



ARTIFICIAL INTELLIGENCE POLICY

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1. Introduction

1.1 Policy Outline and Responsible Use

This policy outlines how Lincolnshire Community Foundation [LCF] uses artificial intelligence [AI] in its work and sets clear guidelines for staff and trustees to ensure the responsible use of AI technologies. LCF recognises AI is a developing technology that can enhance our efficiency whilst delivering high-quality services to all internal and external stakeholders and maintaining a commitment to thoughtful grant-making, reporting and analysis.

In addition to this policy, Lincolnshire Community Foundation is proud to be a signatory of the [Human-First Responsible AI Pledge](#). This commitment reflects our belief that AI should enhance human capability rather than replace human judgement. We are committed to ensuring that people remain at the centre of all AI-assisted processes and decisions, with appropriate oversight, accountability, transparency, and ethical consideration.

1.2 Risk Recognition

LCF recognises the risks involved in using AI, especially regarding the potential to exacerbate existing inequalities. The policy outlines the steps LCF is taking to mitigate these risks. Key risks to be aware of include inaccurate, incomplete, or misleading information (Inaccurate Information), content that may inadvertently incorporate copyrighted material (Copyright Infringement), and AI producing plausible but fictional results (False Information).

2. Scope

2.1 Applicability

The policy applies to all employees, trustees, and consultants (including external assessors) performing functions on behalf of LCF.

3. Abbreviations and Definitions

Abbreviation	Definition
AI	Artificial Intelligence
LCF	Lincolnshire Community Foundation
CEO	Chief Executive Officer
CRM	Customer Relationship Management
AIG	AI Group – a staff working group within LCF set up to oversee the roll out of AI. This includes Communications, Data Researcher and is overseen by the CEO
AI Definition	AI refers to technologies that perform tasks typically requiring human intelligence. This includes tools like ChatGPT
Plinth	Refers to the LCF system used to manage applications



4. Policy

4.1 Core Principles

LCF is committed to a human-first approach to AI. AI will be used to support and augment human expertise, creativity, empathy, and decision-making, rather than replace them. Human oversight and accountability will remain central to all AI-supported activities.

- **AI as a Tool to Support and Enhance Human Work**
 - LCF uses AI to support and enhance the work of our people, enabling them to focus on tasks that require human expertise, empathy and judgement.
 - AI must complement, not replace, human decision-making.
- **Human Oversight and Accountability**
 - AI-generated content and recommendations must always be reviewed by a human.
 - Staff must retain full responsibility for all decisions and outputs.
 - Final decisions on funding or eligibility will never be made by an AI tool—humans remain in control of critical decisions.
 - The CEO, Communications Lead, and Grants Team retain full accountability for all decisions and outputs, even if AI plays a role.
- **Transparency in AI Use and Decision-Making**
 - LCF will be open and transparent about how AI is used, both internally and externally.
 - LCF will communicate its role, limitations, and oversight processes to ensure stakeholders understand how LCF uses AI tools.
 - Staff will be made aware of the risks involved in over-reliance on AI outputs.
 - When an applicant or partner queries a decision, a member of the LCF team will provide a clear explanation of how the decision was reached and what role, if any, AI played.
- **Commitment to Fairness, Inclusion, and Equity**
 - LCF will actively seek to identify and prevent bias in AI systems and strive for AI use that promotes inclusivity, fairness, and benefits to all.
 - AI must not reinforce discrimination or create unintended inequalities.
- **Ongoing Support, Training, and Knowledge-Sharing**
 - LCF will provide training, guidance, and support to ensure all staff feel confident using AI.
 - LCF will also promote the sharing of staff knowledge and experiences to build organisational learning.
- **AI Should Benefit Both Staff and Communities**
 - AI should improve the efficiency and effectiveness of processes while also creating meaningful benefits for the communities LCF serves.
 - LCF will avoid unnecessary uses that do not add value.
 - LCF will ensure AI is fair and doesn't cause harm to its values or community.
- **Responsible Data Protection and Privacy**
 - AI must only process personal or sensitive data through approved, secure systems.
 - LCF applies privacy and security by design, ensuring compliance with data protection laws (e.g., UK GDPR, Data Protection Act 2018) and safeguarding information.
- **AI Use Must Align with Organisational Values and Ethical Practices**



- AI must be used in a way that aligns with LCF's purpose and values, ensuring ethical responsibility by considering the societal impact of AI use beyond just compliance with regulations.
- All AI tools are approved by LCF staff or trustees.
- **Monitoring and Continuous Evaluation of AI's Impact**
 - LCF will regularly assess AI's impact on its work, staff, and stakeholders.
 - LCF will adapt its approach based on what it learns and modify its AI use as technology and ethical considerations evolve.

4.2 Permitted Uses

- LCF uses AI in a supporting capacity for tasks that do not require human expertise, empathy, or judgement. Permitted uses include:
 - Document Drafting: Proofreading, spelling and grammar checking.
 - Research and analysis.
 - Meeting summaries.
 - Initial grant application screening.
 - Communication drafts.
 - Due diligence checks on applicants.
 - Generating preliminary grant assessment reports.
 - Infographics.
 - Improved targeting of funding: AI-assisted data analysis helps identify where funding will have the greatest impact.
 - Faster processing of applications: Initial eligibility checks in Plinth may mean applicants receive decisions sooner.
 - Drafting communications, summaries, and initial eligibility assessments.

4.3 Prohibited Uses

AI must **not** be used for the following:

- Automated decision-making without human oversight.
- Legal or specialist advice.
- Processing personal or sensitive data outside of approved systems.
- Generating photo-images of LCF's work or the people LCF works with.
- Plagiarism.
- Non-work purposes.
- Creating legal documents or Illusions of Legality/Authority.
- Sensitive Communications.
- Release of confidential information (Company/Personal).
- Fraudulent/malicious purposes.

4.4 Due Diligence

AI tools may be used to assist in preliminary due diligence checks of applicants.



- All AI-assisted due diligence findings must be verified by staff.
- Multiple sources should be used to verify information.
- Regular reviews of AI due diligence accuracy will be conducted, and learning fed back into the AI tools.

5. Roles and Responsibilities

Role	Responsibilities
CEO	Chief Executive Officer - Ensures the team gain the support and training required and understand, follow, and adopt this policy.
Staff	Responsible for checking AI-generated content for accuracy, readability and tone. Must verify AI-identified patterns and matches. All AI-generated shortlists and assessments require human review.
AIG (AI Group)	Oversees the approved tool list and security compliance, taking external IT advice when required. Carries out assessment of emerging AI technologies. Conducts monthly reviews of AI system performance.
LCF Board	Responsible for being kept informed and maintaining oversight.

6. Development and Review

- LCF recognises AI tools are rapidly evolving.
- Regular staff training and support will be provided on new AI capabilities.
- Feedback on AI tool effectiveness will be collected by the AIG.
- Monthly reviews of AI system performance will be conducted by the AIG, with regular oversight by the CEO.
- The AIG will carry out an assessment of emerging AI technologies and their potential application on an ongoing basis.

Data Protection

- Personal or sensitive data should only be processed through approved, secure AI systems.
- Any data breaches involving AI must be reported immediately as per the Data Protection policy.
- Daily deletion of AI chat histories is required.
- LCF will ensure AI data handling complies with its data protection policies.

Usage of AI in Grant Applications

- Applicants may use AI, however LCF reinforces the need for them to apply human oversight.
- LCF will continue to assess all applications on their merits.
- LCF will be transparent about any AI LCF uses in assessment.
- LCF will regularly review its AI draft results.



7. Review

7.1 Policy Review

This policy is reviewed, approved, and endorsed by the Board of Trustees. It is updated when required by legislation, to ensure that it reflects statutory responsibilities, government guidance and best practice for LCF or every 24 months whichever is the soonest.