# M365 licences: an explainer

April 2025



# Options & eligibility

Compare Microsoft 365 Nonprofit Plans | Microsoft 365



## Eligibility for non-profit licences

Organisations must be registered with or recognised by relevant authorities in their respective location: England and Wales, Scotland or Northern Ireland as: (1) registered charities; or (2) HMRC exempt charities or churches

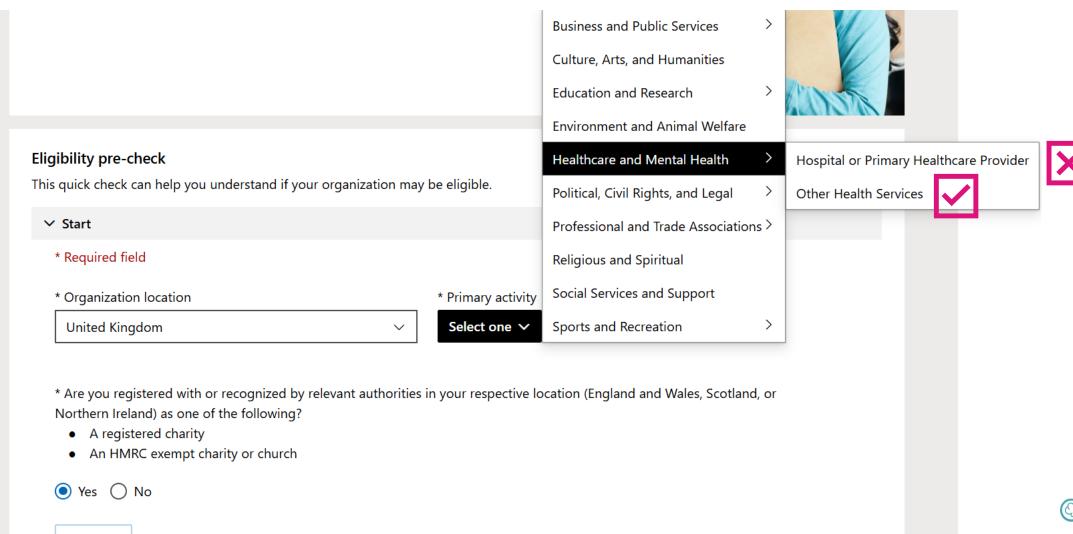
But there are excluded categories:

- Government
- Education
- Healthcare
- Professional organisations

Visit Nonprofits Grants & Credits Eligibility | Microsoft Nonprofits for full details



# Eligibility pre-check



# M365 nonprofit licensing

### Grant

Free for up to 300 users

### Get started

### Learn more >

- Chat, call, and meet up to 300 attendees with
- Web and mobile versions of Microsoft 365 apps<sup>§</sup>
- 1 TB of cloud file storage
- Business-class email
- Standard security
- Anytime phone and web support

### Apps and services included 2.3



Outlook















### SharePoint

### Microsoft 365 Business

Standard (Nonprofit Staff Pricing)

£2.50 user/month

(Annual commitment)

Price does not include VAT.

### Get started

- premium features
- Webinar hosting in Teams
- Attendee registration and reporting tools
- Manage customer appointments













SharePoint







Outlook



Information Protection

Apps and services included

PowerPoint

SharePoin

Best value

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 device management

OneDrive

Advanced security

Cyberthreat protection

(PC only)

Exchange

### Microsoft 365 Business Basic (Nonprofit Staff Pricing)

### Learn more >

### Everything in Business Basic, plus:

- Desktop versions of Microsoft 365 apps with

### Apps and services included













OneDrive





(PC only)

### Microsoft 365 Business Basic

- ✓ Free for up to 300 users (not volunteers)
- ✓ Web and mobile versions of Microsoft 365 apps
- √ 1 TB of cloud file storage per user



### Microsoft 365 Business Standard

- ✓ £2.50 per user/per month (min 1 year commitment)
- ✓ Web, mobile & desktop versions of M365 apps
- √ 1 TB of cloud file storage per user
- ✓ licence to use for volunteers



### Microsoft 365 Business Premium

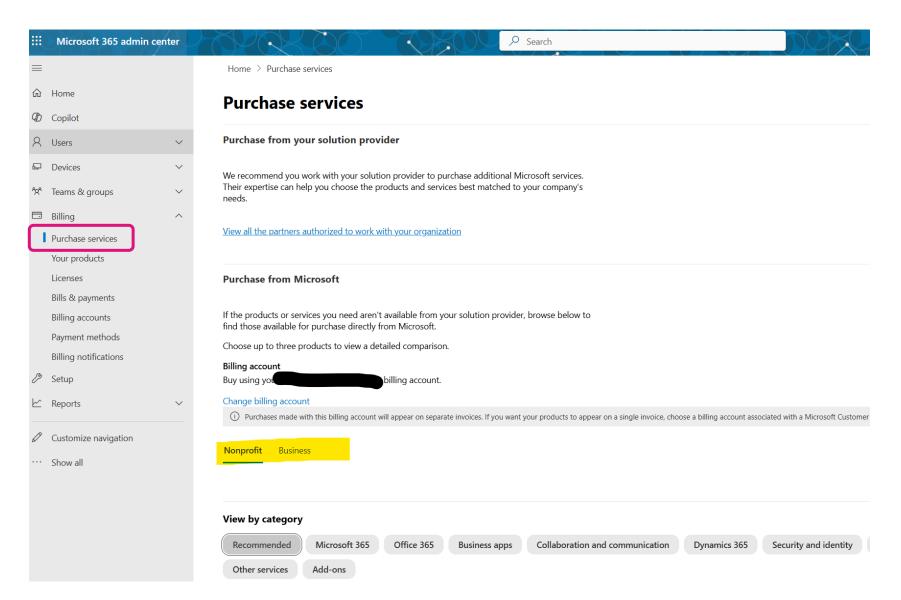
- ✓ Free for up to 10 users (not volunteers)
- Costs £4.50 ex VAT per user per month for additional users
- ✓ Web, mobile and desktop versions of M365 apps
- Plus advanced security features, cyber threat protection, and advanced device management

# Purchasing\* licences

\*licences will be granted (free) or with a nonprofit discount

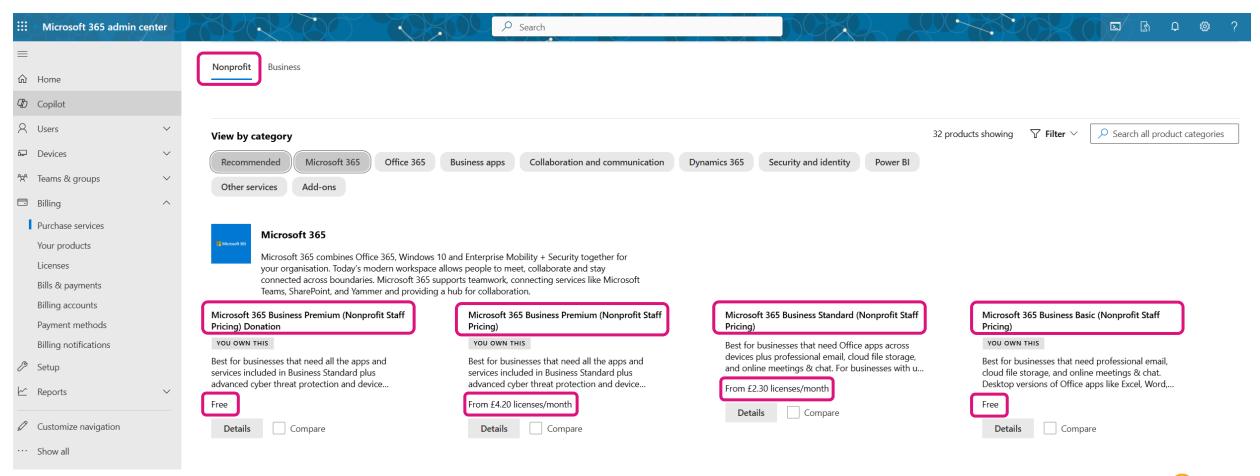


# Access to Nonprofit licences





# Available Nonprofit licences





### Which M365 licences do I have?

- ✓ After your organisation signs up for Microsoft 365, you can assign different Microsoft 365 licences to each user account in the Admin portal
  - √ 300 Business Basic are granted (free)
  - ✓ 10 Business Premium are granted (free)
- ✓ To see how many licences you have assigned and unassigned, go to Billing > licences
- ✓ To see who is licenced, unlicenced, or guests, go to the Users >
  Active users

## Microsoft 85% policy for nonprofits

- ✓ Nonprofits must use 85% of granted licences
- ✓ licences must be assigned to active users
- ✓ Active users must use cloud services in 90 days
- ✓ Non-compliance may result in subscription loss
- Microsoft do monitor usage and will contact you if you fall below 85% usage





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