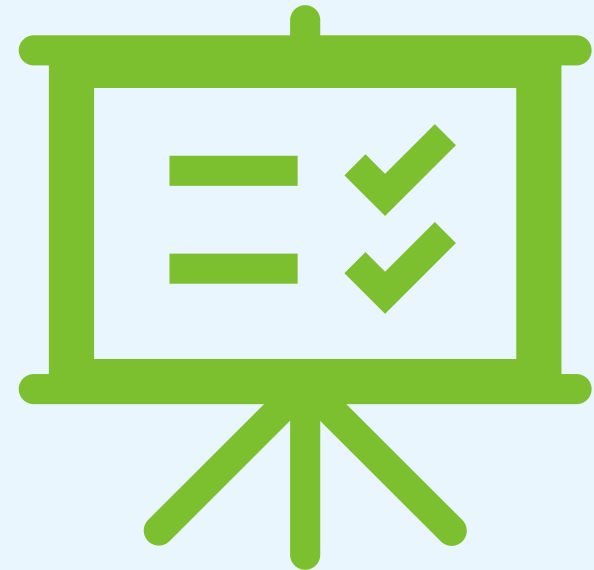# Basic Tech Options for non-profit groups in the UK

Paul Firby
Tech Development Advisor

paulfirby@superhighways.org.uk

This is a part of our Digital Foundations training series.

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

High-level view concentrating on the Main Infrastructure options available

Microsoft 365

Google Workspace

box

Drive

Dropbox

Type of Community Groups

Maybe obvious, but important regarding access to software

- Community Groups (Unincorporated association)

- Community interest company (CIC)

- Registered Charity
- Charitable Incorporated Organisation (CIO)

Where to find Software

- **Community Group**
  Open-Source Software, free versions of paid-for Software

- **Community Interest Company (CIC)**
  As Community Group plus individual offers such as: Canva

- **Registered Charity & CIO**
  Same as a CIC plus lots of donated and discounted software available from Charity Digital

Data challenges Bingo!

I never know where to find anything! 1

We keep getting messages that we are running out of storage space 2

It's time consuming sharing files by attaching to emails & then collating changes 3

We always run into issues when we try and edit a document together 4

I'm often worried that I'm not accessing the latest version of a file 5

One of our laptops 'died' and we lost a bunch of files that were saved locally 6

We had a virus and it corrupted some of our files stored on a PC 7

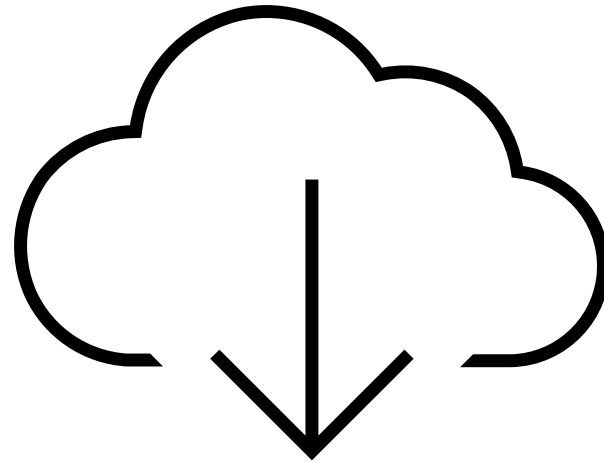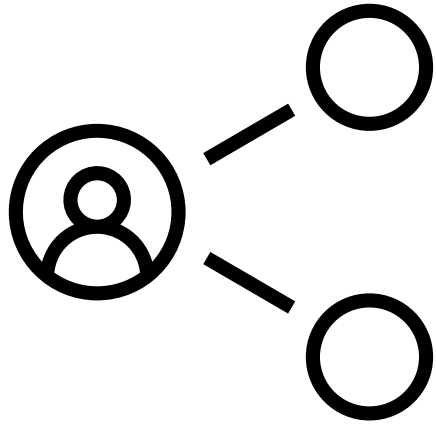I'm not sure we are fully complying with data protection regulations 8

A previous CEO left the organisation and we can't find key files 9

Problems with Simple File Sharing?

Business vs. Personal Account Plans

Who controls each folder?

What happens when people leave?
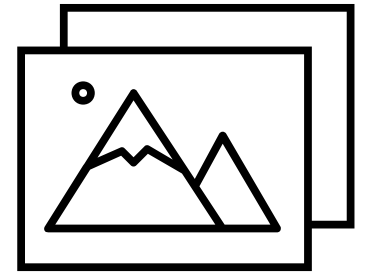
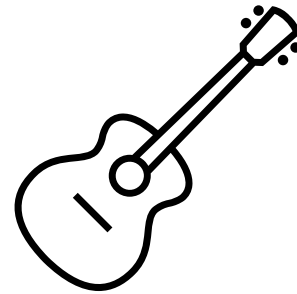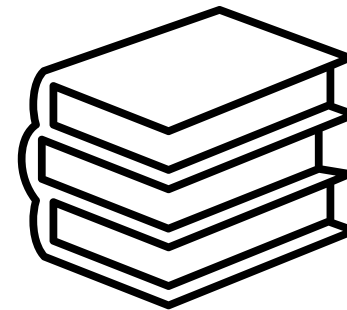No central Administration control

FILE STORAGE & SHARING

What can a GB and a TB hold?

1 GB = 1,000 books or 250 songs or 500 photos

1 TB = 1,000,000 books or 250,000 songs or 500,000 photos

OneDrive

- 2GB free
- 1 TB for paid accounts
- Access and sync files on PC or Mac and mobile devices
- Work on a file and save it directly to OneDrive or SharePoint; your changes are updated across your synced devices
- Share files with external contacts by providing access or guest links
- *Securely share documents and send emails only those with the right permissions can access*

Dropbox

Dropbox Business Standard for £51/year per user (minimum 3 users) for registered UK charities.

- 5 TB of shared storage
- 30-day file and account recovery
- large file delivery with Dropbox Transfer (up to 2 GB), 3 free eSignatures per month
- team management tools, admin console and audit log,
- remote device wipe.

Free plan with 2 GB of storage

Box

Personal:
- Free, 10GB
- sync files across devices and access them from the web or mobile apps
- share files and folders with others
- basic security features like password protection and SSL encryption.

Starter: (free for Charities)
- for teams of up to 10 users
- 100GB of storage with a file size limit of 2GB.
- advanced collaboration tools like comments, tasks, annotations, and Box Notes
- manage users and groups, set permissions

Google Drive

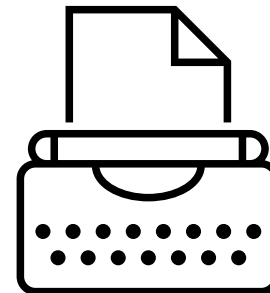Personal Use 15 GB of storage space for free

- create and collaborate on documents, spreadsheets, slides, forms, and more using Google's online apps

Google Workspace for Nonprofits – free for Charities

- 100 TB shared between all users

PRODUCTIVITY SUITES
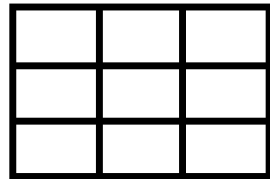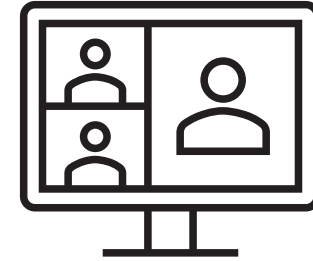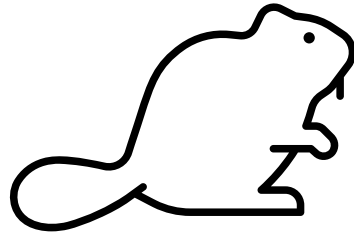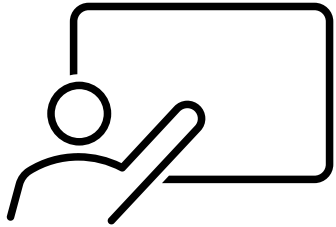
Productivity Suites/Collections

- Microsoft 365 (The original)

- Google Workspace (main competitor of M365)

- Zoho Workplace (free plan for 5 users)

- LibreOffice (free and open-source, not SaaS)

✓ **- maybe choose an on-line service people are familiar with**

Productivity Suites Market Share

Microsoft 365

The most popular productivity suite including

Word, Excel, PowerPoint, OneDrive, OneNote, Outlook, Planner, Sharepoint, Forms

Compare Microsoft 365 Nonprofit Plans | Microsoft 365

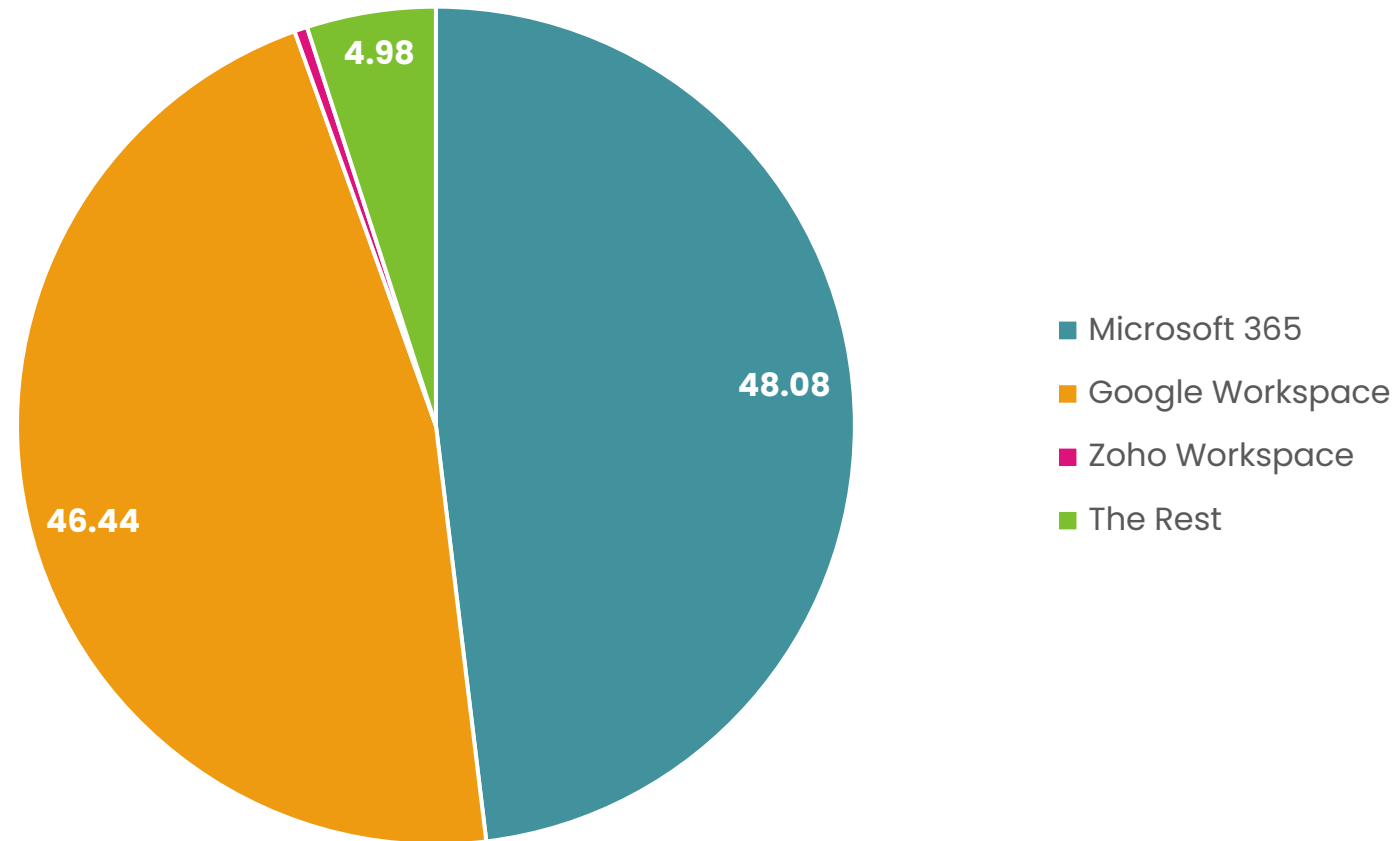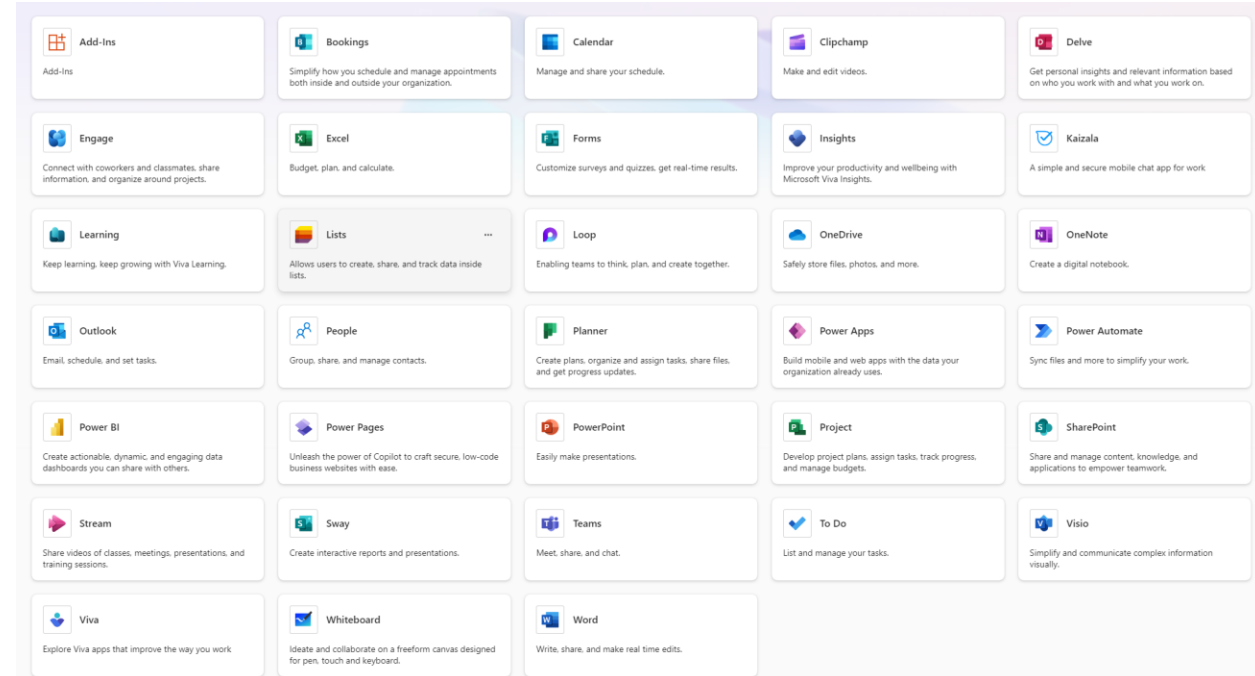| Add-Ins	Bookings	Calendar	Clipchamp	Delve
Add-Ins	Simplify how you schedule and manage appointments both inside and outside of your organization.	Manage and share your schedule.	Make and edit videos.	Get personal insights and relevant information based on who you work with and what you work on.
Engage	Excel	Forms	Insights	Kaizala
Connect with coworkers and classmates, share information, and organize around projects.	Budget, plan, and calculate.	Customize surveys and quizzes, get real-time results.	Improve your productivity and wellbeing with Microsoft Viva Insights.	A simple and secure mobile chat app for work
Learning	Lists	Loop	OneDrive	OneNote
Keep learning, keep growing with Viva Learning.	Allows users to create, share, and track data inside lists.	Enabling teams to think, plan, and create together.	Safely store files, photos, and more.	Create a digital notebook.
Outlook	People	Planner	Power Apps	Power Automate
Email, schedule, and set tasks.	Group, share, and manage contacts.	Create plans, organize and assign tasks, share files, and get progress updates.	Build mobile and web apps with the data your organization already uses.	Sync files and more to simplify your work.
Power BI	Power Pages	PowerPoint	Project	SharePoint
Create actionable, dynamic, and engaging data dashboards you can share with others.	Unleash the power of Copilot to craft secure, low-code business websites with ease.	Easily make presentations.	Develop project plans, assign tasks, track progress, and manage budgets.	Share and manage content, knowledge, and applications to empower teamwork.
Stream	Sway	Teams	To Do	Visio
Share videos of classes, meetings, presentations, and training sessions.	Create interactive reports and presentations.	Meet, share, and chat.	List and manage your tasks.	Simplify and communicate complex information visually.
Viva	Whiteboard	Word		
Explore Viva apps that improve the way you work	Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.	Write, share, and make real time edits.		

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)

Grant

£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)

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)

We have an intro to M365 apps – 90 mins

Introduction to M365 apps – a fantastic toolbox of software to utilise
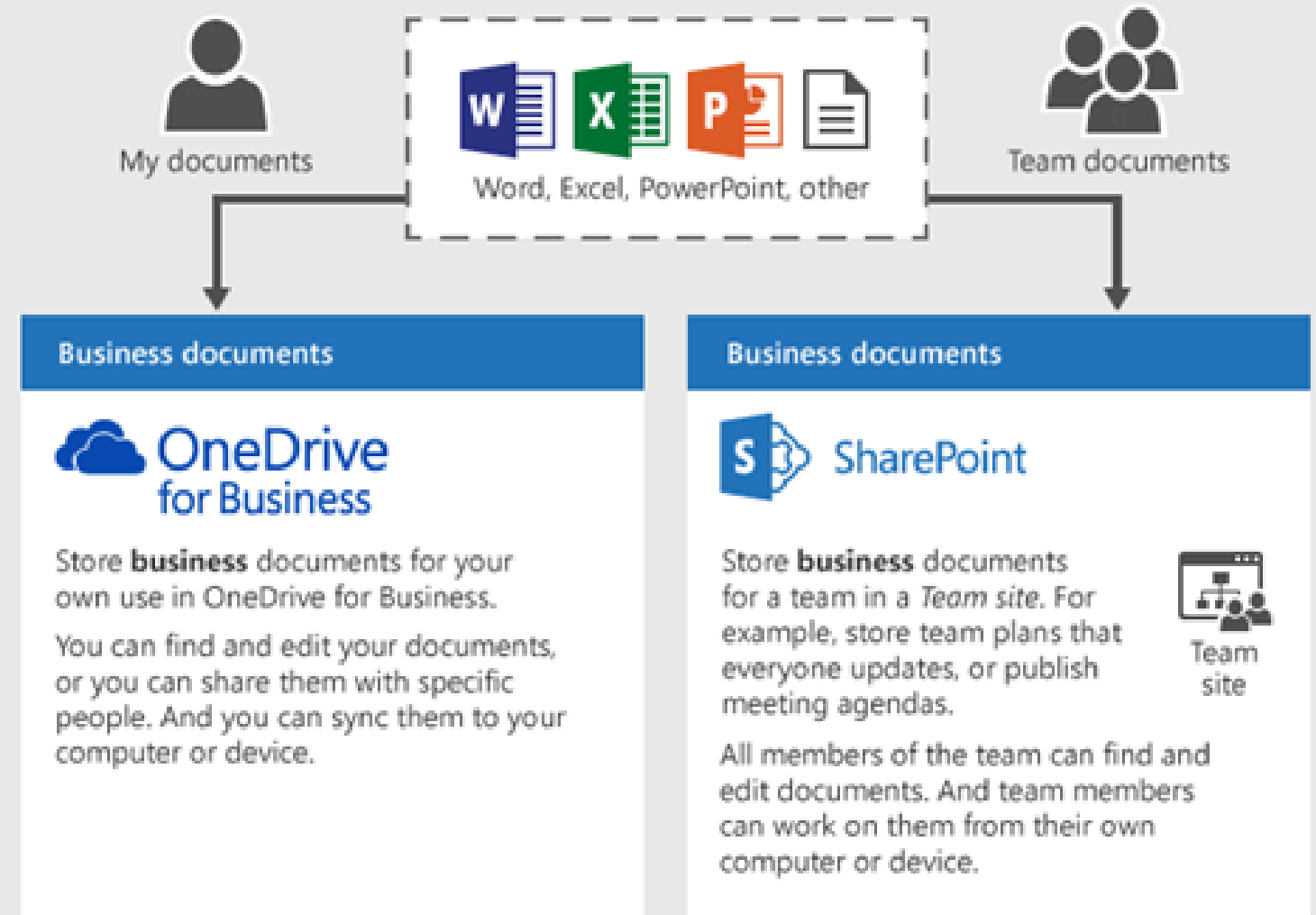
Next session – 2pm 06/06/2024

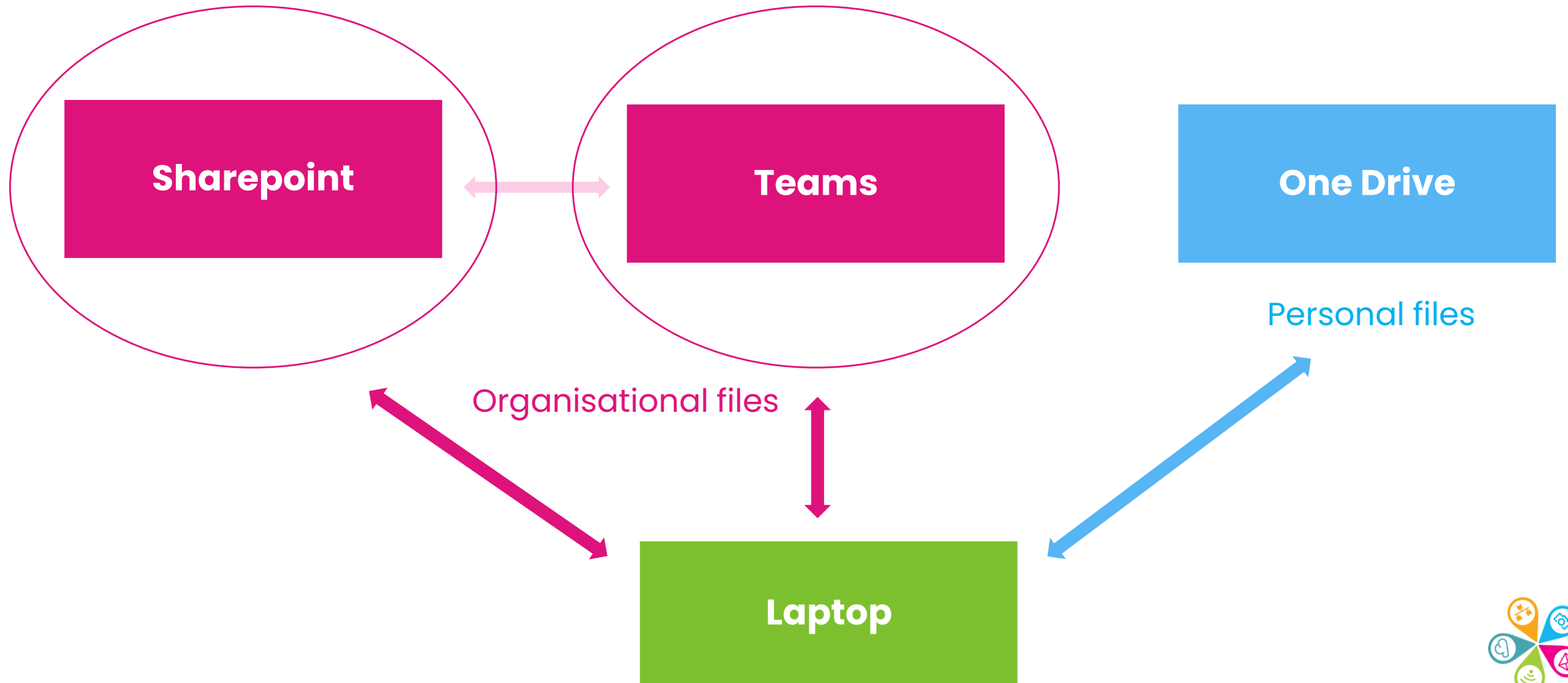Book via:
Digital and data skills training - Superhighways

Data storage

Storing files in Sharepoint & Teams ✓

Sharepoint

Teams

One Drive

Personal files

Organisational files

Laptop

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.
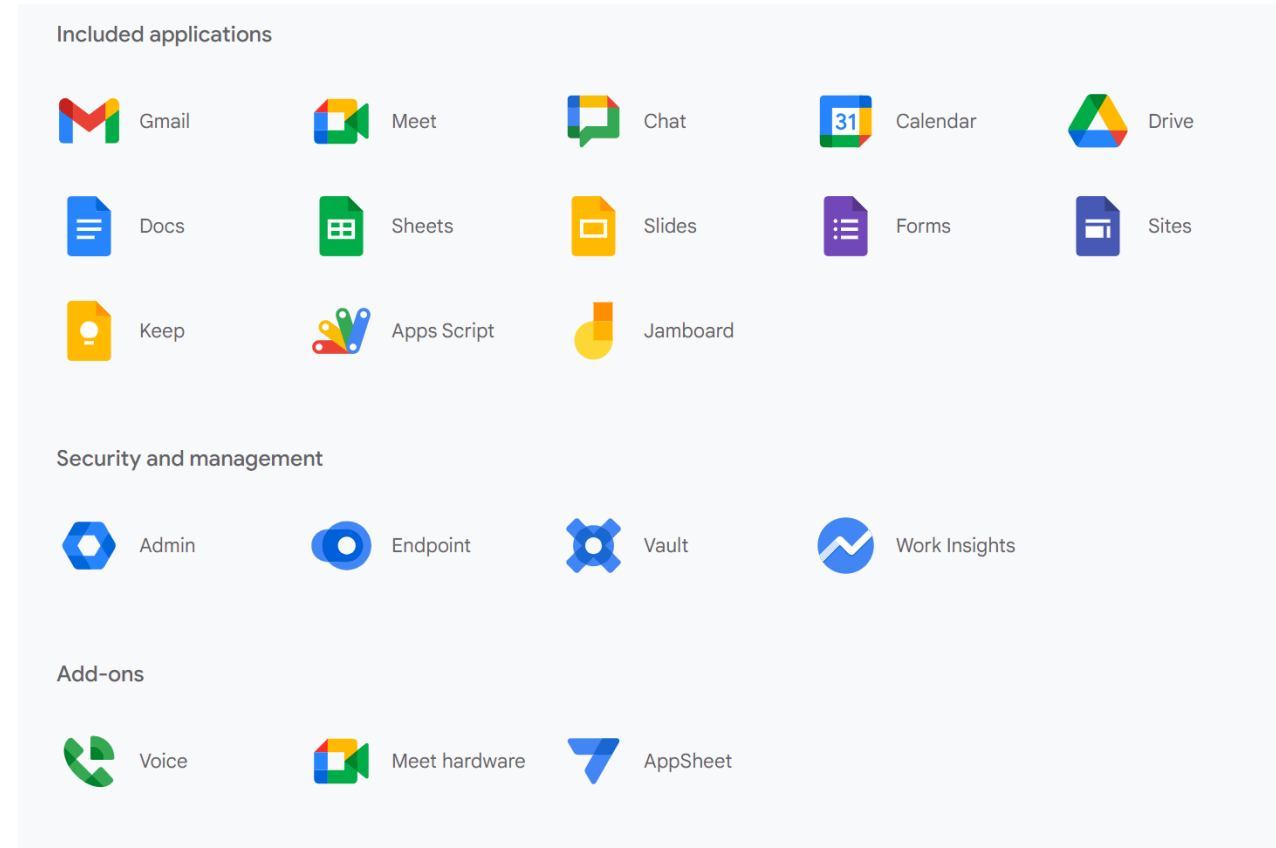
Google Workspace

Productivity suite including:

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

Compare Google Workspace non-profits offerings

Google Workspace options

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 for non-profits

- Free – limited to 10 (maybe 30) users

- Gmail, Doc, Sheets etc

- 100 participant video meetings

- 30 GB cloud storage per user

- Security and management controls

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
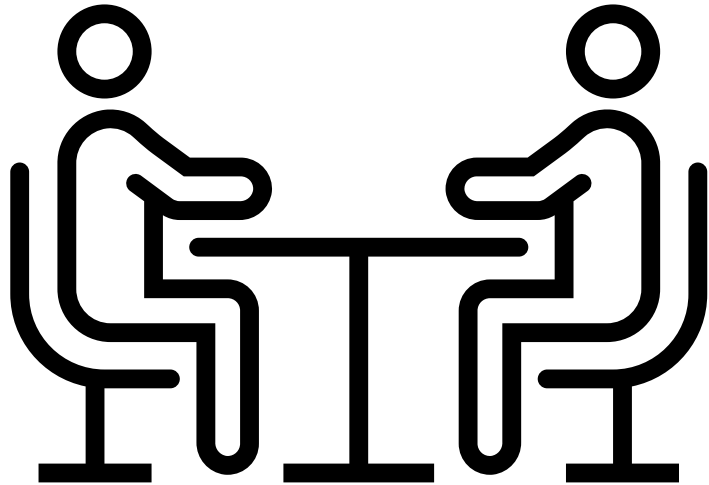
Google Workspace Essentials Starter

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

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.

How to Register with Charity Digital

Charity Digital - Home

- 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

Thanks for listening

Paul Firby
paulfirby@superhighways.org.uk
www.superhighways.org.uk