

Donor Reporting with AI

Draft faster, stay compliant, and keep your own voice

The reporting bottleneck

Donor reports eat time that programme staff do not have. The facts are known, the deadline is fixed, and yet the blank page still takes hours. AI will not write an honest report for you, but it will get you past the blank page and into editing, which is where your expertise actually adds value.

Give the AI the frame, not a blank page

The quality of the draft depends entirely on what you put in. Give it the facts, the audience, and the format.

"Draft a [quarterly] progress report for [donor] on our [sector] project in [location]. Key facts: [beneficiaries reached, activities completed, delays and reasons, budget status]. Audience: [donor] officials who want evidence and concise language. Follow this structure: [paste the donor's template headings]."

Then you add the field detail, the nuance, and the judgment. The tool handles structure and first phrasing; you handle substance and truth.

Match the donor's language and format

Every donor has a house style and a required structure. Paste their template or a past approved report and ask the AI to follow it exactly. Ask it to flag where you still need to supply data, rather than inventing numbers.

What AI is good at here, and what it is not

- **Good at:** structure, first drafts, tightening wordy text, adapting tone, translating between working languages
- **Not to be trusted with:** figures, results claims, attribution, or anything a donor could hold you to. Every number and every claim stays your responsibility.

Keep compliance and accuracy yours

Never paste sensitive beneficiary data into a public tool (see responsible-AI guidance). Fact-check every figure against your own records. A report is a commitment, and the commitment is yours, not the tool's.

Remember

AI turns a half-day of drafting into an hour of editing. That hour is where your programme knowledge makes the report honest, specific, and credible. Use the time it frees for the reporting only you can

do well.

Need help setting up a reporting workflow that fits your donors? Connect with Impact Node.

info@impactnode.org