

NONPROFIT TECHNOLOGY GUIDE

The Nonprofit IT Savings Guide

The discounted and donated technology most nonprofits qualify for but never claim, plus how to protect donor data on a small budget.

01	Grants and donated licences you likely qualify for
02	Donor data protection on a limited budget
03	Getting more from the tools you already pay for

Use this guide to assess where you are, identify the evidence you need, and turn the biggest gaps into a practical action plan.

Prepared by Brotherly Technology

Owner-led IT, security, and compliance support.

15-MINUTE ASSESSMENT

Start with the current state

Mark each item Yes, Partial, or No. A written policy only counts as Yes when the process is operating and you can show evidence.

☐ Eligibility documents, determination letter, legal name, domain, and authorized contacts are organized.	☐ Yes ☐ Partial ☐ No
☐ A current inventory lists users, devices, software, licenses, contracts, and renewal dates.	☐ Yes ☐ Partial ☐ No
☐ Discounted nonprofit programs are reviewed directly with each vendor or authorized partner.	☐ Yes ☐ Partial ☐ No
☐ License assignments match active staff, volunteers, roles, and actual use.	☐ Yes ☐ Partial ☐ No
☐ Unused, duplicate, and overlapping tools have an owner and cancellation date.	☐ Yes ☐ Partial ☐ No
☐ MFA protects email, fundraising, finance, banking, donor, and administrator accounts.	☐ Yes ☐ Partial ☐ No
☐ Staff and volunteers use unique accounts and approved password management.	☐ Yes ☐ Partial ☐ No
☐ Payment and bank changes require out-of-band verification and dual approval.	☐ Yes ☐ Partial ☐ No
☐ Donor and beneficiary data is minimized, role-restricted, retained deliberately, and securely shared.	☐ Yes ☐ Partial ☐ No
☐ Departures remove access, sessions, forwarding, shared links, and devices promptly.	☐ Yes ☐ Partial ☐ No
☐ Critical cloud and onsite data is backed up and recovery is tested.	☐ Yes ☐ Partial ☐ No
☐ The annual technology plan funds security, support, replacement, training, and contingency.	☐ Yes ☐ Partial ☐ No

Quick score: Yes = 2, Partial = 1, No = 0. Start with any No that could stop work, expose sensitive data, or create an avoidable contract cost.

Claim discounts without building the budget around assumptions

Programs change. Confirm current eligibility, geography, organization type, product terms, user limits, and renewal rules with the program owner.

Opportunity	What to check	Budget note
Microsoft nonprofit offers	Eligibility, grant vs discount, user types, security features	Price any required add-ons and support
Google for Nonprofits	Country, nonprofit status, Workspace edition, account ownership	Plan migration, training, backup, and admin
TechSoup	Validation, donor-partner restrictions, admin fees, frequency	Compare donated product with modern subscription
Cloud credits	Eligible services, duration, usage limits, expiration	Set budgets and alerts before deployment
Hardware / refurbishers	Warranty, supported OS, security, lifecycle, repairability	Avoid devices that create near-term replacement cost
Local grants / foundations	Allowed costs, deadlines, outcomes, reporting	Include implementation and sustainable operating cost

A donated tool is expensive if it duplicates another platform, lacks required security, or creates an unsupported workflow.

Protect donor trust with a small, enforceable baseline

Start with identity, payment verification, data minimization, backup, and clear ownership. These controls provide broad value without a complex program.

1	Require MFA and a password manager for email, fundraising, finance, banking, cloud, and admin access.
2	Use role templates for staff and volunteers; review access after events, campaigns, role changes, and departures.
3	Minimize donor and beneficiary data, restrict exports, expire shared links, and define retention.
4	Export license and usage reports quarterly; reclaim dormant seats and retire duplicate tools only after data migration.
5	Create a one-page technology budget: recurring tools, support, security, devices, projects, training, and emergency reserve.

What to watch for

WATCH: A grant funds year one but no one budgets for renewal.

WATCH: Volunteers share accounts or keep access after an event.

WATCH: Donor exports live in personal email, downloads, or spreadsheets.

WATCH: The organization pays for overlapping storage, meetings, forms, or security tools.

WATCH: A discount is accepted without checking data ownership and exit terms.

Turn the worksheet into a 30-day plan

Do not try to solve everything at once. Assign one owner, one next action, and one date for each priority.

NOW	Name the owner and confirm the current state.	_____
NEXT 7 DAYS	Fix the highest-risk gap or gather the missing evidence.	_____
NEXT 30 DAYS	Complete the remaining quick wins and set review dates.	_____
NEXT QUARTER	Test the process, document results, and assign improvements.	_____

Notes / decisions / questions for your provider

Want a second set of eyes? Book a free consultation at brotherlytechnology.com/contact/ or call 404-907-1005.

Reference points: Microsoft for Nonprofits: microsoft.com/nonprofits | Google for Nonprofits: google.com/nonprofits | TechSoup: techsoup.org

Program eligibility, products, pricing, credits, and terms change. Confirm current details directly with each vendor, authorized partner, grant maker, and qualified tax or legal advisor before committing.