Ethical AI Checklist

For Philanthropic and Nonprofit Leaders
Developed by Full Circle Impact Solutions (FCIS)

1. Mission, Values, and Equity

☐ Does this AI use case support our mission and social impact goals?

☐ Have we evaluated its potential impact on equity and inclusion?

☐ Were community members or stakeholders consulted in this decision?

2. Data Use and Privacy

☐ Is data collected ethically and with consent?

☐ Are personal and sensitive data protected?

☐ Do our practices comply with legal and governance standards?

3. Bias, Fairness, and Accessibility

☐ Has the system been evaluated for bias or systemic inequity?

☐ Is it accessible to staff with varying technical skills?

☐ Does it consider diverse needs and reduce harm?

4. Transparency and Human Oversight

☐ Can we clearly explain how the AI system works and its limitations?

☐ Are humans involved in high-stakes decisions?

☐ Can staff challenge or override AI outputs?

5. Risk and Accountability

☐ Have we identified potential harms or misuse scenarios?

☐ Is there a mitigation plan in case of errors or harm?

☐ Are oversight responsibilities clearly assigned?

6. Training, Monitoring, and Feedback

☐ Have we trained staff to use AI tools responsibly?

☐ Is there a plan to monitor, audit, and update the AI use regularly?

☐ Do we collect and act on feedback from staff and stakeholders?

7. Trust and Sector Contribution

☐ Are we transparent about AI use with the public and partners?

☐ Could our use strengthen or weaken trust?

☐ Are we contributing learnings back to the field?

📝 Want Help?

FCIS offers strategic advising, AI policy development, and hands-on training to help your organization move from fear to fluency.

Let us help you craft an AI approach that's **effective, ethical, and aligned with your purpose**.

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