

Microsoft Nonprofit Eligibility Checklist

Canada — Step-by-Step Guide for Organisations

Microsoft's nonprofit program provides eligible Canadian organisations with access to up to 300 free Microsoft 365 Business Basic licences and discounts of up to 75% on paid plans including Business Premium. Eligibility is validated by **Goodstack**, Microsoft's third-party verification partner, and is governed by a single global standard — there is no separate Canadian eligibility page.

Use this checklist before starting the registration process. A "no" answer at any point in Phase 1 is a strong signal of ineligibility — stop and seek advice before proceeding. This checklist is a practical guide only; eligibility determinations are made solely by Microsoft and Goodstack.

■ The person completing the Microsoft nonprofit registration must be a current employee or board-level executive volunteer of the organisation. An IT provider or MSP cannot complete it on your behalf — doing so violates Microsoft's terms and creates grounds for revocation of nonprofit status.

Phase 1 — Pre-Check | Complete This Before Touching Microsoft's Portal

A "no" to any item below is a strong disqualifier. Stop here and consult before proceeding.

- Search the [CRA Charity Registry](#) and confirm your organisation has an **active** registered charity number. Lapsed or revoked registrations disqualify.
- Confirm your legal structure is a **charitable organisation, public foundation, or private foundation**.
- Incorporation as an NPO under ONCA or CNCA alone is not sufficient — NPO status without a CRA charity number does not qualify.
- Public libraries only:** No CRA charity number required. Confirm your library status with your governing authority and proceed to Phase 2.
- Healthcare organisations:** Confirm you are **not** a hospital, hospital foundation, Family Health Team (FHT), or Ontario Health Team (OHT). These are ineligible under Microsoft's published policy regardless of CRA charity status or current enrolment. A hospital foundation will appear on the CRA registry as a registered charity — it is still excluded. CRA registration alone does not override the categorical exclusion.
- Confirm your organisation is **not** a municipality, Crown agency, school, college, or university — all are explicitly excluded. Schools and post-secondary institutions should use Microsoft Academic licensing instead.
- Confirm your organisation's mission aligns with at least one of: relief of poverty, advancing education, improving social welfare, preserving culture or the environment, promoting human rights, or establishing civil society.
- If government operational funding is your primary funding source, assess carefully — governmental organisations are explicitly excluded.

Phase 2 — Prepare | Gather What You Need Before Registering

- CRA charity registration number** — retrieved from the [CRA Charity Registry](#). This is your primary eligibility credential.
- Organisation's full legal name** exactly as registered with CRA and your provincial or federal corporate registry.
- Corporation Information Sheet** from the applicable corporate registry (Ontario Business Registry, Corporations Canada, or provincial equivalent). This is the document Goodstack typically requests from Canadian applicants.
- Name and email address** of the employee or board-level executive volunteer who will complete the registration. This person must be verifiably associated with the organisation.
- Organisation website URL** — required as part of the registration form.

Phase 3 — Apply | Organisation Staff Must Complete This — Not Your IT Provider

- Visit nonprofit.microsoft.com and run the Eligibility Pre-Check tool. Select Canada as the country and enter your primary organisational activity.
 - A current **employee or board-level executive volunteer** completes the registration form. Confirm they are using their own organisational email address — not that of your IT provider.
 - Submit the registration and allow up to **3–5 business days** for Goodstack to complete validation. Goodstack may contact the applicant directly to request the Corporation Information Sheet or additional documentation.
- Once approved, verify the confirmation is consistent with your organisation's actual legal structure. Approval by Goodstack's automated system does not guarantee ongoing eligibility — Microsoft reserves the right to audit and revoke nonprofit status at any time.

Phase 4 — After Approval | Ongoing Compliance

- Work with your **Microsoft CSP partner** to provision licences at nonprofit pricing. Licences are available through Microsoft's Nonprofit Hub or via a Microsoft CSP partner.
 - Confirm licence assignment scope: nonprofit licences are for **paid employees and executive volunteers only** — not program participants, members, or donors. One grant account per organisation with centralised IT.
 - Note your **attestation renewal date** and assign an internal owner. Attestation must be completed by organisation staff — not your IT provider. Missing an attestation can result in suspension of nonprofit status.
- Plan for **July 1, 2026 pricing changes** — Microsoft has announced nonprofit pricing will increase on that date, aligned with global commercial pricing changes. Review your licence mix and budget with your CSP partner ahead of renewal.
- If your organisation's legal structure, primary funding model, or operational status changes materially, reassess eligibility before your next renewal.

FSET Inc is a Microsoft CSP partner and ISO 27001:2022 certified Managed Services Provider serving law enforcement, healthcare, and municipal clients across Canada since 1999. We assess eligibility, guide your team through the registration process, and provision Microsoft 365 nonprofit licensing through our CSP relationship once your eligibility is confirmed. We do not complete registrations on your behalf — that step belongs to your organisation. [fset.inc](mailto:info@fset.ca) · info@fset.ca · +1-833-321-3738

Glossary of Acronyms

Acronym	Definition
CNCA	Canada Not-for-profit Corporations Act — federal legislation governing federally incorporated nonprofits
CRA	Canada Revenue Agency — federal agency that registers and regulates Canadian charities
CSP	Cloud Solution Provider — Microsoft partner channel through which licences are provisioned and managed
FHT	Family Health Team — Ontario primary care organisation funded by the Ministry of Health; ineligible
MSP	Managed Services Provider — IT company managing technology on behalf of client organisations
NPO	Not-for-Profit Organisation — incorporated nonprofit without CRA registered charity status
ONCA	Ontario Not-for-Profit Corporations Act — provincial legislation governing Ontario nonprofits
OHT	Ontario Health Team — provincial integrated care network; ineligible for Microsoft nonprofit pricing

Sources — Verified March 2026

Source	URL
Microsoft Nonprofit Eligibility (primary criteria)	microsoft.com/en-us/nonprofits/eligibility
Microsoft Nonprofit FAQ (Goodstack, validation, attestation, grant limits)	microsoft.com/en-us/nonprofits/faq
Goodstack — Verification Process	help.goodstack.org/what-is-percents-verification-process
Goodstack — Document Requirements for Canadian Organisations	help.goodstack.org/what-documents-does-goodstack-require-to-confirm-my-nonprofit-association
TechSoup — Microsoft Validation Role Change (August 2025)	support.techsoup.org/hc/en-us/articles/28638323879835
CRA Registered Charity Registry	apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch
Microsoft Nonprofit Portal (registration)	nonprofit.microsoft.com

Disclaimer: This checklist is for general informational purposes only and does not constitute legal, licensing, or regulatory advice. Information reflects Microsoft's published eligibility requirements and Goodstack's published validation documentation as of March 2026. Microsoft reserves the right to amend eligibility guidelines, validation criteria, grant structures, and program terms at any time without notice. Organisations should confirm current requirements directly at microsoft.com/en-us/nonprofits/eligibility. Eligibility determinations are made solely by Microsoft and its validation partners. FSET Inc makes no representations or warranties regarding the accuracy or current applicability of third-party program requirements.