

Use of AI for Grant Applications Guidance

This document provides guidance on the use of Artificial Intelligence (AI) tools for the preparation and submission of grant applications to the Merchant's House of Glasgow (The House). We recognise the value that AI can add in assisting organisations submit grant applications - which can often feel time consuming and challenging - and how it can ease the path to funding.

This guidance provides reassurance that AI use is permitted in writing an application, but ensures any use aligns with our values and supports the integrity of our grant-making process.

Use of AI in Grant Applications

- 1) Organisations applying for grants **must** disclose if AI has been used to prepare and/or analyse their grant applications. This includes any use of AI for drafting responses, assessing eligibility, or automating any part of the application process.

As guidance:

- a) Disclosure is required when AI tools are used to:
 - i) Generate substantial portions of text responses (more than minor editing)
 - ii) Create images or data visualisations
 - iii) Analyse data or generate recommendations
- b) Disclosure is not required for:
 - i) Grammar and spell-checking
 - ii) Translation assistance
 - iii) General research (reading publicly available information)
 - iv) Standard word processing features
- c) Declaring AI use in and of itself will not negatively impact your application's assessment, as long as other rules are also met.

2) AI should not be used as the sole means of generating or submitting grant applications. Any AI output should also be checked and signed off by a human to ensure that applications are accurate and genuinely reflect the applying organisation's goals and reason for seeking funding.

a) By submitting an application that has utilised AI, organisations are implicitly certifying the above to be the case.

3) The House values the authenticity of grant applications, and AI must not be used to misrepresent or fabricate data or information within grant applications. Applications must be reflective of an organisation's true goals, impact, eligibility, and capability.

a) Any discovery of false or misleading information, whether generated by AI or otherwise, may result in the immediate disqualification of the application and potentially ineligibility for future funding.

4) How to use AI positively:

a) Appropriate AI Use Examples:

- i) Using AI to help structure your thoughts and create an initial draft, which you then substantially revise
- ii) Getting help with grammar and clarity for non-native English speakers
- iii) Creating visual aids or formatting
- iv) Summarising your own existing documents

b) Inappropriate AI use

- i) Generating fabricated data, statistics, or case studies
- ii) Creating applications with no human review or personalisation
- iii) Copying AI output without verification
- iv) Using AI to apply for grants you don't genuinely qualify for

Monitoring and Non-Compliance

- 1) The House will review all applications for compliance with this guidance, whether AI use has been declared or not. We review applications through in-person visits and conversations undertaken by our Directors and staff to understand your organisation authentically. These discussions help us assess genuine need and capability regardless of how applications are drafted.
- 2) Applications found to breach this guidance may be disqualified immediately. The House may choose to give an organisation an opportunity to clarify or amend a submission, but this is not guaranteed.
- 3) Repeated or severe violations, especially with regards to misrepresentation of fact, may result in future funding restrictions or ineligibility.
- 4) The House may use AI tools to help manage and summarise applications internally but will not use AI to make funding decisions.

All applications are reviewed by House Directors and Staff, and final decisions are made by the Grants Committee and the Board of Directors of the Merchants House.

Review

This guidance is subject to regular review by the Directors of the House, ensuring it remains relevant and responsive to advancements in technology.