

AI Prompting Guide

Levitt Foundation Grantees

Prompt Engineering: TCREI Framework

Task: What exactly do you want the AI to do?

Context: What background information does the AI need?

Resources: What materials, data, or examples can you provide?

Evaluate: How will you assess the quality of the output?

Iterate: How will you refine the prompt for better results?

Deep Research Prompt Sample

Task: Identify new private foundation, corporate, and public funding opportunities for nonprofit arts and culture organizations that present free outdoor concerts, music series, and community-based arts programming. These organizations are grantees of the Levitt Foundation and are typically small-to-medium sized nonprofits activating public spaces and increasing access to live music.

Funding Needs: Grants in the range of \$10,000–\$100,000 (multi-year if possible) to support free concerts, community engagement programs, arts access, and public space activation.

Deliverable: Create a table of strong funding prospects. For each funder, include:

- Funder Name
- Website
- Contact Information (email/phone)
- Average Grant Size
- Grant Deadlines
- Funding Priorities
- Why They Are a Good Fit (explain alignment with live music, community arts, placemaking, public space, cultural equity, or community engagement missions)

Parameters:

- Only include strongly aligned funders (arts & culture, music, placemaking, creative community development).
- Prioritize U.S.-based foundations that fund locally, regionally, or nationally.
- Exclude funders that primarily support art museums, visual arts-only, or large national institutions, unless they explicitly include community music and public engagement.
- If information isn't available (e.g., average grant size), mark as *N/A* rather than guessing.

Context:

My nonprofit:

- Provides free outdoor concerts for the public.
- Activates underused public spaces through music and community arts.
- Increases access to the arts for diverse communities, often in mid-sized cities.
- Leverages arts as a tool for community building, social cohesion, and cultural equity.

Proposal Brainstorming

Connecting Mission to Funder Priorities

Prompt:

"Please help me brainstorm how my organization, which presents free outdoor concerts to activate underused public spaces and increase access to the arts, relates to [INSERT FUNDING PRIORITIES, e.g. cultural equity, community engagement, placemaking, or youth arts]. Provide examples of alignment that I could highlight in a grant application."

Crafting a Compelling Case for Support

Prompt:

"Please help me craft a compelling statement that highlights the urgency and significance of funding my organization, which brings free live music to diverse communities, because of [INSERT SOCIAL ISSUE, e.g. limited access to the arts, social isolation, lack of safe gathering spaces, inequity in arts participation]. Frame it in a way that appeals to funders who care about community health, equity, and cultural vitality."

Identifying Challenges and Solutions

Prompt:

"Please help me identify potential challenges or obstacles that may arise in implementing our free outdoor concert series and suggest strategies to address them. Here's what my organization does: [INSERT NONPROFIT DESCRIPTION]. Here's the project description: [INSERT PROJECT DETAILS]. Please include challenges related to weather, community outreach, funding sustainability, or measuring impact."

Revenue Diversification and Sustainability

Prompt:

"Please help me articulate my plan for including a fee-for-service model — such as offering ticketed special events, private rentals, or educational workshops — as another revenue stream for my organization. Explain why this approach strengthens our sustainability while allowing us to continue offering free public concerts for the community."

Narrative Writing

Concise Funding Need

Prompt:

"Please assist me in developing a clear and concise 200-word description of my need for funding. My organization provides free outdoor music concerts that activate public spaces, foster social connection, and expand arts access. The need is [XYZ — e.g., rising production costs, limited arts funding in our community, increased demand from audiences]. Make the statement persuasive and funder-ready."

Persuasive Executive Summary

Prompt:

"Assist me in creating a persuasive executive summary for my grant proposal. Here is the full text of my proposal: [PASTE GRANT PROPOSAL]. Summarize the key points in 250 words or less, making sure to emphasize community impact, cultural equity, and why free outdoor concerts matter for our city."

Compelling Opening or Closing Paragraph

Prompt:

"Generate a compelling [opening/closing] paragraph for my grant proposal focused on [INSERT PROJECT GOAL, e.g., expanding free outdoor concerts in underserved neighborhoods]. Be sure to highlight how our nonprofit's work provides long-term impact by strengthening community bonds, making arts accessible, and revitalizing public spaces."

Proofread Documents

Prompt:

"Please proofread the following grant narrative. Identify any spelling, punctuation, or grammar issues and correct them. Return the revised version with all corrections applied, and provide a short explanation of the most common errors you fixed."

Check for Grammatical Errors

Prompt:

"Read this grant proposal section carefully. Highlight all grammatical mistakes, including verb tense agreement, subject-verb agreement, article usage, and sentence structure. Provide both the corrected sentence and a short note explaining why the change was needed."

Ensure Coherence and Clarity

Prompt:

"Review the following draft section of our grant application. Assess whether the writing is clear, concise, and logically structured. Identify any sections where the meaning could be confusing or redundant. Suggest revisions that would make the text more coherent and easier for a funder to read."

Provide Suggestions for Improvement

Prompt:

"Please analyze this draft grant narrative. Offer at least 5 concrete suggestions to improve it, focusing on

strengthening the case for funding, making the impact more compelling, and aligning with common grantmaker priorities (such as equity, sustainability, or measurable outcomes). Include examples of how I could implement each suggestion."

Offer Alternative Phrasing

Prompt:

"Rewrite the following sentences to make them stronger, more persuasive, and funder-friendly. Provide 2–3 alternative phrasings for each, maintaining the same meaning but improving tone, clarity, and professionalism."