

CHANGES TO MICROSOFT OFFICE NONPROFIT GRANTS

Summary:

Starting from July 1, 2025, Microsoft is discontinuing Business Premium grants for nonprofits.

This means that associations will no longer have access to 10 free Microsoft Business Premium accounts.

Required Action:

Associations will still have access to up to 300 Microsoft Business Basic accounts for free.

Change your license from Premium to Basic before your next billing cycle to avoid unwanted fees!



Change Licenses:

Step 1:

- Go to Microsoft 365 admin center > Billing > Purchase services.
- Select “Details” next to Microsoft 365 Business Basic and buy the number of licenses you need.

Important: Although the process says “purchase,” eligible nonprofits receive the first 300 Business Basic licenses for free. You will not be charged for these licenses, even though they are added through the purchase flow.

Step 2:

- Navigate to Users > Active users.
- For each user, go to Licenses and Apps, uncheck Business Premium, and check Business Basic.

Step 3:

- Once all users are reassigned, reduce or cancel your Business Premium licenses to avoid unnecessary charges.
- Go to Billing > Your Products
- Click on Microsoft 365 Business Premium, then click remove licenses



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Compare subscriptions:

Basic

Web and mobile versions of Word, Excel, PowerPoint, and Outlook.

1 TB of cloud storage.

Standard protection.

+ more

Price: Free for up to 300 users

Standard

Desktop versions of Word, Excel, PowerPoint, and Outlook.

Webinars in Teams.

+ more

Price: 2,80 € per user/month, paid annually.

Premium

Desktop versions of Word, Excel, PowerPoint, and Outlook.

Webinars in Teams.

Advanced protection.

+ more

Price: 5,10 € per user/month, paid annually.

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Questions?

Contact digital support to receive personal guidance.

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