FOR NONPROFIT ORGANIZATIONS

100 COPILOT PROMPTS

Copy, paste, and put them to work today.

Microsoft 365 Copilot | Copilot Cowork | Security Copilot | Copilot Studio | Copilot in Power Platform



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Swipe →

BEFORE YOU START

Four rules that make every prompt better

1

Start with your own data

These work best when Copilot can see your files. Reference a real document, folder, or dataset by name.

2

Swap in your specifics

Replace the example program, amount, and audience with yours. The more concrete, the better the output.

3

Check the facts

Copilot drafts — you approve. Always verify numbers, names, and statistics before anything goes to a funder or your board.

4

Protect your people

Never paste donor PII or beneficiary records into a consumer AI tool. Use your organization's licensed, tenant-protected Copilot.

01

20 PROMPTS

Microsoft 365 Copilot

Everyday productivity across the apps you already use

- Donor & Board Storytelling
- Grants, Proposals & Reporting
- Budgets, Outcomes & Donor Data
- Stakeholder Engagement

MICROSOFT 365 COPILOT

PowerPoint

Donor & Board Storytelling

Build Board Decks Instantly

Try: Create a 10-slide board deck from our Q3 program report with outcomes, dashboards, and budget vs. actuals.

Craft Donor Pitch Decks

Try: Build a major-gift pitch for a family foundation asking $100K for our after-school program.

Visualize Program Impact

Try: Add SmartArt and charts visualizing families served and cost-per-meal this year.

Design a Fundraising Appeal

Try: Design a giving-day appeal deck around our $50K matching-gift challenge.

Summarize for the Board

Try: Condense our 40-slide annual review into 5 slides for the board of directors.

Word

Grants, Proposals & Reporting

Draft Grant Proposals

Try: Draft a youth-literacy grant proposal using this RFP, our logic model, and a need statement.

Write Donor Impact Reports

Try: Turn these outcomes into a heartfelt year-end impact report with a client success story.

Summarize Long RFPs

Try: Summarize this 60-page RFP into eligibility, deadlines, and evaluation criteria for our team.

Extract Grant Compliance Terms

Try: List all reporting deadlines and allowable-cost restrictions in this grant agreement.

Draft Policies & Board Docs

Try: Generate a conflict-of-interest policy and a volunteer code of conduct for our nonprofit.

Excel

Budgets, Outcomes & Donor Data

Analyze Program Outcomes

Try: What outcome trends show up in our client survey data by program and age group?

Build Grant Budgets

Try: Write formulas to split shared staff costs across 3 grants and compute indirect recovery.

Chart Impact & KPIs

Try: Chart people served each quarter against our annual goal for the impact report.

Clean Donor & Client Data

Try: De-duplicate and standardize these donor records for a clean import into our CRM.

Forecast Funding & Runway

Try: Model our cash runway if our anchor foundation grant lapses vs. renews next year.

Outlook & Teams

Stakeholder Engagement

Draft Donor Communications

Try: Write a warm thank-you and stewardship email for a $25K first-time donor to our shelter.

Recap Board & Team Meetings

Try: Summarize this board meeting into decisions, action items, and who owns each.

Reply to Donors Faster

Try: Draft a friendly reply confirming this donor's recurring gift and tax receipt.

Prep Funder Updates

Try: Turn this Teams thread into a short grant progress update for our program officer.

Mobilize Volunteers

Try: Draft a volunteer recruitment email and shift schedule for our food-drive day.

02

20 PROMPTS

Copilot Cowork

Delegate the heavy, multi-step work

- Delegate Deep Research
- Produce Complete Deliverable Packets
- Take Action Across Your Tools
- Put Your Mission on Autopilot

Deep Research

Delegate Deep Research

Build a Funder Prospect Report

Delegate: Research 15 foundations that fund youth mental health in our state; return a cited memo and an Excel tab with giving history and deadlines.

Scan for Grant Opportunities

Delegate: Find open grants our food bank qualifies for; rank by fit and award size with eligibility and due dates.

Run a Community Needs Assessment

Delegate: Assemble a cited needs assessment on housing insecurity in our county with statistics and comparable interventions.

Benchmark Peer Nonprofits

Delegate: Compare how 5 peer literacy nonprofits present impact and appeals; summarize what we should adopt.

Brief Me on Compliance Changes

Delegate: Research new state charitable-solicitation rules and give me a plain-language brief with what we must change.

Multi-Artifact

Produce Complete Deliverable Packets

Assemble the Full Board Packet

Delegate: Build our full Q3 board packet: agenda, ED memo, finance dashboard, and a 12-slide deck from our program files.

Draft a Complete Grant Application

Delegate: From this RFP and our program data, draft the full application: narrative, budget in Excel, logic model, and attachments list.

Produce the Year-End Impact Report

Delegate: Compile this year's outcomes across all programs into an impact report with charts and a matching donor email.

Build a Fundraising Campaign Kit

Delegate: Create our spring campaign kit: case for support, 4-email appeal series, 2-week social calendar, and a gala deck.

Run a Program Evaluation

Delegate: Evaluate our mentoring program from this survey data: findings memo, Excel with tabs, and a summary deck.

Takes Action

Take Action Across Your Tools

Run Donor Stewardship End-to-End

Delegate: Send personalized thank-yous to this month's new donors, then schedule a 30-day check-in for each.

Clean Up My Week

Delegate: Review my week, decline conflicts, add two grant-writing focus blocks, and prep me for the funder call.

Triage the Inbox

Delegate: Sort my inbox into Grants, Donors, and Volunteers, and draft replies to anything needing a response today.

Coordinate a Volunteer Event

Delegate: Schedule volunteers for Saturday's food drive, send shift confirmations, and build a run-of-show.

Organize Our Program Files

Delegate: Reorganize our shared drive into folders by grant and program year, and flag duplicate files.

Put Your Mission on Autopilot

Scheduled & Triggered

Weekly Impact Digest

Automate: Every Friday at 3pm, summarize this week's program numbers and wins and email it to our leadership team.

New-Donor Welcome Series

Automate: When a new donor gives, send a welcome email and receipt, and add a 3-touch stewardship plan for them.

Grant Deadline Watch

Automate: Watch our grant deadlines and remind me two weeks out with the exact deliverables checklist for each.

Monthly ED / Board Update

Automate: On the 1st, draft my monthly board update from last month's meetings, emails, and program milestones.

Post-Event Volunteer Follow-Up

Automate: After each volunteer event, email attendees a thank-you and a 3-question feedback survey.

03

20 PROMPTS

Security Copilot

Defend the mission at machine speed

- Investigate & Respond Faster
- Hunt Threats in Plain English
- Harden Identity, Devices & Data
- Put Security on Autopilot with Agents

SECURITY COPILOT

Defender XDR

Investigate & Respond Faster

Summarize an Incident

Ask: Summarize incident 15134 into a paragraph for my manager and list the entities involved.

Get Guided Response

Ask: Generate guided responses and recommendations for Defender incident {ID}.

Analyze a Suspicious Script

Ask: Identify the scripts in Defender incident {ID}. Are these malicious?

Investigate a Device or User

Ask: Summarize device information in Defender incident {ID}.

Write the Board Incident Report

Ask: Write an executive report of this investigation for a nontechnical audience.

Sentinel · MDTI

Hunt Threats in Plain English

Turn Questions into KQL

Ask: Show failed MFA sign-ins for finance-team accounts in the last 24 hours.

Profile a Threat Actor

Ask: Give me information about Pearl Sleet activity, including known IoCs and TTPs.

Assess a New CVE's Impact

Ask: Was CVE-2026-1234 exploited in the wild, and are our systems exposed?

Check a Threat Article Against Us

Ask: Extract IoCs from this threat article and generate KQL to check if we're affected.

Triage Your Sentinel Queue

Ask: What high-priority Sentinel incidents in the last 24 hours are assigned to me?

SECURITY COPILOT

Harden Identity, Devices & Data

Entra · Intune · Purview

Optimize Conditional Access

Ask: Review our Conditional Access policies for gaps and recommend Zero Trust improvements.

Investigate a Risky User

Ask: Investigate why this user was flagged as high risk and recommend next steps.

Prioritize Device Vulnerabilities

Ask: List our highest-risk unmanaged devices and the vulnerabilities to remediate first.

Triage DLP & Insider-Risk Alerts

Ask: Investigate this DLP alert — what sensitive data was involved and how risky is it?

Surface Your Biggest Risks

Ask: Show critical risks for publicly exposed resources and sensitive data.

SECURITY COPILOT

Autonomous

Put Security on Autopilot with Agents

Phishing & Alert Triage Agent

Deploy: Auto-triage reported phishing so your team only reviews the real threats.

Threat Intel Briefing Agent

Deploy: Get a weekly threat briefing tailored to nonprofits and your tech stack.

Conditional Access Optimization Agent

Deploy: Keep identity policies tight automatically as staff and volunteers come and go.

Vulnerability Remediation Agent

Deploy: Let the agent watch and rank device risks so nothing critical slips.

Insider Risk & DLP Triage Agent

Deploy: Auto-prioritize data-protection alerts so PII risks rise to the top.

04

20 PROMPTS

Copilot Studio

Build custom agents for your nonprofit

- Answer Questions on Your Knowledge
- Give Agents Actions to Get Things Done
- Run Autonomous, Triggered Agents
- Extend Microsoft 365 Copilot & Scale

COPILOT STUDIO

Grounded Q&A

Answer Questions on Your Knowledge

Volunteer & Staff Helpdesk

Build: An agent that answers staff HR and policy questions from our SharePoint handbook.

Donor & Program FAQ Bot

Build: A public website agent that answers donor and program FAQs from our site.

Grant & Compliance Assistant

Build: An agent that answers grant-compliance questions from our funder guidelines.

New-Hire Onboarding Guide

Build: An onboarding agent that answers new-volunteer questions about our programs and tools.

Program Eligibility Screener

Build: An agent that screens clients for program eligibility and routes them to the right service.

Tools & Connectors

Give Agents Actions to Get Things Done

Take Volunteer Sign-Ups

Build: An agent that signs volunteers up for shifts and saves them to our SharePoint list.

Log Requests & Create Tickets

Build: An agent that logs facility requests as Planner tasks assigned to our ops team.

Send Confirmations & Emails

Build: An agent that emails a confirmation and next steps after someone registers for our event.

Book Appointments & Intakes

Build: An agent that books client intake appointments and adds them to our calendar.

Connect to Any System

Build: An agent that looks up a donor's giving history in our CRM and summarizes it.

Run Autonomous, Triggered Agents

Event & Schedule Triggers

Auto-Onboard New People

Trigger: On new team member → send welcome message and first-week checklist.

New-Donation Workflow

Trigger: On new donation row → thank donor, email receipt, create follow-up task.

Deadline & Renewal Monitor

Trigger: Every morning → check deadlines and post upcoming ones to Teams.

Data Hygiene Agent

Trigger: On contact created → check for duplicates and flag a review task.

Scheduled Digest Agent

Trigger: Every Friday → summarize the week's sign-ups and post to Teams.

COPILOT STUDIO

Extend Microsoft 365 Copilot & Scale

Publish · Multi-Agent

Add Your Agent to M365 Copilot

Extend: Publish your grants agent to M365 Copilot so anyone can ask it in chat.

Ground on Your Whole Tenant

Extend: Ground your agent on SharePoint, Dataverse, and connected org data.

Deploy to Teams & Your Website

Extend: Deploy your FAQ agent to Teams and embed it on your donation page.

Orchestrate Multiple Agents

Extend: Build a front-door agent that hands off to your HR, grants, and IT agents.

Govern with Confidence

Extend: Require approval before an agent sends anything on your behalf.

05

20 PROMPTS

Copilot in Power Platform

Low-code apps, automation and insights

- Build Full Apps Just by Describing Them
- Automate the Busywork
- Launch Sites & Portals Fast
- See Your Impact in the Data

Power Apps vibe

Build Full Apps Just by Describing Them

Describe It, Get a Working App

Build: Build an app to track volunteer shifts with dates, roles, assignments, and status.

Ground It in Your Own Documents

Build: Attach your client-intake spreadsheet so vibe builds around your real fields.

Plan It Before You Build

Build: Plan an app for our food-pantry inventory and client visits.

Refine It by Just Chatting

Build: Change the theme to our brand blue and add a photo field.

Publish & Share on Dataverse

Build: Publish to Dataverse and share the app with your programs team.

Power Automate

Automate the Busywork

Build a Flow from a Sentence

Automate: When a donation form is submitted, post the details to our Teams channel.

Route Approvals & Alerts

Automate: When a check request is submitted over $500, send it to the ED for approval.

Troubleshoot & Explain Flows

Ask: What does my flow do?" — or "Why did my last run fail?

Automate Legacy Data Entry

Automate: Have a desktop flow key grant data into your legacy accounting system.

Find What to Automate

Ask: Which activity has the highest rework, and what should we automate first?

Power Pages

Launch Sites & Portals Fast

Launch a Site from a Description

Build: Build a website for residents to find local food and housing resources by ZIP code.

Add Smart Forms Instantly

Build: Add a scholarship application form with name, program, essay, and financial need.

Write Web Copy with Copilot

Build: Write a welcoming page describing our free after-school program for families.

Add a Site Agent

Build: Enable a site agent that answers "how do I apply?" from your pages.

Match Your Brand

Build: Ask Copilot to generate a color theme that matches your logo.

Power BI

See Your Impact in the Data

Build a Report Automatically

Ask: Create a page to analyze donations, grants, and program spend over time and by region.

Ask Questions of Your Data

Ask: What were our top 5 funding sources last quarter?

Summarize a Report for the Board

Ask: Summarize this report for our board — key trends and anything concerning.

Generate DAX Measures

Ask: What was the year-over-year growth in individual donations?

Explain & Document Measures

Ask: Explain what our 'Retention Rate' measure calculates.

THAT'S ALL 100

Save this.
Then share it with one person who needs it.

Every prompt in this pack is free to download, share, and adapt — part of the Copilot for Nonprofits series.



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