



AI Literacy Lab



Bykov-Brett
Enterprises

FREE STARTER KIT FOR CHARITIES, SCHOOLS & COMMUNITY GROUPS

AI on a Shoestring

Practical AI for teams with more mission than money.

A no-cost, no-jargon guide to putting free AI tools to work in your organisation, safely, and without hiring anyone.

Turn Intent Into Impact.



You're stretched thin. AI can hand back the hours.

Small teams doing big work rarely lack ideas. They lack time, money, and a tech person. Three things usually stop community organisations trying AI, and this kit removes all three.



No budget

Every tool in this kit has a genuinely free tier. No card, no trial clock, no upsell.

Start today, spend nothing.



No safe way in

A plain safety section shows you exactly what to do, and what to never put into an AI tool.

Confidence before you type.



No tech person

Written in plain English for non-technical teams. You do not need to hire anyone.

If you can send an email, you can do this.

Protect people first, then automate.

Free AI tools may use what you type to train their models. For an organisation that holds trust, that is the whole risk, so learn this one page before anything else.

Safe to use

- ✓ General “how do I...” questions and ideas
- ✓ Public information anyone could already read
- ✓ Your own draft text, notes and policies
- ✓ Made-up or fully anonymised examples

Never share

- ✗ Names or details of vulnerable people
- ✗ Health, financial or case records
- ✗ Safeguarding or child-protection information
- ✗ Anything covered by a confidentiality duty

 **Rule of thumb: if you'd hesitate to email it to a stranger, don't paste it into an AI tool.**

Four free tools, and what each is really for.

You don't need all of them. Pick one, get comfortable, then add another.



ChatGPT

CHATBOT

Everyday writing, rewriting and quick answers.

Free tier: caps at busy times; runs an older model.



Claude

CHATBOT

Longer documents and careful, natural-sounding drafts.

Free tier: a daily message limit that resets each day.



Copilot & Gemini

BUILT-IN

Help inside tools you already use, like Word, Docs and email.

Free tier: varies; some features need a work or school login.



Canva

DESIGN

Posters, social posts and simple graphics with AI help.

Free tier: some AI images and brand kit tools are paid.

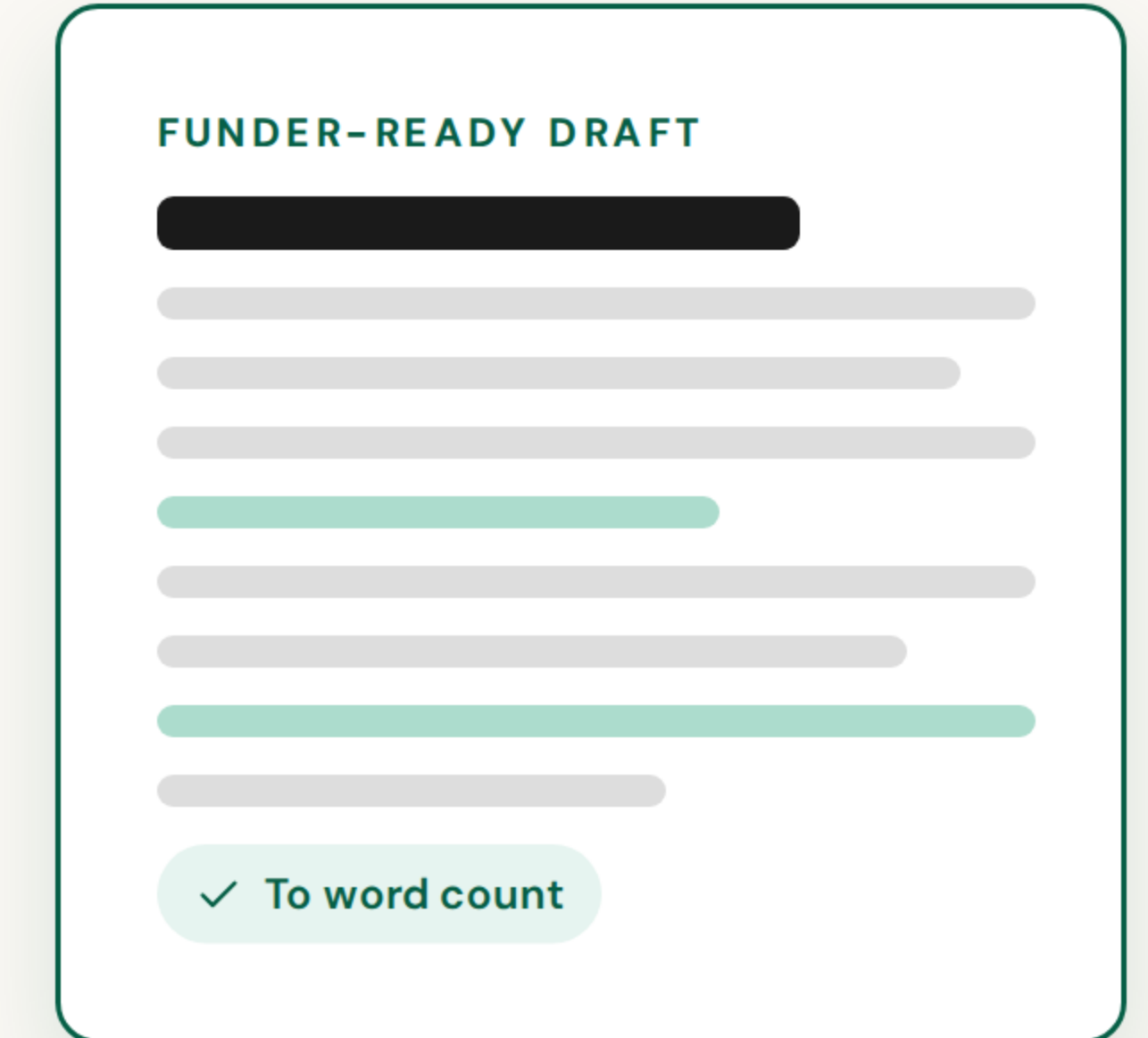
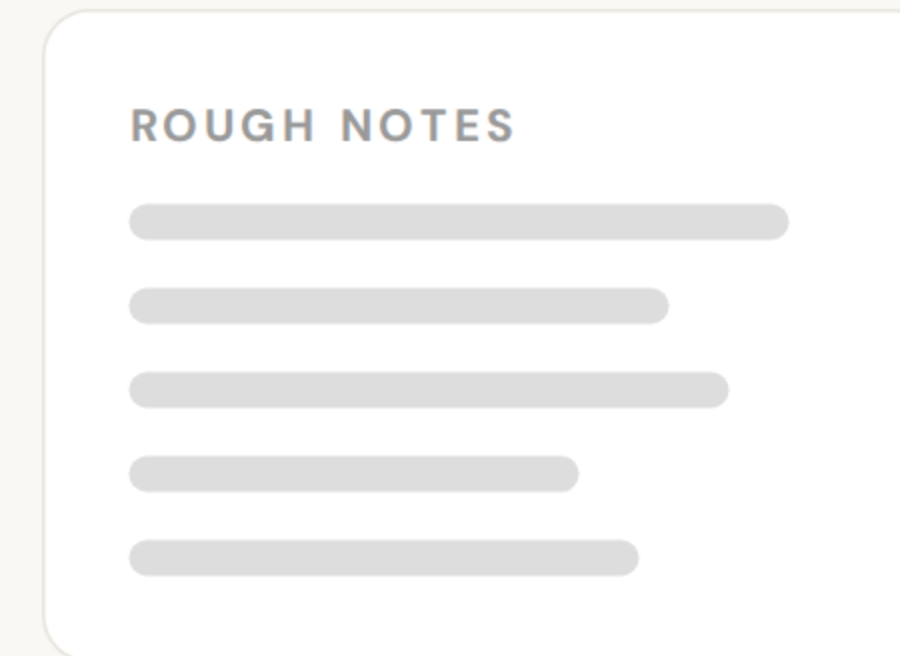


Tools change fast. Always check the free tier still covers you before you rely on it.

Win more funding, in less time.

AI won't win the grant for you. But it turns a blank page and a looming deadline into a solid first draft you can shape.

- 1 Paste the funder's questions and your rough notes.
- 2 Ask AI to draft answers in your voice, to the word count.
- 3 You edit for truth and heart. Never send a first draft.



✦ A funder can tell a template from the truth. Keep the facts and the feeling yours.

Hand the admin to a tireless assistant.

The jobs that eat your evenings are the ones AI does best. Draft, don't send. You stay in charge of every word that goes out.



Volunteer rotas

Draft a fair weekly rota from who's free.

*"Who can cover Saturday?"
Sorted.*



Newsletters & comms

Turn three bullet points into a warm update.

A supporter email in five minutes.



Meeting minutes

Paste rough notes, get clear actions and owners.

Everyone knows who does what.



Policies & letters

First drafts of policies, letters and forms.

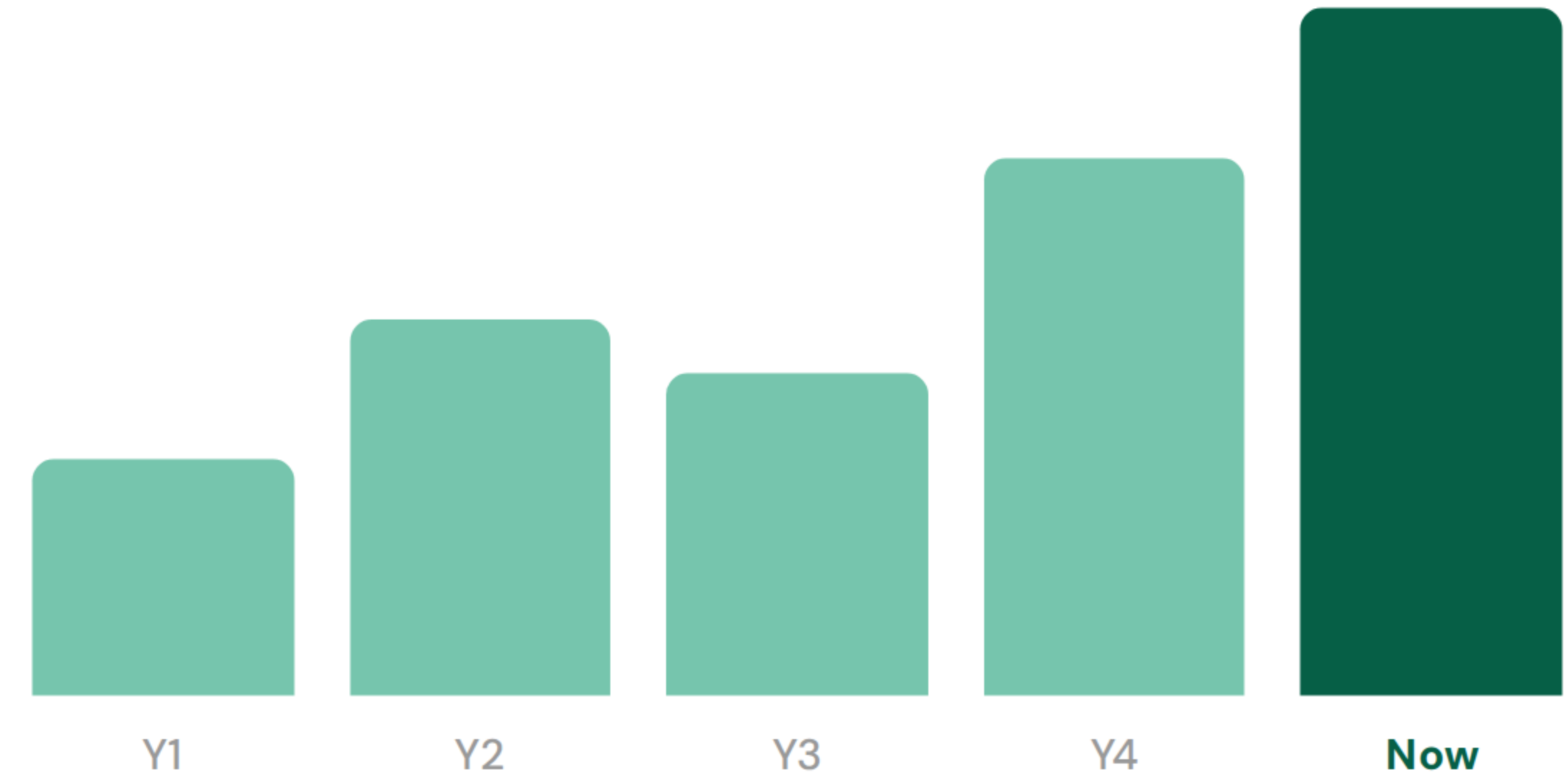
A blank page is never the start.

Turn messy numbers into a clear story.

Funders and trustees want impact, not spreadsheets. AI helps you find the story in your data and say it plainly.

- 1 Paste your figures: attendance, feedback and spend.
- 2 Ask for the three numbers that matter most.
- 3 Get a short, plain-English impact summary.

IMPACT AT A GLANCE



Lead with the one number that moved the most.

✦ Always check the figures yourself. AI can phrase your impact. It must never invent it.

Steal these prompts to get started.

Copy, paste, and swap in your own text where it says [paste]. That's the whole trick.

>_ FUNDING BID

- › Here are a funder's questions and my rough notes: [paste]. Draft warm, plain answers within each word count, and flag anything you're unsure about.

>_ SUPPORTER EMAIL

- › Turn these three updates into a friendly 200-word email: [paste]. Warm, not corporate. End with one clear thank-you.

>_ MEETING MINUTES

- › Here are my rough meeting notes: [paste]. Give me a short summary, the decisions made, and actions with an owner and a date.

>_ PLAIN ENGLISH

- › Rewrite this so a busy volunteer gets it in one read: [paste]. Short sentences, no jargon, keep the meaning exact.

One person learns. The whole network levels up.

Mutual aid is simple: what you work out, you pass on. Turn this kit into a shared habit and everyone's saved hours add up.



Gather a few

Get four to six people from nearby organisations onto one short monthly call.



Share one win

Everyone brings a single thing AI helped them do that month, wins and flops alike.



Bank the best

Drop the prompts that actually worked into one shared doc anyone can open.

No experts. No fees. Just neighbours swapping what works.



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FREE TO USE. FREE TO SHARE.

Take it. Use it. Pass it on.

And if you'd like a hand, just ask.

I keep a little time free for schools, charities and community projects. If that's you, get in touch. No pitch, just help.

↓ More free resources

✉ jamie@bykovbrett.net



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