# How to apply for Canva for non-profits

- Canva offer a free non-profit account which churches are eligible to apply for. This account provides you with all the useful 'pro' features on Canva for free.
- Head to this link to get started - Canva Nonprofits — Free tools to power your mission
- Select 'Get started'
- Select 'Registered non-profit organization'
- Open the dropdown menu for 'Search organization name or ID'
- If your church is not listed in this list, scroll down and select 'I can't find my non-profit'
- Then you can add your church name and website on the next page, and select 'Church of England' as your 'Registry institution' and use your charity number or AChurchNearYou.com church code as your 'Organization ID'
- Select 'continue' then confirm your name and email on the next page
- Once you've submitted your application Canva will assess it and be in touch via email

**Verifying non-profit status**

1. Charity Commission charity number
   If your church has an income of over £100k annual income and is therefore listed as registered charities, you can use proof from the Charity Commission's website to apply for a non-profit account.

2. Gift Aid registration
   If your church is registered for Gift Aid the application process should be straightforward.
   Upon registering for Gift Aid, you should have received a 'signing on' letter from HMRC. This letter, or any correspondence your church receives from HMRC Charities, will include the 'tax exemption number'. This will start with two letters or an X and will include up to 5 numbers. Your PCC treasurer should have access to this number, but letters with the tax exemption number can also be downloaded from the HMRC website. If the HMRC doc is used to apply for a non-profit account, select 'HM Revenue and Customs' as the 'Registry Institution' dropdown on the non-profit registration form.

3. AChurchNearYou.com verification
   Another option if your church does not have a charity number is to download a certificate from AChurchNearYou.com that verifies your charity status. The downloadable certificate includes your church name, address and church code, and you can use it to support your application for the Canva non-profit account. The certificate can be found under 'more information' in the left-hand menu on AChurchNearYou.com.