PRODUCTIVITY TOOLS FOR NON-PROFITS

DID YOU KNOW

Did you know that many online tools and platforms offer low- or no-cost versions of their services to non-profits? These discounts can significantly reduce operational costs, allowing your organization to focus less on subscription fees and more on efficiencies.

The following is a list of productivity tools, designed to help streamline operations, that are either free or low cost (with limited features) and offer a non-profit discount when upgrading. Read more to decide if any of them may be right for you!

Collaboration and project management

These tools enable seamless communication and collaboration within teams, which is crucial for non-profits working with dispersed teams or volunteers.

A. **RingCentral Video**
- **Why we love it:** RingCentral Video is a video meeting and collaboration platform perfect for teams working virtually. With RingCentral Video, you can manage projects, collaborate with colleagues, meet via video conferencing quickly and easily, share documents and files, and keep track of tasks.

- **What's great about the free version:**
  - Unlimited meetings, 50 minute meeting duration
  - Host up to 100 participants per meeting
  - Get 10 hours of cloud recording capacity

- **Ready to upgrade?** Reach out to a RingCentral Account Executive for **pricing** for non-profits.

B. **Zoom Workplace**
- **Why you'll love it:** Already using Zoom? With Zoom Workplace, you can bring your team together with video conferencing and improve collaboration with instant messaging, file sharing and more. Read our **Zoom At-a-Glance** to learn more about how to make the most of Zoom.

- **What's great about the free version:**
  - 40 minutes per meeting
  - 100 participants per meeting
  - Team chatting, whiteboards, mail and calendar and notes.

- **Ready to upgrade?** Zoom collaborates with TechSoup to offer verified non-profit organizations worldwide a special discount. Visit **TechSoup's website** for more details and to claim this offer.

Project management

These tools help non-profits organize and track their projects, ensuring tasks are completed on time and resources are managed efficiently.

A. **Trello**

- **Why you'll love it:** Trello is an easy-to-use tool for non-profits who manage work across diverse teams. If you run fundraising campaigns, deliver programs and projects, manage volunteers or communicate your impact, Trello can help your team stay organized and simplify collaboration.

- **What's great about the free version:**
  - Up to 10 boards per Workspace with unlimited cards
  - Unlimited storage (10MB/file)
  - Custom backgrounds and stickers
  - Assignees and due dates
  - iOS and Android mobile apps

- **Ready to upgrade?** Trello is free to try and 75% off for **eligible non-profits**.

B. **Asana**

- **Why you'll love it:** With Asana, you can automate workflows, manage projects, track goals and plan timelines to get work done on a single platform.

- **What's great about the free version:**
  - Collaborate with up to 10 teammates
  - Unlimited tasks, projects and messages
  - Unlimited file storage (100MB per file)
  - Unlimited assignee and due dates
  - Board and list view projects
  - Calendar view
  - Basic search filters
  - Status updates
  - iOS and Android mobile apps
  - Time tracking with app integrations
  - 100+ free integrations with your favorite apps

- **Ready to upgrade?** Get 50% off Asana for your non-profit. Learn more about getting your non-profit discount **here**.

Communication, document creation and management

These free tools allow for real-time communication and collaboration with colleagues, which is essential for non-profit teams working on shared projects.

A. **Google Workspace for non-profits**

- **Why we love it:** Google Workspace provides your team with a custom professional email and includes collaboration tools like Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets and Slides.

- **What's great about the free version:**
  - Access to all the collaboration tools
  - Professional email addresses at your non-profit's domain
  - 100 participant video meetings
  - 100 TB of cloud storage shared across all users

- **Ready to upgrade?** Google offers **discounted plans** for eligible non-profits.

B. **Microsoft 365**
- **Why you'll love it:** Microsoft 365 empowers your organization to manage, and safely store files in OneDrive with intuitive and easy organizational tools. Anyone in your organization can quickly create documents, presentations and worksheets within a single, unified, Microsoft 365 experience.

- **What's great about the free version:**
  - Microsoft 365 Business Basic for non-profits allows for up to 300 users
  - Includes Microsoft Teams, web and mobile versions of Word, Excel, PowerPoint, etc.
  - 1 TB of cloud file storage
  - Business email

- **Ready to upgrade?** Microsoft 365 offers **grants and discounts** for eligible non-profits.

Email marketing and CRM

Email marketing and CRM tools help non-profits manage and engage with their contacts and run effective marketing campaigns.

A. **MailChimp**
- **Why you'll love it:** MailChimp has a variety of features to help non-profit organizations thrive. Use MailChimp to create branded, engaging emails that communicate your mission effectively.

- **What's great about the free version:**
  - Great for organizations with less than 500 contacts
  - Send up to 1000 emails per month
  - Create customized forms and landing pages.

- **Ready to upgrade?** MailChimp offers a 15% discount to verified non-profit organizations and charities. Learn more about the non-profit discount **here**.

B. **HubSpot CRM**
- **Why you'll love it:** HubSpot CRM is a customer relationship management software that includes tools for marketing, sales and customer service.

- **What's great about the free version:**
  - Up to 5 users
  - Create 10 active lists
  - 2000 email sends per month (with HubSpot branding)

- **Ready to upgrade?** HubSpot offers non-profits a 40% discount that includes onboarding and 1000+ integrations. Contact **HubSpot Sales** to find out more.

Process workflow

These free tools allow for building process documents or training guides that are easy and fast to follow.

A. **Tango**

- **Why we love it:** Tango allows teams to assemble training guides, process documents and walkthroughs instantly with screenshots and annotations.

- **What's great about the free version:**
  - Create 15 shared workflows
  - Browser capture
  - Basic exports and sharing
  - Up to 10 users per workspace

- **Ready to upgrade?** Tango offers a 15% discount for non-profit organizations. To qualify for this discount, non-profits must submit proof of their status. Request a discount by emailing **billing@tango.us** with the required documentation.

B. **Scribe**

- **Why you'll love it:** Scribe helps you automatically capture and share the best ways of working and to create and customize step-by-step guides.

- **What's great about the free version:**
  - Works with any web app
  - Offers quick customization
  - Shareable with link and embed functions

- **Ready to upgrade?** Scribe offers registered non-profits, students and educational institutions a 25% discount on all paid plans. If your organization is a registered non-profit, you have a .edu email address, or work for an educational institution, you can **submit a request here**.

Graphic design

These graphic design tools provide a range of features and templates that make it easy to create professional-looking designs without needing advanced design skills.

A. **Canva**

- **Why we love it:** Canva makes it easy to create professional designs and to share or print them. Use premade templates or design your own creation.

- **No need to upgrade! Canva for non-profits** gives you access to Canva's premium features for Free! Learn more about how to get your free account in our **Canva At a Glance**.

B. **Visme**

- **Why you'll love it**: From engaging presentations to docs, visual forms and data visualizations, create on-brand content that stands out from the crowd with the power of AI.

- **What's great about the free version:**
  - Use it as long as you need it
  - Most templates
  - Unlimited projects
  - Regular support

- **Ready to upgrade?** Enjoy all the features of the business plan with a 25% discount. Email **support@visme.co** to request your discount.

Social media management

These tools allow non-profits to schedule and manage social media posts across multiple platforms, which is essential for maintaining an online presence and engaging with a range of audiences.

A. **Hootsuite**

- **Why you'll love it:** Hootsuite is a social media management tool that allows you to curate, schedule and post content on your own timelines.

- **What's great about the free version:** While Hootsuite no longer offers a free version, you can trial it for 30 days risk free.

- **Ready to upgrade?** Hootsuite offers a 75% discount for **non-profits registered as a charitable organization**.

B. **Buffer**

- **Why you'll love it:** Built to streamline your workflows and showcase the value of your work, with Buffer you can analyze your previous posts to see what's working and understand when, what and how often to post.

- **What's great about the free version:**
  - Preview how your posts will look
  - Import content from Canva
  - Connect up to 3 social media channels
  - Create 10 posts per channel

- **Ready to upgrade?** Buffer offers a **50% discount for non-profit** organizations that applies to all products and plans.