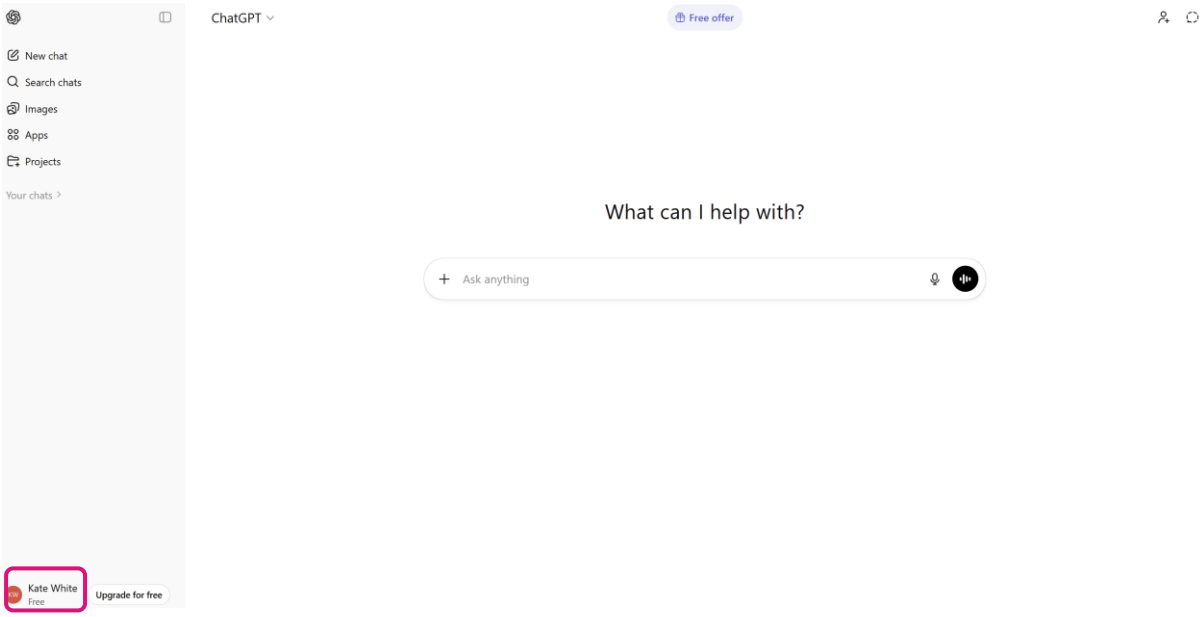
AI tools info sheet

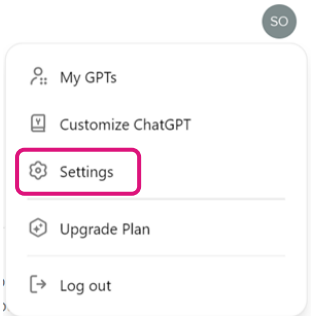
** Please note all pricing mentioned is correct as of Nov 2026 is subject to change and does not include VAT*

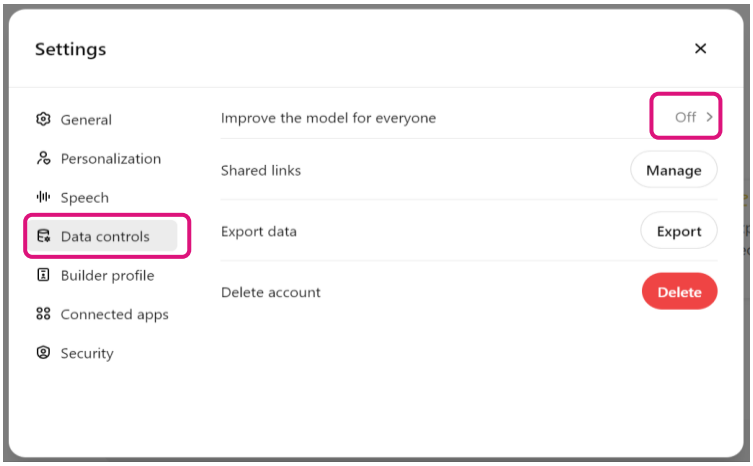
1) Chat GPT

Go to https://chatgpt.com/ to create your account.



Go to your profile, then click on Settings and go to Data Controls and turn 'Improve the model for everyone' to 'Off' as by default this is turned on.





Please note your free ChatGPT account has limitations e.g. restrictions on numbers of images uploaded or created.

OpenAI for Nonprofits offers discounted ChatGPT Business Standard seats, USD 8 per seat per month on annual billing or USD 10 on monthly billing.

Access ChatGPT non-profit pricing OpenAI for Nonprofits: ChatGPT Pricing & How to Apply See also a Features comparison here.

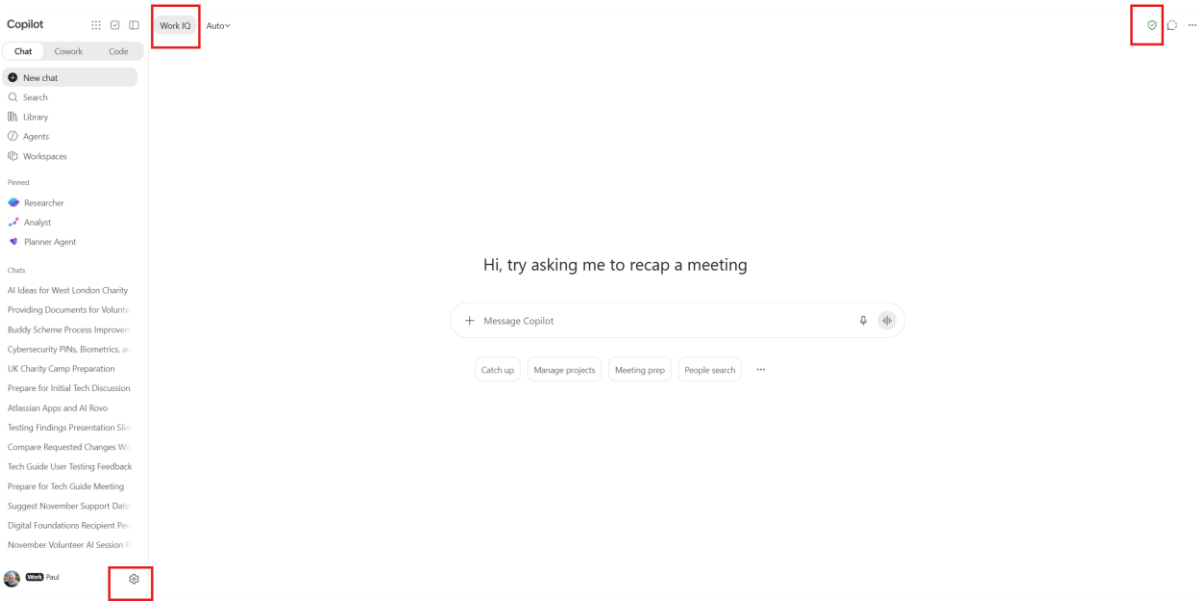
2) Copilot (with M365 accounts)

Log on to your M365 account via the browser and you should arrive at the Copilot landing page.

Or click on the Copilot icon wherever you see it.

Toggle the left hand panel on or off using the icon at the top right

Click on the **Green shield icon** (top left) for info on MS Enterprise Data Protection



Settings - click on the cog by your name in the bottom left to open and select General, Chat, Privacy and Notifications to check and amend options

Free Copilot Chat is included in all M365 licences and doesn't train the model (see Green shield link info above).

Paid Copilot licences – additionally allow you to look across files and data in your organisational account that your log in has access to. Toggle to the WorkIQ tab to do this (which doesn't show when using free Copilot licences).

Pricing – Most small charities using non-profit Business Basic, Standard or Premium licences, should opt for the M365 Copilot Business licence at £16.91 per month (£193.20 per year). There is a 1-month Microsoft Copilot Business Trial available

If you are a large charity (over 300 users) you must opt for Microsoft 365 Copilot (Non-profit pricing) at - £235.20 per licence/per year.

The Microsoft 365 Copilot and Copilot Business have identical functionality, the difference between the two versions is user limit (300 on business), pricing model and

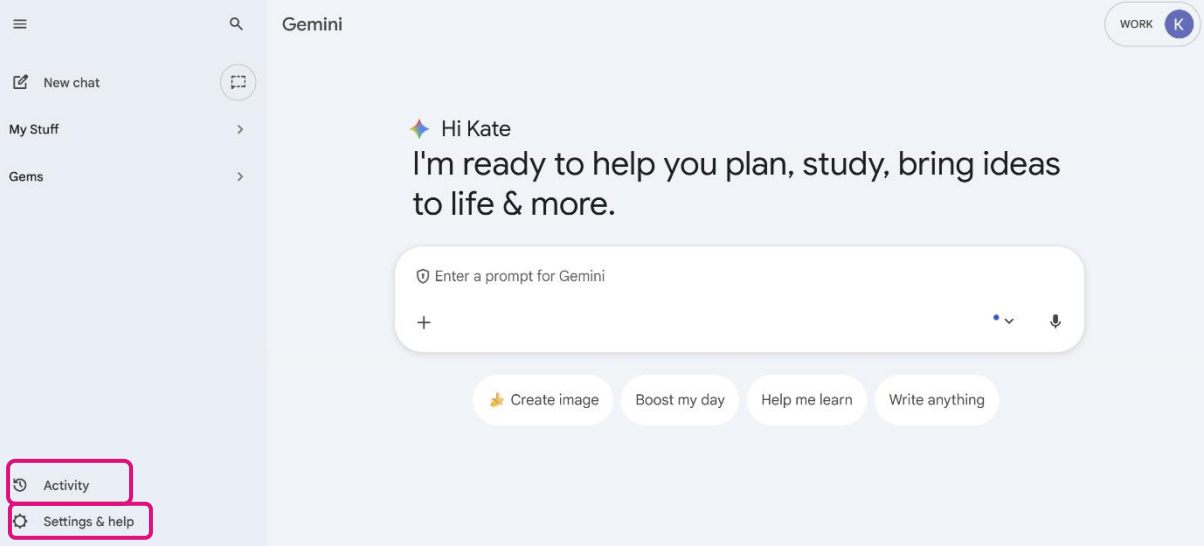
restriction on the underlying M365 Business product as against the M365 enterprise product.

- MS Copilot Video Tutorials

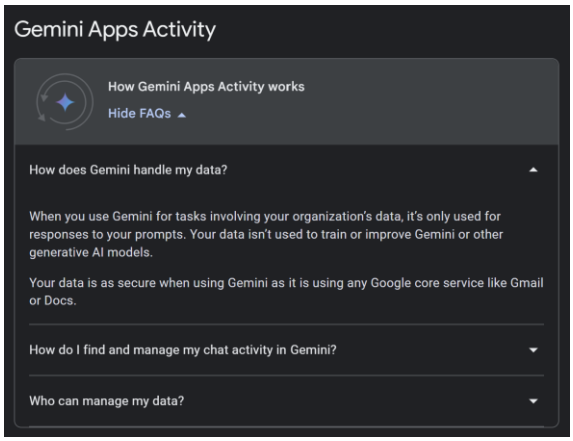
3) Gemini (with Google Workspace accounts)



Look for the Gemini logo in your Google app launcher grid (top right)



Gemini Activity – info re data handling and chat history etc



Data handing - 'Training the model' turned off for nonprofit free Workspace accounts.

Settings & help – Theme, LM Notebook, Connected Apps (to unlock your connection with Google Workspace e.g. docs, gmail etc - turn on Smart features in relevant other Google products.

Upgrade your Google Workspace for integrated AI in apps e.g. gmail, docs etc – costs from $3.50 a month (75% discount for non profits)

- Explore AI features for different Workspace options
- Google for nonprofits AI resources – including noprofit examples and useful prompt libraries