

Copilot prompts for every nonprofit role

Works from your work, not the open web.

With a Microsoft Copilot license. Copilot Chat alone uses the web and what you paste or upload.



Your files

Documents and workbooks in SharePoint and OneDrive



Your email and chats

Outlook mail and Teams conversations



Your meetings

Teams recaps and who agreed to what



Your permissions

Only what you can already open

01

Executive directors

Word · Copilot app



Word

Check a policy against the bylaws

Try: Compare this draft whistleblower policy with our bylaws and employee handbook. List any conflicts, gaps, or terms that don't match, with section numbers.



Copilot app

Find the commitments you've made

Try: Look across my email, Teams chats, and meetings from the past two weeks. List the commitments I made, who I made them to, and which ones are now overdue.



Word

Write the emergency succession plan

Try: Draft an emergency succession plan for the executive director role from our bylaws and org chart: who steps in, what authority they hold, and who tells funders and staff.

02

Development directors

Excel · Outlook · PowerPoint



Excel

See who gave more, less, or stopped

Try: In this gift export, group donors by giving level and show who increased, decreased, or stopped giving compared with last year. Add a column for the date of each donor's last gift.



Outlook

Thank a first-time donor

Try: Write a thank-you email for a first gift of \$500 to our literacy program. Say in plain terms what the gift supports and invite them to our family reading night.



PowerPoint

Build a naming-gift proposal

Try: Build a five-slide proposal for a \$50,000 naming gift for our new classroom: the need, the plan, what the recognition includes, and the timeline.

03

Grants managers

Word · Excel



Word

Reduce an RFP to one page

Try: Summarize this request for proposals on one page: eligibility, deadline, award range, match requirement, required attachments, and how proposals are scored.



Excel

Explain every budget line

Try: Write the budget narrative for this workbook. For each line, explain what it pays for and how it connects to the project activities.



Excel

Check spending against the approved budget

Try: Compare spending to date in this workbook with the approved grant budget. Show the percent spent by line and flag any line likely to overspend.

04

Program managers

Word · Excel · Forms



Word

Draft the logic model

Try: Using this program description, draft a logic model table with inputs, activities, outputs, short-term outcomes, and long-term outcomes.



Excel

Catch attendance drops early

Try: From this attendance workbook, show weekly attendance by site and flag any site where attendance fell three weeks in a row.



Forms

Build a pre and post survey

Try: Create a pre- and post-program survey for parents with eight questions about their child's reading at home, using a five-point scale.

05

Communications teams

Word



Word

Turn a program update into a newsletter story

Try: Turn this program update into a newsletter story of about 300 words, plus a subject line and a 20-word teaser for social media.



Word

Write a story from an interview

Try: From this interview transcript, draft a 400-word story about a program graduate. Use only what she said, keep her words in quotes, and mark anything that needs her approval.



Word

Have a holding statement ready

Try: Draft a holding statement about a service disruption at our east site: what happened, what families should do, and when we'll update next. Calm and factual.

Copilot drafts; a person checks every name, number, and fact. Keep individual case, health, and student records out of prompts, and follow your organization's AI and data policies.



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