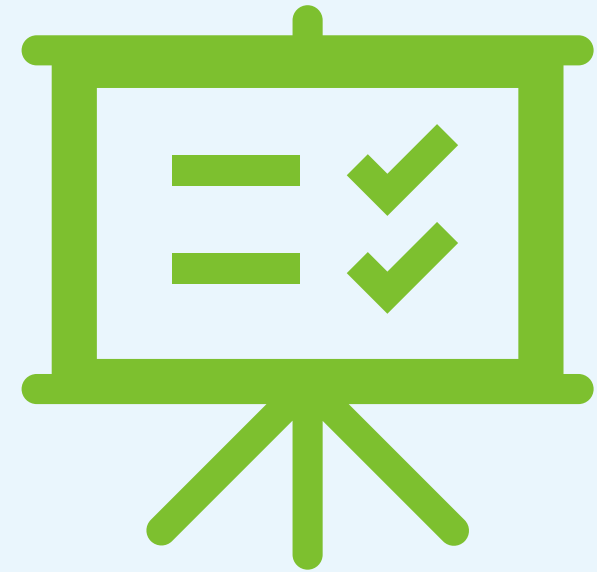# Setting up a tech/ digital budget for your small charity

This is a part of our Digital Foundations training series.

superhighways
harnessing **technology** for **community** benefit

Please introduce yourselves & type of organisation

&

What one thing would you like to learn today?

Why create a budget?

- Setting budgets & apportioning costs
- Costing the ideal set up - how do we get there?
- Fundraising – funding bids, corporate asks etc
- Ensuring you're getting best value and accessing discounts you're eligible for
- Rationalising tools – do you need so many?
- Understanding cost implications as you grow – fixed vs cost per person
- Future proofing your organisation – underpinning efficiencies and effectiveness

What to include?

- Costs for staff & volunteers to work:
  - Devices & accessories
  - Software & systems
- Office infrastructure?
  - Networks
  - Broadband
  - Telephone systems
- Organisation wide systems :
  - Monitoring & evaluation database
  - Finance
  - HR

Training, support & development?

Factors affecting your budget

- Organisational structure – can you access charity discounts?
- Numbers of staff and working patterns. How to
- Volunteers vs trustees / paid staff – are there licence differences
- Premises or remote / home working
- Short term projects vs longer term funding
- VAT status – included in funding or claim back where unrestricted spend?

A budget example

Organisational tech & digital infrastructure costs	Non profit discount?	Unit cost per month inc VAT	Annual cost inc VAT	No. of users (or devices)	Total annual cost	Notes
Microsoft Business Premium licences	Yes (Registered Charity full donation)	£0.00	£0.00	8	£0.00	NB Registered charities can access 10 licences for no cost as part of Microsoft's full donation scheme for staff & trustees (not volunteers). Thereafter £4.50 per user per month ex VAT. Includes Office desktop apps & additional security features e.g. email encryption.
Microsoft Business Basics licences	Yes (Registered Charity)	£0.00	£0.00	0	£0.00	300 licences available for registered charities. Includes only online Office apps.
Microsoft Business Standard licences	Yes (Registered Charity)	£3.00	£36.00	10	£360.00	Ironically, volunteers don't qualify for fully donated or discounted M365 licences. This is the best licence for them giving Office suite but not e.g. encryption.
Anti Virus (Pricing here for Bit Defender Gravity Zone Internet Security)	Yes (Registered Charity)	n/a	£54.00	20	£108.00	Annual cost per device not user - based on the entry level bundle of 10 licences, purchased via Charity Digital
Broadband costs	n/a	£72.00	£720.00	1	£720.00	Add total cost and divide to get the unit cost. Check if costs cover the line rental too
Domain name registration with ISP e.g. ionos	n/a		£86.40	1	£86.40	Usually lasts for 2 years so for an annual budget you might need to just include 50%

How to use the template

- Use to give you an idea of what to include in your own finance systems
- Use to overwrite and add in your own costs and adjust formulae as necessary
- A note on Formulae:
  - Basic multiplication and division to calculate totals and costs per users
  - Multiplying by 1.2 to include VAT in costs
  - Using Absolute Cell Reference (if using the no. of staff / volunteers feature)

Discounted software
(mainly for registered charities)

Donations and Discounts for Nonprofits

Incredible offers for nonprofits from leading brands. Low administrative fees. Join our global community!

BROWSE CATALOGUE

Charity Digital –
Home page

How to Register with Charity Digital

✓Provide some basic information about your charity

✓Verify your charity status by uploading a copy of your registration document.

✓Once registered, you can browse the catalogue of software products and apply for the ones that suit your needs

Funding tech

- Always build costs you can into projects / core funding (Full Cost Recovery and Unit Costs per worker as per your budget)

- **Clothworkers Foundation** – capital funder. Apply for tech infrastructure e.g. laptops but also digital infrastructure including website & database costs (check eligibility)

- Look out for **Funder Plus** models e.g. City Bridge Foundation and Lloyds Bank Foundation which may cover costs e.g. database implementation

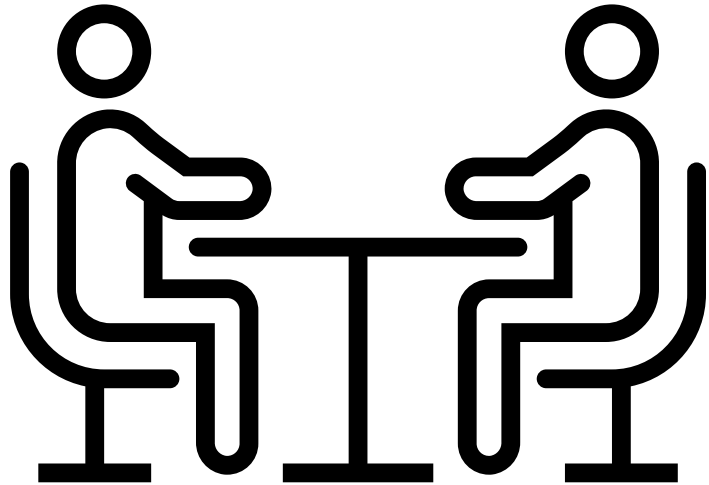- See also Catalysts list of digital funding opportunities

Some next steps

Now you have your tech & digital costs in a spreadsheet – think about creating:

- A subscription renewal date list to be on top of and to avoid paying for things you no longer need to use

- Document User names, Passwords & Key email contacts for each item. Useful to have one place to refer to and to avoid issues when key staff leave

Get the help you need

Book some 1-1 time with us or [sign up for our regular e-news](#) to find out about new opportunities and training.

Microsoft non-profit licensing UK

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Grant

Free for up to 300 users

Get started

Learn more ›

✓ Chat, call, and meet up to 300 attendees with Microsoft Teams
✓ Web and mobile versions of Microsoft 365 apps[8]
✓ 1 TB of cloud file storage
✓ Business-class email
✓ Standard security
✓ Anytime phone and web support

Apps and services included [2, 3]

Word | Excel | PowerPoint | Teams
Outlook | Exchange | OneDrive | SharePoint

Microsoft 365 Business Standard (Nonprofit Staff Pricing)

£2.50 user/month
(Annual commitment)

Price does not include VAT.

Get started

Learn more ›

Everything in Business Basic, plus:

✓ Desktop versions of Microsoft 365 apps with premium features
✓ Webinar hosting in Teams
✓ Attendee registration and reporting tools
✓ Manage customer appointments

Apps and services included

Word | Excel | PowerPoint | Teams
Outlook | OneDrive | SharePoint | Exchange
Access (PC only) | Publisher (PC only)

Microsoft 365 Business Premium (Nonprofit Staff Pricing)

Best value

Grant

Free for up to 10 users

£4.50 user/month
(Annual commitment)

Price does not include VAT.

Get started

Learn more ›

Everything in Business Standard, plus:

✓ Advanced security
✓ Cyberthreat protection
✓ Advanced device management

Apps and services included

Word | Excel | PowerPoint | Teams
Outlook | OneDrive | SharePoint | Exchange
Intune | Azure Information Protection | Access (PC only) | Publisher (PC only)

Microsoft 365 – Licenses

Microsoft 365 Business Basic

- free for up to 300 users (**not volunteers**)

- includes web and mobile versions of Microsoft 365 apps

- 1 TB of cloud file storage per user

Microsoft 365 – Licenses

Microsoft 365 Business Standard

- costs £2.50 per user per month

- everything in Business Basic

- plus desktop versions of Microsoft 365 apps

- webinar hosting in Teams

- customer appointment management

- Can be used for Volunteers

Microsoft 365 – Licenses

Microsoft 365 Business Premium

- free for up to 10 users (**not volunteers**)
- costs £4.50 per user per month for additional users. everything in Business Standard
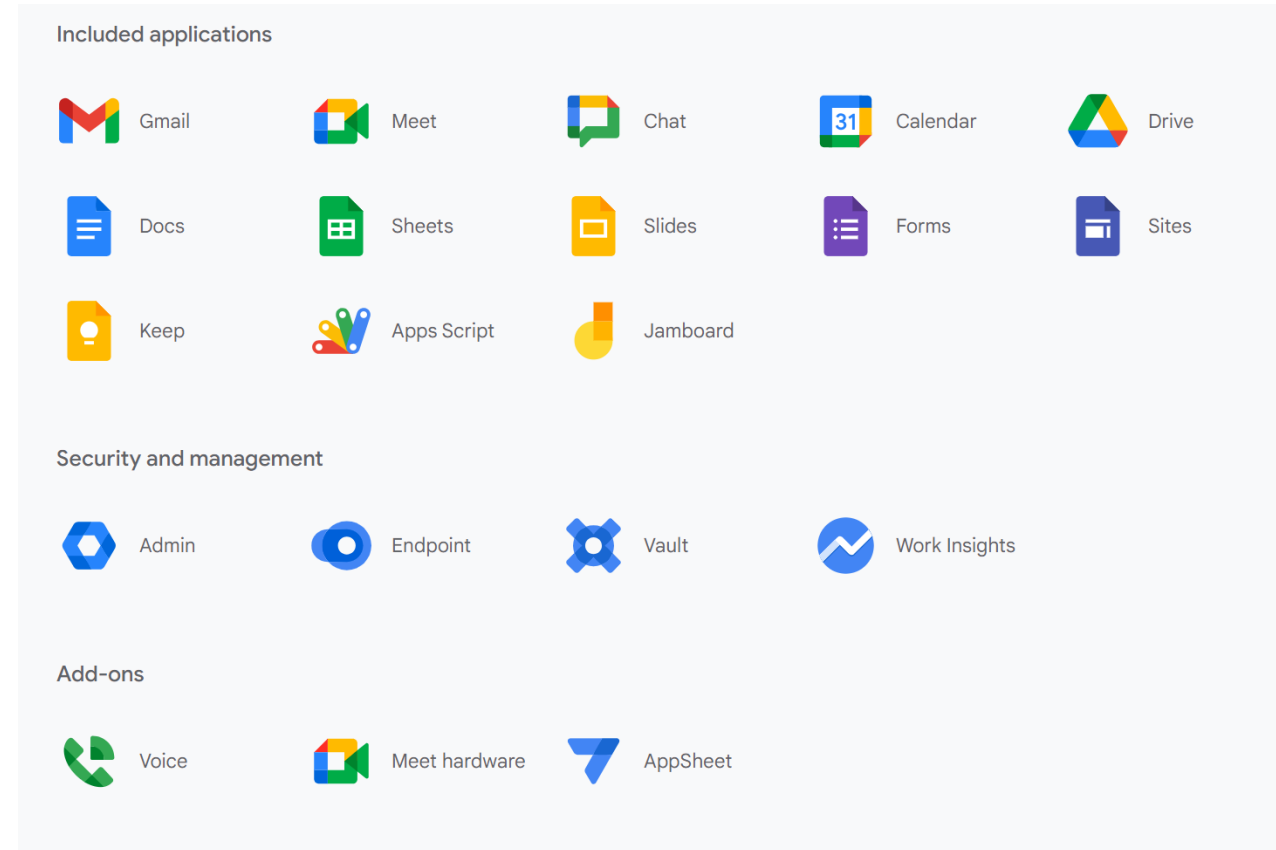- plus advanced security features, cyberthreat protection, and advanced device management.

Google Workspace

Productivity suite including:

Gmail, Sheets, Docs, Slides, Forms, Contacts, Calendar, Meet, Chat and Drive for storage

Compare Google Workspace non-profits offerings

Google Workspace for non-profits

- Free − limited to 10 users

- Gmail, Doc, Sheets etc

- 100 participant video meetings

- 30 GB cloud storage per user

- Security and management controls

Google Workspace pricing

Google Workspace for Nonprofits

£0 GBP

/ user / month

- ✓ Professional email addresses at your nonprofit's domain
- ✓ 100 participant video meetings
- ✓ 30 GB cloud storage per user
- ✓ Security and management controls
- ✓ Standard support

Business Standard

£2.50 GBP

per user/month, 1 year commitment ⓘ

79% off standard pricing

- ✓ Professional email addresses at your nonprofit's domain
- ✓ **150** participant video meetings **+ recording**
- ✓ **2 TB** cloud storage per user
- ✓ Security and management controls
- ✓ Standard support (paid upgrade to Enhanced Support)

Business Plus

£4.20 GBP

per user/month, 1 year commitment ⓘ

76% off standard pricing

- ✓ Professional email addresses at your nonprofit's domain **+ eDiscovery, retention**
- ✓ **250** participant video meetings + recording, **attendance tracking**
- ✓ **5 TB** cloud storage per user
- ✓ **Enhanced** security and management controls, **+ Vault, advanced endpoint management**
- ✓ Standard support (paid upgrade to Enhanced Support)

Google Workspace Business Standard

- £2.50 per user per month (79% discount)

- 150 participant video meetings

- 2TB cloud storage per user

- Security and management controls

- Standard support

Google Workspace Business Plus

- £4.20 per user per month (76% discount)

- 250 participant video meetings

- 5TB cloud storage per user

- Enhanced security and management controls, + Vault, advanced endpoint management

Google Workspace Essentials Starter

Free with using your current work email address:

- Calendar
- Drive – 15GB per user
- Docs
- Sheets
- Slides
- Meet
- Chat

Designed to be used if you already have email

Thanks for listening

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