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GUIDANCE ON USE OF AI IN GRANT APPLICATIONS

Statement and Introduction

This document provides guidance on the appropriate use of Artificial Intelligence (AI) tools in the preparation and submission of grant applications to Argyll and Bute Council. Artificial Intelligence (AI) refers to computer systems that can perform tasks which traditionally require human intelligence, including learning, problem-solving, and decision-making. Examples include generative AI tools such as ChatGPT and Copilot.

The Council recognises the potential benefits of AI technologies in supporting grant applications by saving time and improving efficiency. However there are also risks- including inaccuracies, potential breaches of confidentiality, intellectual property concerns, and impacts on fairness and equalities. This policy is based on the principles of Argyll and Bute Council's overarching AI policy.

Guidance for Applicants

Applicants are permitted to use AI tools in support of their grant applications. However, the applicant remains fully accountable for the accuracy, completeness, and integrity of all information submitted. In a worst case scenario incorrect information could result in a withdrawal of funding from a project. The following good practice principles should help you get the most out of AI.

Good Practice Principles

Fact Check and Verify

Applicants are permitted to use AI tools in support of their grant applications. However, the applicant remains fully accountable for the accuracy, completeness, and integrity of all information submitted. In a worst case scenario incorrect information could result in a withdrawal of funding from a project. The following good practice principles should help you get the most out of AI.

Maintain Originality

Ensure the application reflects the specific context, priorities, and needs of your project or community. Use AI as a supporting tool, not a substitute for your own knowledge and experience. Whist AI can help you express what you want to say, try not to lose your own tone of voice or personality, as these can really bring a project to life.

Respect Data Protection and Confidentiality

Avoid inputting personal, sensitive, or commercially confidential data into AI systems unless you are satisfied that doing so is lawful and secure. Comply with the UK GDPR, the Data Protection Act 2018, and the terms of use of any AI platform and follow the Information Commissioner's Guidance .

Check Licensing and Intellectual Property

Confirm that you have the right to use any material shared with or generated by AI systems. Ensure that copyright or licensing requirements are fully met.

Promote Fairness and Equalities

Consider whether AI-generated text could unintentionally introduce bias or exclude certain groups. Ensure your application is inclusive and aligned with the Council's equalities commitments.

Use AI Proportionately

Apply AI tools only where they add real value, improve efficiency, or strengthen your application.

Seek Review and Feedback

Where possible, ask a colleague, partner, or independent reviewer to check the application for accuracy, clarity, and relevance before submission.