable results.
5. Explain why your organization has the credibility and capacity to deliver.
6. Conclude with a clear link to the call’s priorities.

#### Prompt 4A. Draft a project concept

You are an editor of international grant applications.

Based on the organization profile, the grant requirements, and the project logic, draft a project concept.

Structure: title, brief description (up to [X] words), problem, target group, objective, activities, expected results, indicators, why our organization, alignment with the grant priorities.

Key keywords from the call: [insert].

Avoid generic statements. Do not invent facts. If data is missing, indicate: [information required].

Language: [specify].

#### Prompt 4B. Review the text from a donor’s perspective

Read this section of the application as if you were a reviewer.

Assess it on a scale from 1 to 5 based on alignment with the topic, level of specificity, evidence base, realism, language quality, absence of AI-style writing.

Then provide a table with weakness, why it is a problem, how to revise it, which fact or document should be added.

Be critical and specific. Here is the text: [insert].

### Prompt 4C. Partner support letter

Prepare a draft of an official letter of support from [partner name] for the project [project name] under the grant [grant name].

Partner's role: [specify].

What the partner will provide: [premises / expertise / communications / access to target audience / co-financing / other].

Style: formal, specific, without generic statements.

The letter must include project title, partner's role, specific commitments, contact person, date, space for signature.

Language: [specify].



## 8. Step 5 – Budget, justification, and an audit-ready approach

The budget often determines the outcome of an application. It must be not only arithmetically accurate, but also logically aligned with the planned activities, compliant with donor rules, and capable of being supported by documentation after the grant is awarded.



### Key question for each budget item

What document will be used to support this expense? If there is no clear answer, the budget item is not yet ready.

| Budget item          | How to formulate   | Supporting documents  |
|----------------------|--|---|
| Expert fees          | Number of days or hours × rate, role of expert, outcome  | Contract, technical specifications, certificate, invoice, proof of payment, tax documents |
| Rental of premises   | Number of days × daily rate, capacity, link to activity  | Contract or invoice, payment receipt, certificate/confirmation, payment                   |
| Travel               | Itinerary, number of people, date, justification of need | Tickets, boarding passes, invoices, refund policy   |
| Materials            | Number of units × price, for which activity              | Commercial proposal, invoice, delivery note, photo/certificate of use                     |
| Communications       | Specific deliverables: design, video, print, advertising | Contract, technical specifications, mock-ups, invoices, screenshots of publications       |
| Administrative costs | Only if permitted by the donor, % or specific costs      | Internal policy, calculation, confirmation of expenses                                    |

### Structure of a strong application section

| Control item   | Note         |
|--|--------------|
| All budget items are directly linked to the project's activities.                      | Owner / date |
| Each amount is calculated using the formula: quantity × rate / price.                  | Owner / date |
| The final budget does not contain the words 'approximately', 'roughly' or 'around'.    | Owner / date |
| The amounts in the application description match those in the budget table.            | Owner / date |
| Co-funding has been considered, where applicable.                                      | Owner / date |
| Limits on administrative costs, equipment, travel expenses and fees have been checked. | Owner / date |
| Expenditure does not extend beyond the project implementation period.                  | Owner / date |
| It is clear which documents will support each item.                                    | Owner / date |
| Formulas in Excel or Google Sheets have been checked.                                  | Owner / date |
| The budget has been reviewed by someone who did not write the first version.           | Owner / date |

**Prompt 5A. Review the budget**

Here is the project budget: [insert the table or upload the file without personal data].

Here are the budget rules from the call for proposals: [insert].

Review the budget for arithmetic accuracy, compliance with limits, consistency between activities and costs, potentially ineligible expenses, missing justification, supporting documents required for each budget item.

Provide a table of issues and assign a priority to each: critical / important / desirable.

**Prompt 5B. Draft budget justification**

For each budget item, provide a brief justification in 1-2 sentences.

Requirements: use precise figures, explain the link to the corresponding activity, avoid generic statements, do not use “approximately”, do not invent data.

Table format: budget item, amount, formula, justification, supporting document.

Here is the budget: [insert]. Language: [specify].

**Prompt 5C. Review the budget from an auditor’s perspective**

Review the budget as if you were an auditor after the grant has been completed.

For each budget item, indicate which supporting documents will be required, the risks of the expense being disallowed, what needs to be clarified before submission, which budget formulations may create issues during reporting.

Do not provide legal conclusions. Provide a practical list of questions for the team.





## 9. Step 6 – Translation and language adaptation

Translating a grant application is not a mechanical substitution of words. The goal is to ensure that the application sounds natural to the donor, maintains legal accuracy, preserves meaning, and does not appear as machine translation. Attention should be given to the names of organizations, programs, positions, types of costs, and terminology.

| Scenario                               | Approach  | Final check   |
|--|---|---|
| Application form in a foreign language | Starting with glossary development before translation                                     | A person verifies compliance of each field with the form requirements |
| Major grant announcement               | Extracting key requirements, deadlines, and criteria before translating the full document | Cross-check critical items against the original document              |
| Letter of support                      | Writing directly in the donor's language or translating with adaptation to a formal style | The partner confirms the content prior to signing                     |
| Final application                      | Translation combined with language adaptation: tone, terminology, and response length     | Proofreading by a native speaker or a person with grant experience    |

### Prompt 6A. Translate with adaptation to a formal style

Translate the text from [source language] into [target language].

Context: this is a grant application from a diaspora NGO.

Requirements: maintain a formal yet natural tone, do not translate official names of organizations and programmes unless necessary, adapt phrases that would sound unnatural if translated literally, preserve figures, dates, and budget item names, indicate any terms that require human verification.

Here is the text: [insert].

### Prompt 6B. Create a glossary for the application

Based on the call for proposals and our application, create a bilingual glossary of key terms.

Columns: Ukrainian term, translation into [target language], explanation, where it is used, note for the translator.

Pay particular attention to the following terms: NGO, civil society organization, diaspora organization, beneficiary, output, outcome, eligible cost, co-financing, audit trail, procurement.



## 10. Step 7 – Final check before submission

The final check should be a dedicated step, not the last 20 minutes before the deadline. Ideally, allow at least 5-7 days before the official deadline. This provides time to correct technical errors, obtain partner signatures, re-upload files to the platform, or clarify questions with the donor.

### The three roles of the final check

| Role                 | What to check  | Typical questions   |
|----------------------|--|---|
| Donor Reviewer       | Alignment with priorities, logic, results, and clarity | Why this project? Why this organization? Where is the evidence?   |
| Financial Specialist | Budget, formulas, limits, co-financing, and currency   | Do the amounts reconcile? Is the expense eligible? Is there a formula?  |
| Auditor / Controller | Documents, dates, evidence base, and reporting risks   | What will support this expense? Do the names match? Are there any transactions outside the implementation period? |

#### Prompt 7A. Final application review

Read the final version of the application as if you were a donor reviewer.

Check: 1) alignment with the call topic, 2) specificity and use of numbers, 3) consistency of dates, amounts, names, and results, 4) feasibility of the plan, 5) presence of generic statements, 6) presence of AI-style writing, 7) which 10 revisions would most improve the quality.

Provide your response in a table with the following columns: issue, location, why this is a risk, how to fix it.

#### Prompt 7B. Check the application document package

Here is the list of required documents from the call for proposals: [insert].

Here is our actual document package: [insert list of files].

Create a submission checklist with the following columns: document, donor requirement, our file, status, what needs to be corrected, responsible person, deadline.

Identify and clearly mark any critical missing documents.

| Control item   | Note         |
|--|--------------|
| The organization's name is consistent across all documents and matches the registration documents. | Owner / date |
| All application fields are completed; there are no internal comments or draft notes.               | Owner / date |
| Activity dates, project period, and budget are consistent with each other.                         | Owner / date |
| Amounts are consistent across the narrative, budget, and annexes.                                  | Owner / date |
| Support letters are signed, dated, and aligned with the partners' roles.                           | Owner / date |
| Files are clearly named: Organization_Project_Document_Date.                                       | Owner / date |
| PDF files open correctly, signatures are visible, scanned copies are legible.                      | Owner / date |
| A backup copy of the full application package is stored in the organization's internal folder.     | Owner / date |
| Any AI-generated draft has been rewritten and reviewed by a human.                                 | Owner / date |
| The application is submitted before the final day.   | Owner / date |



## 11. After grant award: implementation, documentation, and reporting

The quality of a grant application has a direct impact on future reporting. What is promised in the application will need to be implemented, measured, and supported with evidence. Therefore, an audit-ready approach does not begin after the grant is awarded, but already at the application preparation stage.

| Implementation risk   | How to prevent  | What to retain  |
|---|---|---|
| The name of the expenditure in the report does not match the budget | Use the same titles for budget items, contracts and reports             | Approved budget, expenditure reconciliation                 |
| The expenditure was incurred outside the project period             | Check the dates of contracts, invoices, certificates and payments       | Project timeline, invoices, payment documents               |
| The fee was paid without a contract or terms of reference           | Sign documents before work begins                                       | Contract, terms of reference, acceptance acts, deliverables |
| Budget changes were made without approval                           | Agree any significant changes in writing with the donor                 | Correspondence with the donor, revised budget               |
| The reported results are not substantiated                          | Gather evidence during each activity                                    | Photos, lists, questionnaires, publications, materials      |
| Communications do not meet the donor's requirements                 | Check the visibility rules and logo usage guidelines before publication | Screenshots, mock-ups, posts, approvals                     |

### Grant folder structure

1. Call\_for\_Proposals: announcement, rules, FAQs, correspondence with the donor.
2. Submitted\_Application: final application, budget, annexes, submission confirmation.
3. Agreement: grant agreement, amendments, approvals.
4. Budget\_and\_Procurement: budgets, quotations, contracts, invoices.
5. Activity\_Evidence: photos, participant lists, materials, surveys, media.
6. Financial\_Documents: payment documents, acceptance acts, delivery notes, bank confirmations.
7. Reporting: interim and final reports, annexes, submission confirmations.
8. AI\_Usage\_Log\_and\_Working\_Drafts: prompts, key AI outputs, human revisions.

#### Prompt 8A. Prepare the final report

Help prepare the final report for the grant [grant name].

Here are the objectives from the application: [insert].

Here are the completed activities with dates: [insert].

Here are the results and indicators: [insert].

Here are the expenditures by budget line: [insert].

Check the consistency between the application, actual implementation, and expenditures.

Write an analytical section of up to [word limit] words. Indicate where supporting evidence or clarification is required. Language: [specify].

## 12. Grants as part of sustainable funding

Grants can provide significant resources for specific projects, but they should not be the sole source of an organization's sustainability. A resilient diaspora NGO typically combines project-based grants, recurring contributions, partnerships, and community support.

| Source  | Best use   | Role of AI  |
|---|--|---|
| Grants  | Specific projects, scaling up, international partnerships, institutional development | Analysis of calls for proposals, application structure, budget, translation, verification |
| Regular donations / regular donors            | Basic operational stability, rent, communications, minor expenses                    | Donor segmentation, letters, updates, thank-you notes, content plan                       |
| Membership fees and the community             | Engagement, local initiatives, rapid mobilisation                                    | Announcements, registration forms, reports for the community                              |
| Partnerships with businesses and institutions | Non-financial support, premises, expertise, visibility                               | Short presentations, letters, partnership proposals, follow-up communication              |
| Fundraising events                            | Crisis or urgent needs   | Communication materials, transparent updates, reporting                                   |



### Practical tip

Even the strongest grant strategy requires ongoing communication with the community. Donors pay attention not only to the application, but also to the organization's reputation, transparency, and ability to communicate results clearly.

## Final thought

A diaspora organization often operates on trust. AI can help prepare strong text more efficiently, but trust is not built through prompts. It is built through accuracy, integrity, evidence, partnerships, transparent budgeting, and the ability to deliver what has been promised. These principles must form the foundation of every grant application of the Ukrainian diaspora.



## 13. One-page checklist

This checklist can be used as the final page for internal review before submission.

| Control item  | Note         |
|---|--------------|
| We have an up-to-date organization profile.   | Owner / date |
| We have verified eligibility and decided to apply or not to apply.  | Owner / date |
| We understand the evaluation criteria and use the donor's language.   | Owner / date |
| The problem is described clearly, with figures or evidence.   | Owner / date |
| Target groups are clearly defined.  | Owner / date |
| Activities, immediate outcomes, changes and indicators are not mixed.   | Owner / date |
| The budget includes formulas, justification, and supporting documents.  | Owner / date |
| All amounts, dates, names, and results are consistent across the application text and budget.                     | Owner / date |
| Partners have confirmed their roles through signed letters of support.  | Owner / date |
| Personal data has not been uploaded to AI tools without a legal basis; sensitive information has been anonymized. | Owner / date |
| We maintain an AI usage log or can clearly explain how AI was used.   | Owner / date |
| The translation has been reviewed by a human.   | Owner / date |
| The document package is complete, all files open and are readable.  | Owner / date |
| The application has been reviewed by someone who did not draft the initial version.                               | Owner / date |
| A complete copy of the application package is stored in the organization's internal folder.                       | Owner / date |
| Submission is planned at least 5-7 days before the deadline.  | Owner / date |



## 14. Prompt library

Below is a condensed set of prompts for quick copying. They are best used after the organization profile and the call for proposals have already been added to the chat.

### 1. Role of AI in the chat

In this chat, you support our diaspora NGO in preparing a high-quality grant application.  
Your role: a critical grant editor, an analyst of donor requirements, and an assistant in budget logic.  
Rules: do not invent facts, clearly indicate assumptions, ask clarifying questions, write concretely, help eliminate generic statements, verify alignment with donor requirements.

### 2. Extract requirements from the call

Analyse the call for proposals and create a table with the following columns: requirement, where it is stated in the document, what it means for us, document or action required, risk, deadline.  
Separately highlight eligibility, budget limits, co-financing requirements, required documents, evaluation criteria, ineligible costs, reporting obligations.

### 3. Create an application writing plan

Based on the grant application form, create a writing plan.  
For each section, specify what needs to be written, which facts are required, which donor keywords should be used, who in the team should provide the information, risk of a weak response.

### 4. Identify generalities

In the text below, identify all generic statements, overly promotional phrasing, and sentences without evidence.  
For each one, provide a concrete alternative supported by figures or examples.  
Text: [insert].

### 5. Check consistency

Compare the application, the budget, and the list of activities.  
Identify all inconsistencies in dates, amounts, activity names, number of participants, outputs, outcomes, partner roles.  
Provide a table with the following columns: inconsistency, where it is found, risk, how to fix it.

### 6. Prepare an evidence plan

For each project activity, develop an evidence plan.  
Create a table with the following columns: activity, result, evidence, who collects it, when it is collected, where it is stored, risk if the evidence is missing.

### 7. Check for AI-style writing

Read the text and identify sentences that sound automatically generated: overly generic, repetitive, lacking facts, or using overly promotional language.  
For each sentence, provide a more natural version in the style of a diaspora NGO, while maintaining a formal tone.



## 8. Prepare a short presentation for a partner

Based on the project, prepare a short presentation letter for a potential partner.

Structure: who we are, what we do, why this matters, the partner's role, what we are asking for, what the partner will gain, next step.

Tone: professional, warm, and specific. Language: [specify].

## NOTE ON TOOL CURRENCY

Names of models, pricing, free plan limits, file upload conditions, and data usage policies are subject to frequent change. Before distributing this guide or conducting a training, please verify the official sources of the tools referenced in the document.

- ▶ OpenAI / ChatGPT: <https://chatgpt.com/pricing/>
- ▶ Anthropic / Claude: <https://claude.com/pricing>
- ▶ Google Gemini Help Centre: <https://support.google.com/gemini/>
- ▶ DeepL: <https://www.deepl.com/>
- ▶ LanguageTool: <https://languagetool.org/>
- ▶ Grammarly: <https://www.grammarly.com/>

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Before making decisions, organizations should independently verify the current conditions of grant calls, donor requirements, and applicable legislation in the relevant jurisdiction and, where necessary, seek advice from qualified specialists.

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