Resource:

Free cloud based productivity tools for registered charities

After a few conversations with museums a common theme has been emerging:
that they would benefit from cloud file storage and sharing documents, standardised email accounts and working collaboratively online aka 'productivity application suites'.

Business accounts for these productivity application suites can be FREE for charities*

So, I have put together this short guide on what is currently available for charities from the two tech giants Microsoft and Google.

If you have any questions or would like a one to one conversation with our Digital Engagement Officer about anything listed below please get in touch via our enquiry form.

You will need to conduct an eligibility checker for both:
Microsoft 365: Nonprofits Grants & Credits Eligibility | Microsoft Nonprofits
Google Grant Application Eligibility - Google for Nonprofits

Microsoft 365   **V's**   Google Workspace

Context

Microsoft and Google both want to make it easier for your teams to work together and collaborate effectively. Both suites are built on a reliable, secure cloud infrastructure – you can access your accounts anywhere.

The two suites are quite similar in offer: they both include apps for email, word processing, instant messaging and video conferencing. Included with this is file sharing and central management functionality (using a single, central set of tools, procedures, and systems).

Both are subscription based and this will depend on the size of your charity and what functionality you will want to access. I link to the free non-profit basic packages for both.

I have compiled a comparative overview of the key features on the next page.

Top tips:
1. Have the person who will be the administrator of your organisation's account sign up and make sure there is continuity with the email address (i.e an organisational one rather than personal).
2. Map into your transition plans the need to bring everyone onboard, discuss standardised ways of working and plan methods to discover the tools together
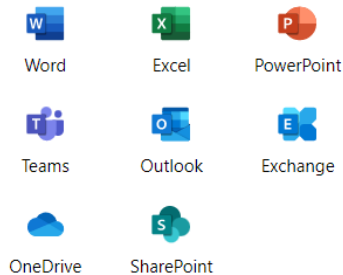
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A comparison of key features

 Microsoft 365   Google for Nonprofits

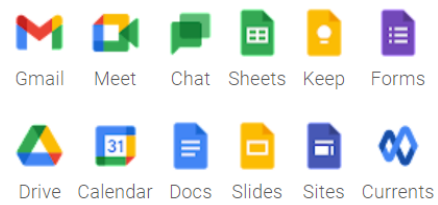| Outline offers	
Microsoft 365 Business Basic – nonprofit Compatible with Windows 10 or later Exchange and SharePoint are domain versions only Up to 300 users Subscriptions for fewer than five users receive 1 TB OneDrive storage per user Apps and services included [2,3] Word Excel PowerPoint Teams Outlook Exchange OneDrive SharePoint	**Google Workspace for nonprofits** No specifications on compatibility (use on any browser) Domain only Unlimited users 30gb cloud storage per user (inc. gmail) Every plan includes Gmail Meet Chat Sheets Keep Forms Drive Calendar Docs Slides Sites Currents

Collaboration and cloud storage	
Cloud storage: **One Drive**: 1tb per user (if less than 5 users). **Sharepoint**: document management system Word Excel Powerpoint Forms Sways	Cloud storage: **Google Drive**: 30gb per user and unlimited users Google docs Google sheets Google slides Forms survey builder Sites website builder

Email and calendar	
Exchange: default mailbox size of 50mb (+1tb One Drive) Can custom the email to your organisation's domain Microsoft's Exchange Online Protection (EOP) Outlook: shared calendar	Gmail business email: default mailbox size of 30GB Can custom the email to your organisation's domain Ad-free Phishing and spam protection Calendar: shared calendar

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Microsoft 365 **Google** for Nonprofits

Instant communication: chat and video	
Teams: covers both video and voice conferencing and chat function. Chat is within your organisation – not outside.	Google Meet: video and voice conference Google Chat: can chat outside of your organisation

Notable differences	
VOLUNTEERS: After some digging it looks like volunteers (not including unpaid executive staff) are not eligible for Microsoft's nonprofit grant package subscriptions – but could access your files from a personal account: *Nonprofit grants are permitted **only for paid nonprofit employees, and unpaid executive staff** who act as leadership for the nonprofit. Nonprofit discounts are permitted for all nonprofit staff and volunteers. Nonprofit beneficiaries, members and donors are NOT eligible for nonprofit licenses and subscriptions.* *If your nonprofit has volunteers that you would like to invite to collaborate with your staff and employees as external guests, you can invite these external users to sign into your site and resources **using a personal Microsoft account.*** *Alternatively, **discounted offers are available if you want to provide full Microsoft 365 capabilities, including an organization email address, to your volunteers***. More info in FAQ's section Nonprofits Grants & Credits Eligibility	Microsoft Nonprofits There is another option for Non-profits : a Microsoft 365 Business Premium grant for up to 10 seats – if you are a smaller charity and would only need 10 user accounts (for paid staff or unpaid executive staff)	VOLUNTEERS: If you are volunteer led or have more volunteers than paid staff then Google Workspace provides more options for having volunteer users. ----- Google Workspace for non-profits also offers: Google Ad Grants YouTube Nonprofit program Google Earth Outreach/Google Maps platform

Links to get started	
Nonprofit offers (microsoft.com) Nonprofit FAQ	Microsoft Nonprofits	Google Workspace: Nonprofit Resource Center - Google for Nonprofits Google Grant Application Eligibility - Google for Nonprofits

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