

Anatomy of a Good Prompt



How to Frame your Request for the Best Results

Context: Set the Stage

Context

Your role (Who are you in this context?)
AI's role (What role do you need the AI to take? What background information will help the AI give you a better answer?)



I'm the CEO of Pathway Forward, a local non-profit that provides job training and mentorship for at-risk youth. You're an expert in California at-risk grant proposals helping me draft a compelling grant proposal. Our organization recently expanded into digital literacy and technical skills programs, and we want to emphasize the measurable community impact of this growth.

Task: Ask for what you want

Task

What do you want the AI to do?
What are the guardrails (Do's/Don'ts)?
Give as much detail and be as specific as possible.

Please write a concise executive summary for the proposal that communicates our mission, highlights recent success metrics, and explains how additional funding will allow us to scale our programs to reach more participants.

Output: How do you want it?

Output

How long or short of an answer do you want? Do you want a bulleted list, a table, a summary?
Do you want an Excel, Word, or PDF file?

Keep the tone professional, inspiring, and authentic-avoid vague or overly formal language. Produce a polished, two-paragraph summary (around 200 words) and give it to me in a Word document titled "Grant Proposal".

