



**HOW TO CREATE
A KEYWORD GLOSSARY
WITH AI**

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your excellence in
word and deed.*

How to Create a Keyword Grant Glossary with AI

A keyword glossary is a simple yet powerful tool for grant writers and nonprofit teams. It is a running list of important words, phrases, and terminology that funders use most often in their announcements, funding opportunities, and guidelines. By tracking these keywords and using them in proposals, organizations can show funders they are paying attention and are aligned with current priorities.

What Is a Keyword Glossary?

A keyword glossary is a document where you collect and organize the specific language funders are using right now. Most organizations start by reviewing funder websites, current Notices of Funding Opportunity (NOFOs), press releases, and newsletters. Write down the words and phrases that are repeated or highlighted, both those that are preferred and those to avoid. Review and update your glossary regularly, especially when funders announce changes or share new focus areas.

Benefits of Having a Keyword Glossary

- Ensures proposals and outreach always use the language funders want to see, increasing the chances of success.
- Helps teams avoid old, outdated, or discouraged terms that might cause proposals to be set aside.
- Makes proposal writing faster and easier, offering an easy reference for everyone writing or editing grant applications.
- Builds team confidence and consistency, since everyone works from the same list and knows what to say (and what not to).

How To Start Your Own Keyword Glossary

1. Visit the websites of your top funders and read their Notices of Funding Opportunity (NOFOs), press releases, and any public statements about priorities.
2. Copy keywords, theme words, and focus phrases that are emphasized or appear often.
3. Ask colleagues, attend grant writing forums, and join grant community groups to find out what terms are trending or successful for others.
4. Use an easy tool like a spreadsheet or shared document to write down the preferred words, discouraged words, and where each came from.
5. Update the list every quarter or whenever a new funding opportunity comes out. During team meetings, add new terms and remove ones no longer used.

A keyword glossary makes it much easier to keep up with changing funder goals and build proposals that are exactly on target. This one habit can keep any organization, veteran, or newcomer prepared for what comes next in the funding world.

How To Create a Keyword Glossary with AI

AI tools can quickly analyze large amounts of text from funder websites, recent Notices of Funding Opportunity (NOFOs), newsletters, and press releases. These tools help identify patterns, highlight frequently-used terms, and spot new or trending language. Here's a simple way to get started:

1. Collect digital documents from key funders, such as recent NOFOs, funding announcements, and press releases.
2. Use an AI-powered text analysis tool. Many grant compliance platforms, like Next-Level's Compliance Scanner, can scan documents for key terms and flag changes in agency language automatically.
3. Upload or copy-paste the text from your funder documents into the tool. Ask the tool to extract keywords, phrases, and repeated terminology.
4. Review the AI-generated list. Highlight words that match current funder priorities, as well as any new terms or discouraged words.
5. Add these findings to your shared keyword glossary document. Organize it by "preferred," "trending," and "avoid" categories for maximum clarity.
6. Each quarter, repeat the process to keep your glossary fresh and aligned with emerging trends.

Using AI in this way saves time, ensures accuracy, and helps your whole team stay aligned with the shifting vocabulary of today's funding landscape.