

Canva Pro for non-profits

Rough instructions for applying for the non-profit program

I did my best to remember the steps involved in signing up for their program. If you find any mistakes or can add any information, please write them on this sheet and send your changes back to me.

1. Print this handout.
2. Request a letter confirming tax exempt status from Pat Barron
814-824-1185
pbarron@eriercd.org
3. Get an electronic copy of the tax exemption form if you have one. You can use a picture taken with a phone or scan it with a copier.
4. If you don't already have a Canva account, sign up for a free account: <https://www.canva.com/>

If you already have a free or paid/pro account, skip to the next step.
5. Visit their non-profit site: <https://www.canva.com/canva-for-nonprofits/>
6. Click the Apply for Canva Nonprofits button
7. Work your way through their application process.
 - a. **What is your nonprofit organization:** Choose **registered nonprofit organization** and click **Continue**.
 - b. What is your nonprofit organization? Click the drop down and select **I can't find my nonprofit**. It's way at the bottom of the list and click **Continue**.
 - c. Enter your Church's name as it appears on your proof of tax exemption.
 - d. Enter your full parish website with the www.
 - e. Choose Internal Revenue Service from the Registry institution drop.
 - f. Enter your ID Organization ID field. It may begin with a 75 or a 25 and click **Continue**.
 - g. Enter your name and email address and click **Continue**.. It would be best if you are using an email address that matches your parish website
 - h. Upload the letter you received from Pat Barron. If you have your proof of tax exemption you could include that too and click Submit.

