

AI prompt templates for nonprofits

How to use this guide

The following sample prompts are designed to help you accomplish tasks related to different aspects of work within a nonprofit using Microsoft 365 Copilot. Simply replace the generic *[italicized information in the brackets]* with your information to customize for your specific needs, then ask Copilot to generate a response. Always remember to review and validate the responses for accuracy and appropriateness.

Where can I use Copilot

Access Copilot by visiting [Copilot.microsoft.com](https://copilot.microsoft.com) or the Microsoft Copilot mobile app. Set toggle to “Web” for general use, or switch to “Work” for [Business Chat](#).

Microsoft apps seamlessly integrate with Copilot to enhance your productivity. Whether you’re working in Word, Excel, PowerPoint, or other Microsoft applications, [Copilot is there to support you](#).

Table of contents



[Program management](#)



[Grant management](#)



[Volunteer management](#)



[Donor relations](#)



[Fundraising](#)



[People development](#)

Go deeper

Dive into even more curated AI skilling content through our AI for nonprofits skills collection on Microsoft Learn.

[Aka.ms/AI-for-nonprofits-collection](https://aka.ms/AI-for-nonprofits-collection)



Program management



Program plan review

Review and critique our *[year or timeline]* program plan for clarity and alignment with our *[goals and/or measurables]*.



Summarize collaboration

Summarize the collaboration with *[contact person]* over the last *[timeframe]*. Call out important details like deadlines, action items, and deliverables. Focus on *[sources e.g., email messages, chats, shared documents]*.



Create an annual report

Create an annual report showing the progress we have made with the *[measurable/goal] over the past [timeframe]*. Include key milestones, goals for next year, and nonprofit industry trends from reputable sources.



Make a Gantt chart

Draft a chart that outlines a schedule for the *[program]* and assigns tasks aligned with *[program requirements]*. Include *[deadlines]* and task completion status.



Develop a program planning template

Create a program planning template that includes logic models, theory of change, and results frameworks for *[project]*. Add the following details:

[Problem the project will address]

[Who is affected]

[Long term goals]

[Resource requirements such as staff, funding, and materials]

[Indicators for tracking progress, and targets and timelines for each]



Write an AI usage policy

Create a framework for *[organization names]* AI usage utilizing the key factors from the Microsoft and TechSoup AI Usage policy resource guide.

[Aka.ms/AIUsagePolicyGuideTechSoup](https://aka.ms/AIUsagePolicyGuideTechSoup)

Volunteer management



Volunteer engagement ideas

Make a list of the top 10 ideas to engage our volunteers to increase retention. Focus on best practices for volunteer engagement.



Communication strategy for volunteer recruitment

Create a communication strategy for recruiting volunteers for an annual food drive, including date, number of volunteers needed, positions, and a timeline.



Create a training handbook

Create a volunteer training handbook, including sections for the following topics:

- Introduction with our mission, vision, and values and the importance of volunteers
- Safety and security guidelines
- Detail the roles they will take on, time commitments, and expectations
- Highlight the importance of respectful behavior, listening, and communication skills
- Include a schedule for specialized project-based training



Social media post for volunteer recruitment

Generate a social media post to recruit volunteers to sign up for [event]. Target audience is [desired audience]. Volunteers are organized into teams and [benefits of volunteering e.g., free t-shirt] for participating. Include hashtags.



Volunteer appreciation event proposal

Create a presentation for our board members to propose a volunteer appreciation [event]. Include [at least 3 economical venue options such as parks and community centers, budget-friendly menu options and ideas for low-cost gift ideas].



Image of volunteers

Create an image of volunteers working together to clean up a park. The volunteers are happy and wearing matching yellow shirts, and it is a clear, sunny day. Use a graffiti style illustration.

Fundraising



Research on successful fundraising strategies

Recommend research specifically related to successful fundraising strategies. Focus on market research on *[insert mission of organization]* from reliable sources over the past two years.



Formal donation appeal communications

Write a formal donation email and letter appeal coming from our executive director at *[organization name]* that works with *[organize cause]* across the *[targeted region]*. Include a success story and metrics at the beginning from/ *[insert document]* and a call to action at the conclusion.



Event sponsorship request

Write a sponsorship request for our *[event name]* *[event type e.g., auction, dinner, 5K race]*, to raise funds benefiting *[beneficiary]*. Include *[event goals]*, *[desired contribution levels and benefits for each level]*. Emphasize the impact their donation will make toward *[mission]*.



Budget for fundraising event

[Insert last year's budget] Using information from last year, create a budget for this year's flagship event, *[event name]*. Include all event expenses such as food, entertainment, staffing, rentals, supplies, decorations, and marketing costs. Add projected revenue based on results from the *[timeframe]*.



Social media post for fundraising event or call to action

Draft a social media post tailored to the following *[targeted social media outlets]* amplifying the *[event or call to action]*. Encourage readers to participate and/or volunteer to help *[intended outcome, community in need e.g., adopt an orphaned pet]* in need. *[Call to action, corresponding link e.g., sign up, view details]*. Use catchy, persuasive language, and include hashtags.



Growth and impact report presentation

Create a report showcasing *[organization name's]* growth and positive impact over the past few years in the form of a PowerPoint presentation. Add a slide with a chart showing fundraising revenue growth year over year since *[start year]*. Include a slide listing the *[events, efforts, outcomes, number of people in attendance]* and a slide highlighting *[additional information you want included]*.

Grant management



Case study for campaign

Write a compelling case study in a balanced style for a capital campaign for *[organization name]*. Give detailed background information on *[organization mission and vision]*, *[who your organization serves]*, and *[challenge and specific needs you're addressing with this campaign]*. Include actions taken, data that supports the impact, and lessons learned. Add a conclusion with a call to action.



Grant application

Draft a grant application for *[organization name]*, *[briefly describe organization's mission and impact]* to request funding to cover *[timeframe e.g., annual]* operational costs for *[list operational expenses e.g., staffing, supplies, and utility costs]*, include why these funds are needed and the impact the funds can generate. Use a personal, yet professional voice.



Update report for annual appeal

Update a grant report for our annual appeal that shows how *[organization name]* *[specific program or programs e.g., food bank, clothing drive]* have helped *[communities served and positive outcomes]*.



Target donor list

Create a target list of 5–10 donors supporting *[your organization's cause]* in *[desired region]* in the past *[search timeline e.g., 3 years]* with *[preferred type of donation]*. Provide contact information in tabular form.



Current grant opportunities list

Compile a list of current grant opportunities in the *[desired region]* that support *[your cause]*. In a table the opportunities are in rows and the columns include geographic priorities, criteria, and the application process (is it invitation only or open), deadlines.



Donor segments for grants

What are some donor segments my *[cause e.g., family services]* nonprofit can approach for grants? Target *[region or zip codes]* for *[desired demographic]*. Provide responses in list form.

Donor relations



List of top donors in program interest area

Generate a list of the top 5 five donors in the *[desired region]* for environmental and sustainability programs. Include successful projects they have funded and top headlines of those organizations in the last 6 months.



Social media headlines targeting top donors

Create 3–5 headline suggestions for a social media campaign targeting the top online donors in the *[community you serve]* in *[desired region]*. Add hashtags.



Roundtable discussion agenda for donor engagement

Develop an agenda and outline for a roundtable discussion to engage donors and gather constructive feedback to improve *[goal]*. Include *[proposed dates or timelines]* and suggested discussion topics that generate *[type of feedback desired]*.



Meeting preparation bullet points from donor correspondence

Generate 4–5 bullet points from emails and correspondence with *[donor name]* in the past six months to prepare for an upcoming meeting to discuss *[campaign/purpose of meeting]*. Use simple language to create a casual atmosphere for this update.

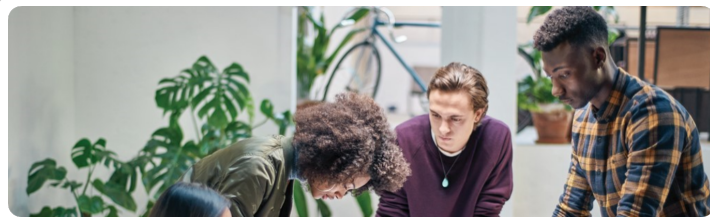


Donor newsletter

Create a newsletter for donors of *[organization name]*. Include suggestions for a captivating title and subtitles for each section. Articles/topics should include the following:

- Real-life stories of *[people affected by your organization's efforts or service(s)]*
- Highlights of the overall impact in the past *[timeline]*
- Upcoming *[events, meetings, and dates]*
- Volunteer *[news, updates, and opportunities]*
- *[Contact information]*

People development



Best practices for a mentorship program

[Organization name] is launching a global mentorship program on [topic]. Can you suggest best practices for maximizing engagement and collaboration for a group of diverse remote audience?



Mentorship program invitation template

Create a mentorship program invitation template for [organization name]. Emphasize the value they will bring to the program by agreeing to become a mentor. Include a call to action [interest form link or other] by the deadline [date].



Team building event ideas

Generate a table with ideas for a team-building event. The ideas are in rows with columns that includes potential venues, related costs, and contact details for each venue.



Inclusive workplace guideline flyer

Create a flyer for the office with guidelines for our staff to ensure our workplace is inclusive and celebrates diversity on all levels. Use an inspirational, professional voice.



Leadership development plan for employees

Draft a Leadership Development plan for [organization name] employees. Include [organization's goals], identify 6–8 key competencies that align with our [core values and/or mission]. Reference proven models for professional development training.

Add discussion topics and action items.

AI Skills Navigator

Find all the learning resources that fit your goals and levels with help of an AI agent—all in one place. AI Skills Navigator helps everyone find the best learning path based on goals, abilities, and learning style, with free access to LinkedIn Learning, Microsoft Learn, videos, and partner content in one simple AI-enhanced interface.

[Aka.ms/AISkillsNavigator](https://aka.ms/AISkillsNavigator)