

M365 licences: an explainer

Updated July 2025



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

Eligibility pre-check

This quick check can help you understand if your organization may be eligible.

▼ Start

* Required field

* Organization location

United Kingdom ▼

* Primary activity

Select one ▼

- Business and Public Services >
- Culture, Arts, and Humanities
- Education and Research >
- Environment and Animal Welfare
- Healthcare and Mental Health >**
- Political, Civil Rights, and Legal >
- Professional and Trade Associations >
- Religious and Spiritual
- Social Services and Support
- Sports and Recreation >



Hospital or Primary Healthcare Provider

Other Health Services



* Are you registered with or recognized by relevant authorities in your respective location (England and Wales, Scotland, or Northern Ireland) as one of the following?

- A registered charity
- An HMRC exempt charity or church

☒ Yes ☐ No

Continue



M365 non profit licensing

Compare Microsoft 365 Nonprofit Plans

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Grant

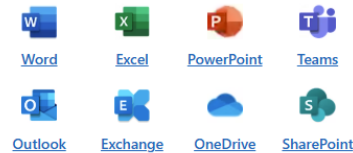
Free for up to 300 users

[Get started](#)

[Learn more >](#)

- ✓ Chat, call, and meet up to 300 attendees with Microsoft Teams
- ✓ Web and mobile versions of Microsoft 365 apps²
- ✓ 1 TB of cloud file storage
- ✓ Business-class email
- ✓ Standard security
- ✓ Anytime phone and web support
- ✓ AI chat experience with web grounding, writing assistance, data analysis, and access to agents²
- ✓ Microsoft 365 Copilot available as an add-on⁸

Apps and services included ²



Microsoft 365 Business Standard (Nonprofit Staff Pricing)

£2.30 user/month, paid yearly
(Annual commitment)

Price does not include VAT.

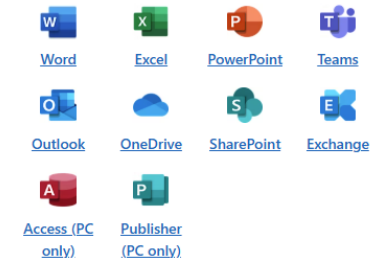
[Get started](#)

[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
- ✓ Customer appointment management
- ✓ Microsoft 365 Copilot available as an add-on⁸

Apps and services included



Best value

Microsoft 365 Business Premium (Nonprofit Staff Pricing)

£4.20 user/month, paid yearly
(Annual subscription—auto renews)

Price does not include VAT.

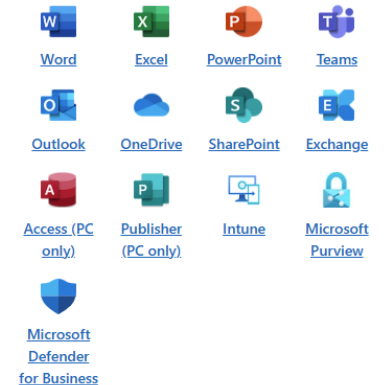
[Get started](#)

[Learn more >](#)

Everything in Business Standard, plus:

- ✓ Advanced security
- ✓ Cyberthreat protection
- ✓ Advanced device management
- ✓ Microsoft 365 Copilot available as an add-on⁸

Apps and services included



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

- ✓ £2.30 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

- ✓ **Previously free** for up to 10 users (not volunteers)
- ✓ Costs £4.20 ex VAT per user per month (a 75% discount for charities on full price)
- ✓ Web, mobile and desktop versions of M365 apps
- ✓ **Plus** valuable advanced security features: cyber threat protection & advanced device management

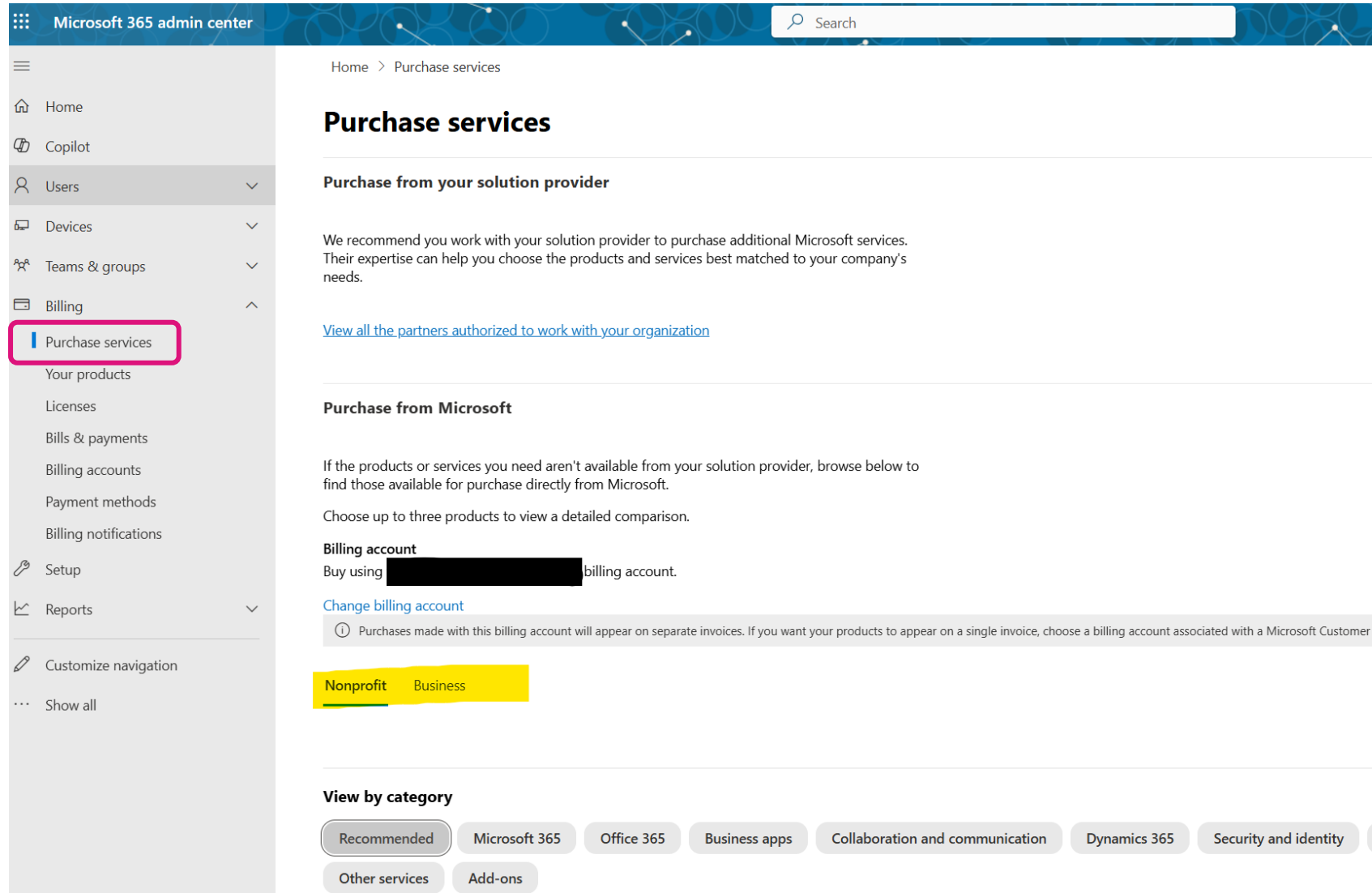


Purchasing licences

* Licences will either be granted (free) or have a nonprofit discount applied



Access to Nonprofit licences



Microsoft 365 admin center

Home > Purchase services

Purchase services

Purchase from your solution provider

We recommend you work with your solution provider to purchase additional Microsoft services. Their expertise can help you choose the products and services best matched to your company's needs.

[View all the partners authorized to work with your organization](#)

Purchase from Microsoft

If the products or services you need aren't available from your solution provider, browse below to find those available for purchase directly from Microsoft.

Choose up to three products to view a detailed comparison.

Billing account
Buy using [redacted] billing account.

[Change billing account](#)

① Purchases made with this billing account will appear on separate invoices. If you want your products to appear on a single invoice, choose a billing account associated with a Microsoft Customer

Nonprofit Business

View by category

Recommended Microsoft 365 Office 365 Business apps Collaboration and communication Dynamics 365 Security and identity

Other services Add-ons



Available Nonprofit licences

Microsoft 365 admin center

Search

Nonprofit Business

View by category

32 products showing Filter Search all product categories

Recommended Microsoft 365 Office 365 Business apps Collaboration and communication Dynamics 365 Security and identity Power BI Other services Add-ons

Microsoft 365

Microsoft 365 combines Office 365, Windows 10 and Enterprise Mobility + Security together for your organisation. Today's modern workspace allows people to meet, collaborate and stay connected across boundaries. Microsoft 365 supports teamwork, connecting services like Microsoft Teams, SharePoint, and Yammer and providing a hub for collaboration.

Microsoft 365 Business Premium (Nonprofit Staff Pricing) Donation

YOU OWN THIS

Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device...

Free

Details Compare

Microsoft 365 Business Premium (Nonprofit Staff Pricing)

YOU OWN THIS

Best for businesses that need all the apps and services included in Business Standard plus advanced cyber threat protection and device...

From £4.20 licenses/month

Details Compare

Microsoft 365 Business Standard (Nonprofit Staff Pricing)

Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with u...

From £2.30 licenses/month

Details Compare

Microsoft 365 Business Basic (Nonprofit Staff Pricing)

YOU OWN THIS

Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word,...

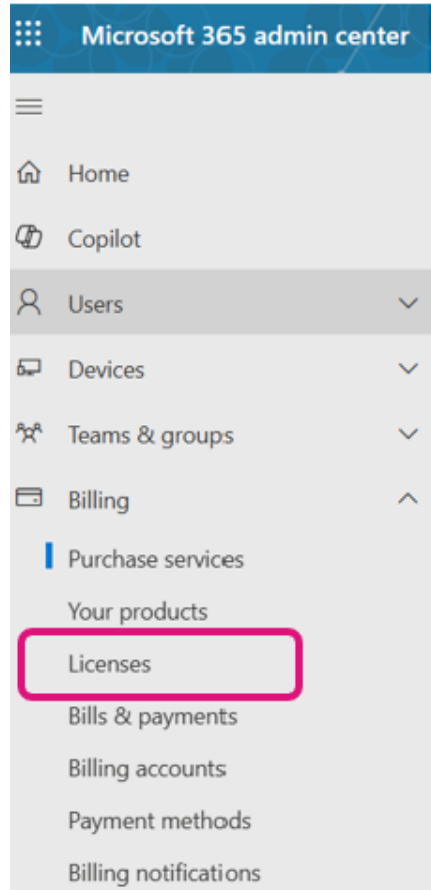
Free

Details Compare

** Donated Business Premium no longer available – comes into affect at your next annual subscription renewal after July 2025*



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
- ✓ To see how many licences you have assigned and unassigned, go to Billing / Licences in the Admin centre
- ✓ To see who is Licenced, Unlicensed or Guests, go to Users / Active users

Microsoft 85% policy for nonprofits

- ✓ Nonprofits must use 85% of granted licences (this now only applies to the 300 Business Basics 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



Changes to discounted software brokerage

- ✓ Charity Digital's Exchange catalogue (which included Microsoft products) transferred to [TechSoup UK](#) from July 1st 2025
- ✓ [Read Charity Digital's blog](#) explaining what the change will mean for you





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