

## Artificial Intelligence Usage Policy

### Purpose

The purpose of this policy is to outline the responsible use of artificial intelligence (AI) and generative AI technologies; to delineate between authorized and unauthorized activities; to provide guidance to safeguard GiveWell Community Foundation's (the "Foundation") technology and information; and to ensure compliance with applicable laws and regulations.

While generative AI presents new opportunities to advance the mission of the Foundation, it also requires careful consideration and oversight to ensure it is used ethically and responsibly. This policy provides a framework for maximizing the benefits of AI while safeguarding against potential risks, ensuring that all AI applications align with the Foundation's values and objectives.

### Scope

This policy applies to the following persons or entities (the "Foundation-Related Parties") who have been issued Foundation technology resources (networks, infrastructure, systems, and other cloud-based subscriptions) or computing devices.

- All employees and the Board of Directors of the Foundation
- All contractors, temporary workers, service providers, vendors, volunteers, students, or other persons providing paid or unpaid services to the Foundation
- All grant applicants applying for funding from the Foundation (see below for grant-specific guidelines)

### Allowable Uses of AI Systems

Foundation-Related Parties may experiment with AI tools in day-to-day work. AI tools such as Google Gemini, ChatGPT, Grammarly, and Microsoft Copilot primarily exist to streamline tedious tasks or to brainstorm and prepare for more involved or complicated projects, rather than take over those tasks completely.

Asking AI to provide ideas for a donor or partner event, to generate an outline for complex copy, to analyze certain data, to create a workflow schedule, or to condense complicated text into bullet points are all reasonable and useful actions.

If you're unsure whether a particular usage violates the policy or poses a potential ethical issue not addressed in the policy, please voice your concerns to leadership.

### Usage Guidelines

#### 1. Due diligence in ensuring accuracy

- 1.1. Any AI-generated information must be corroborated and verified with trusted sources.
- 1.2. AI tools gather information from sources all over the internet, which are not always reliable. Incomplete or skewed data can lead to inaccurate outputs. Asking AI to "learn" something for you is risky.

1.3. All AI-generated content should undergo human review and editing before being incorporated into official Foundation communications or reports. At the end of the day, all content we share should have been attended to by a human editor.

## 2. Be conscious of inherent bias

2.1. AI tools may result in content that features biases gathered from their source data. Always be mindful and address biases when interpreting outputs.

2.2. Do not use AI-generated content that perpetuate stereotypes or biases.

## 3. Originality and intellectual integrity

3.1. While AI can be a source of inspiration, Foundation work should be original and reflect our authentic community voice and perspective.

3.2. Ensure that AI-produced content is unique by cross-checking with plagiarism detection systems before use (e.g., Duplichecker, Plagiarisma, Grammarly).

3.3. As with all information that incorporates elements of others' work, ensure that sources are appropriately acknowledged.

3.4. Always credit AI tools when using substantial portions of their content to uphold transparency and integrity.

## 4. Confidentiality

4.1. When interacting with ChatGPT or similar AI tools, **refrain from inputting or sharing any confidential, sensitive, or personal information**. These tools do not guarantee privacy or security for data that is shared with them.

4.2. Confidential information includes but is not limited to donor and grantee names, personal identification numbers, addresses, financial data, legal documents, contracts and agreements such as fund and grant agreements, and proprietary or other sensitive information.

4.3. Always be vigilant about data privacy when using these AI tools and consult with your supervisor when in doubt.

4.4. Keep separate accounts for personal and work-related use of AI tools; register the work-related account with a work-related email address.

## 5. Feedback loop and evolution

5.1. Staff members are encouraged to provide insights on AI tool experiences, aiding in the continuous refinement of our use of these tools.

5.2. Given the dynamic nature of AI, this policy shall be reviewed every two years to

ensure its continued relevance to the Foundation's mission and values, and to reflect changes in technology and legal requirements.

## **Grant-Specific AI Usage**

### **1. Use of Generative AI for Grant Submission and Administration**

Applicants and grantees may use generative AI as a resource to support the production of content across all aspects of the grant process including letters of intent, pre-proposals, full proposal submissions, and interim and final progress reporting. Applicants and grantees may not submit verbatim drafts of content generated by AI; rather, generative AI may be used as an *assistive tool* rather than as a substitute author for applicants and grantees.

### **2. When to Disclose Use of Generative AI**

Artificial intelligence tools exist on a spectrum in terms of their capabilities, and how users choose to engage with these tools. For disclosure purposes, we make a distinction between Assistive AI and Generative AI.

Assistive AI: Applicants and grantees may use artificial intelligence programs to enhance the grammar, spelling, and punctuation of their proposals. Assistive AI is commonly applied to the revision and editing process to improve readability. Disclosure of assistive AI is not required. However, applicants and grantees should be aware that many spell-checking and word-processing tools are increasingly incorporating generative AI features.

Generative AI: Generative AI is used whenever a program or application produces written content, visuals (such as photos, tables, and graphs), audio, or videos based on a prompt or outline. It is commonly applied during the writing phase to generate content that applicants can incorporate into their letters of intent and proposals or that grantees can incorporate into their progress reports. Applicants and grantees must disclose the use of generative AI.

### **3. Disclosing Use of Generative AI**

Applicants and grantees are required to disclose the use of generative AI within their letters of intent, pre-proposals, full proposal submissions, and progress reports. When submitting these documents through the Foundation's online grant portal, applicants and grantees will find an AI disclosure checkbox where the applicants and grantees must indicate that they have read and understood the Foundation's AI policy and assert that they [did/did not] use generative AI to produce the documents.

Applicants and grantees who indicate that they have used generative AI to produce any part of their letters of intent, pre-proposals, proposals, or progress reports are required to provide a brief summary of how and where generative AI was used within the documents they have submitted. Applicants and grantees will be prompted to enter their summary, using the below text as a guide, after checking "yes" on the AI checkbox.

During production of this work, the author(s) utilized [NAME OF TOOL] in order to

help with the creation of this [LETTER OF INTENT, PRE-PROPOSAL, PROPOSAL OR PROGRESS REPORT]. Generative artificial intelligence was used to [DESCRIBE WHERE, HOW, AND WHY GENERATIVE AI WAS USED]. The author(s) reviewed the created content produced by this generative AI tool and assert the content within this document is factually accurate and free of plagiarism. The author(s) take full responsibility for the submitted document.

To reiterate, generative AI tools cannot be listed as an author. As a result, *applicants and grantees are held responsible for the accuracy of all content within their submitted letters of intent, pre-proposals, proposals, and progress reports.* Generative AI may create information that is based on inaccurate, outdated, or copyrighted sources. Applicants and grantees will be held accountable even in the case of unintentional plagiarism and/or the unintentional inclusion of false information. The Foundation reserves the right to reject proposals that display substantial evidence of the use of generative AI, particularly in the cases where there has been no disclosure during the submission process.


**4. How Disclosure Will Be Used**

Applicants and grantees who disclose the use of generative AI will not be penalized in the review process for doing so, unless the content generated is used inappropriately, produces inaccuracies, or otherwise negatively impacts the proposal. The Foundation reserves the right to use its discretion in determining whether generative AI tools have been used responsibly by applicants and grantees. The disclosure of the use of generative AI may be used for data tracking purposes to allow the Foundation to understand how often and for what purposes applicants and grantees incorporate the use of AI.

**5. Restrictions on the Use of Generative AI During the Grant Review Process**

The Foundation will not use, and will strictly prohibit others from using, generative AI in high-stakes contexts such as the grant review process. The Foundation recruits evaluators based on their expertise within specific fields of expertise and based on their ability to provide topical or methodological feedback on a given proposal. As a result, reviewers are not permitted to use generative AI to summarize, analyze, or otherwise assist in evaluating proposals. Uploading or copying and pasting an applicant’s unpublished proposal into an open-source AI tool compromises their intellectual property. It also has the potential to expose applicants’ personal data. Evaluators found using generative AI in their review process may be barred from evaluating.

Approved by the Board of Directors on January 27, 2026.

  
Jason Rodda (Jan 28, 2026 10:57:49 EST)  
Secretary, Board of Directors

Jan 28, 2026  
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Date