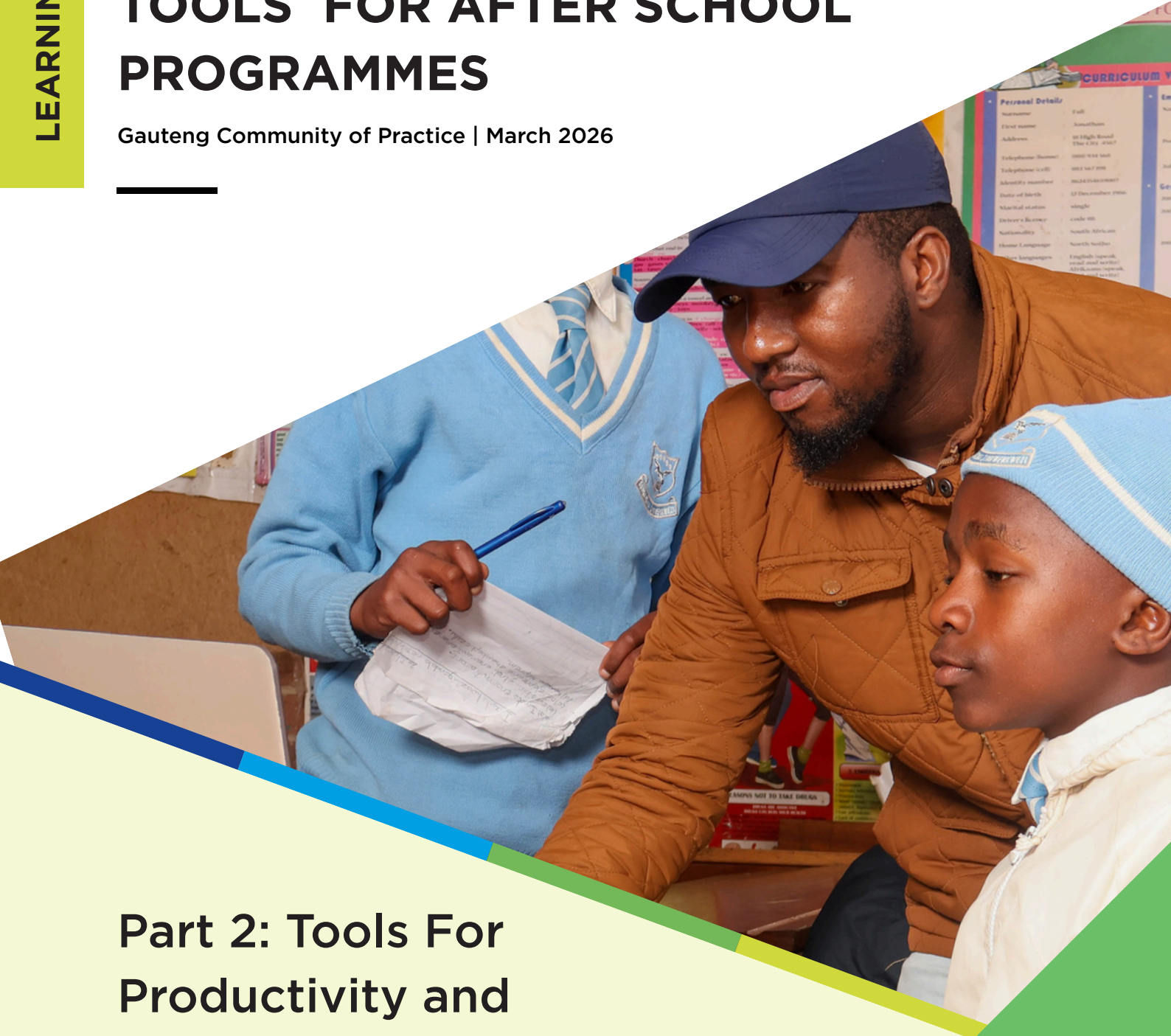


# UNDERSTANDING DIGITAL TOOLS FOR AFTER SCHOOL PROGRAMMES

Gauteng Community of Practice | March 2026



## Part 2: Tools For Productivity and Collaboration



THE  
**LEARNING  
TRUST**  
BEYOND THE CLASSROOM

This learning brief captures insights, tools and resources from the Community of Practice (CoP) on Understanding Digital Tools for After School Programmes (ASPs), held in March 2026.

The focus was on how ASPs can access and use free, and discounted digital tools to strengthen governance, streamline operations and communicate more effectively.

## SECTION 1

### MICROSOFT 365 FOR NONPROFITS

Microsoft 365 is already familiar to most organisations, but very few are using it to its full potential. For NPOs, the pricing is significantly reduced, and in many cases it is free. The session unpacked what you get and why it matters:

#### WHAT YOU GET

- Microsoft 365 Business Basic: Free for up to 300 users
- Paid tier: R97/month/user (NPO pricing)
- Teams, Word, Excel, PowerPoint, Outlook
- 1TB OneDrive cloud storage per user
- 50GB mailbox storage with auto-archive
- SharePoint for shared document management and institutional continuity
- Distribution and support mailboxes that multiple staff can access
- Professional domain-linked email addresses

#### KEY BENEFITS FOR ASPS

- Organisational continuity: SharePoint keeps documents and knowledge safe even when staff change. As one participant put it: “An individual cannot hold all organisational information.”
- DSD Teams initiative: The Department of Social Development (DSD) uses Microsoft Teams as a platform for NPO reporting. ASPs can upload programme narratives and compliance documents directly via Teams as part of their government reporting obligations. Contact Arnold at Phambano for guidance on accessing this.
- Shared mailboxes: manage funder inquiries, parent communication, and programme admin from a single email address with multiple staff
- Cloud storage = disaster recovery - no more losing files when a laptop breaks
- Create shared calendars and task lists across teams

“I am shocked that creating an email address takes less than a minute, while I was paying someone a lot of money to do that for me.”

## HOW TO ACCESS:



**Getting started:** <https://nonprofit.microsoft.com/en-us/getting-started>

**Pricing and plans:**

<https://www.microsoft.com/en-za/microsoft-365/enterprise/nonprofit-plans-and-pricing>

## MICROSOFT ELEVATE - Skills Development Programme

Microsoft Elevate is a free digital skills programme available through Civic AI ([civica.co.za](http://civica.co.za)), delivered in partnership with **Phambano**. It meets you where you are, with three learning pathways:



**Beginner: Foundational digital skills**



**Intermediate: Skills that matter - practical tools for day-to-day work**



**Advanced: Nonprofit Leaders - strategic digital leadership**

Each pathway ends with a Certificate of Achievement. The session recommendation: treat it like a daily ritual -just 5 to 10 minutes a day. Build it into your morning the same way you would check your emails.



## SECTION 2

### GOOGLE FOR NONPROFITS

Google has a dedicated nonprofit programme that gives registered organisations full access to Google Workspace - that is Gmail, Docs, Sheets, Drive, Meet, and more -at no cost, with expanded storage and collaboration features.

- Access **Google Workspace** for Nonprofits (linked to your domain name)
- Google Ad Grants: up to \$10,000 (USD) per month in free Google Ads for your NPO. This is a remarkable opportunity, but someone needs to actively manage the grant - if it goes unused, you lose it
- Create a **YouTube channel** for your organisation to share programme impact
- One participant mentioned their organisation has a Google account but was not sure how to make use of it. Orientation support is available through **Phambano** -reach out to **Arnold** directly

- **Nonprofit hub:**  
<https://www.google.co.za/nonprofits/>
- **Google Workspace for Nonprofits:**  
<https://www.google.co.za/nonprofits/offerings/workspace/>



## SECTION 3

### ADDITIONAL TOOLS & RESOURCES

#### Sage Foundation - Accounting & Operations

Sage offers accounting, payroll, HR, and operations software designed for nonprofits in South Africa. Qualifying organisations receive a reported 50% discount- a significant saving on tools that most growing organisations eventually need.



- **Website:** <https://www.sage.com/en-za/industry/nonprofit/>
- **Email:** [nposuccess@sage.com](mailto:nposuccess@sage.com)

## PHAMBANO TECHNOLOGY DEVELOPMENT CENTRE

Phambano is not just a service provider - they are a partner. Their work is to strengthen civil society organisations across Southern Africa by building real digital and organisational capacity. They offer a wide range of support to NPOs, including:

### DIGITAL CAPACITY BUILDING

- Cloud computing guidance
- Digital marketing training
- eSafety training
- AI solutions and resources for civil society organisations
- IT audits for NPOs at no cost (contact Arnold)

### ICT SERVICES

- Software installation
- IT consultation
- Email migration
- General IT support
- Affordable website development
- Feature your NPO on their website for visibility



Phambano website: [www.phambano.org.za](http://www.phambano.org.za)

Contact: Arnold Netshambidi

Executive Director - [arnold@phambano.org.za](mailto:arnold@phambano.org.za) |

084 979 0336 / 010 007 2734

Facebook:

<https://www.facebook.com/PhambanoTech/>

NPO/NGO Challenges Facebook Group:

<https://www.facebook.com/groups/1511716712509632/>

## SECTION 4

### OTHER RESOURCES AND NEXT STEPS

The session surfaced several more resources and next steps worth knowing about. For support with any of these, Arnold at Phambano ([arnold@phambano.org.za](mailto:arnold@phambano.org.za)) is your first point of contact.

- **AVIS car rental:** NPO staff receive discounts on both professional and personal rentals. Confirm the full terms when registering
- **AWS (Amazon Web Services):** Organisations receive cloud computing credits -access through TechSoup
- **QuestionPro:** a free survey platform for gathering data and feedback from your community
- **DSD Teams platform:** the Department of Social Development's initiative for NPO reporting - see Section 3 for full details
- **Social Media 101 Webinar:** hosted by TechSoup on 1 April- watch their platform for registration details
- Free IT audits for NPOs: available through Phambano at no cost- a practical way to understand your organisation's digital gaps
- **TechSoup registration support:** 14 organisations registered on the day, but time ran out for some. If you did not finish, contact Arnold to complete the process
- **NPO profiling:** if your organisation needs a digital profile, reach out to Phambano directly
- **Microsoft Elevate via Civic AI (civicai.co.za):** encourage every staff member to work through this free programme - even 5 to 10 minutes a day adds up (see Section 3 for more detail)
- **Website wishlist:** add a simple "wishlist" page to your website listing what your organisation needs - equipment, volunteers, specific funding. Donors who find you online will know exactly how to help



“We would like to have a deep dive into everything. We did enjoy the session. All topics are important and we had too little time to discuss everything.”

— **Musa Ngwenya**  
After School Practitioner

## KEY LINKS & CONTACTS:

Tool / Platform	Link / Contact
Canva for Nonprofits	<a href="https://www.canva.com/canva-for-nonprofits/">https://www.canva.com/canva-for-nonprofits/</a>
TechSoup South Africa	<a href="https://techsoupsouthafrica.org/user/register">https://techsoupsouthafrica.org/user/register</a>
Microsoft 365 for Nonprofits	<a href="https://nonprofit.microsoft.com/en-us/getting-started">https://nonprofit.microsoft.com/en-us/getting-started</a>
Microsoft 365 Pricing	<a href="https://www.microsoft.com/en-za/microsoft-365/enterprise/nonprofit-plans-and-pricing">https://www.microsoft.com/en-za/microsoft-365/enterprise/nonprofit-plans-and-pricing</a>
Google for Nonprofits	<a href="https://www.google.co.za/nonprofits/">https://www.google.co.za/nonprofits/</a>
Google Workspace for Nonprofits	<a href="https://www.google.co.za/nonprofits/offerings/workspace/">https://www.google.co.za/nonprofits/offerings/workspace/</a>
Sage Foundation	<a href="https://www.sage.com/en-za/industry/nonprofit/">https://www.sage.com/en-za/industry/nonprofit/</a> <a href="mailto:nposuccess@sage.com">nposuccess@sage.com</a>
Microsoft Elevate / Civic AI	<a href="https://civicai.co.za/">https://civicai.co.za/</a>
Phambano TDC	<a href="https://www.phambano.org.za/">https://www.phambano.org.za/</a> <a href="mailto:arnold@phambano.org.za">arnold@phambano.org.za</a>
The Learning Trust	<a href="https://www.thelearningtrust.org.l">https://www.thelearningtrust.org.l</a> <a href="mailto:info@thelearningtrust.org">info@thelearningtrust.org</a>
NPO/NGO Facebook Group	<a href="https://www.facebook.com/groups/1511716712509632/">https://www.facebook.com/groups/1511716712509632/</a>

# CONTACT US

---

Address:

WE WORK  
173 Oxford Road  
Rosebank  
Johannesburg

[info@thelearningtrust.org](mailto:info@thelearningtrust.org)

[www.thelearningtrust.org](http://www.thelearningtrust.org)



THE  
**LEARNING  
TRUST**  
BEYOND THE CLASSROOM