



ckle

NGO ANNUAL REPORT BUILDER

CKLE Annual Report Builder

Turn a year of impact into a funder-ready annual report — in your own brand, in English or French, without a designer or a writer.

report.ckle.org

■ What it is

The CKLE Annual Report Builder is a web-based tool that helps NGOs and civil society organisations produce a professional annual report on their own. You bring your notes, photos, stories, and financial figures; the tool guides you through structuring them, helps polish the writing, and generates a clean, branded PDF — complete with automatic charts, numbered pages, a footer on every page, and a table of contents. No design software, no agency, and no starting from a blank page.

■ Who it's for

It is built for small and mid-sized NGOs and community-based organisations — especially those with limited communications or design capacity — and for the programme, fundraising, and management staff who are usually the ones expected to “get the report done.” If your team has the story but not the time or the design tools, this is for you.

■ The problem it solves

For many organisations, the annual report arrives late, reads like an internal grant report, and does little to build trust with funders or partners. The Builder turns reporting from a last-minute chore into a fast, structured process that produces something you are proud to share — and that helps you attract partners and meet donor expectations.

■ How it works

- 1 Choose how you want to build.** A guided, conversational interview walks you through your year question by question, or a step-by-step form lets you fill in each section directly — whichever suits your team.
- 2 Add your content.** Enter achievements, programme highlights, stories, testimonials, and financial figures, and upload your photos. Built-in AI assistance can refine and tighten your text in the language you are writing in.
- 3 Apply your brand.** Add your colours and logo so the report looks like your organisation — not a generic template.
- 4 Pick a layout.** Choose between the two professional layouts to match your tone and audience.
- 5 Preview and export.** Generate a print-ready PDF with automatic financial charts, numbered pages, footers, and a contents page. Your work is saved as you go, so you can build it in stages.

■ Key features

- ✓ Two ways to build: a guided Q&A mode or a structured section-by-section form
- ✓ AI writing assistance to structure and polish your narrative
- ✓ Automatic financial charts from the figures you enter (income and expenses)
- ✓ Print-ready PDF: numbered pages, a footer on every page, a table of contents
- ✓ Autosave, so you can stop and return without losing your work
- ✓ Fully bilingual — English and French, from start to finish
- ✓ Your brand colours and logo applied throughout the document
- ✓ Two professional layouts to choose from
- ✓ Drag-and-drop photo and image upload
- ✓ Secure access through email verification

■ About CKLE

CKLE is a bilingual (French/English) creative communication agency based in Cotonou, Benin. We help NGOs, startups, and public-sector organisations across francophone and anglophone West Africa tell their stories with clarity and impact — through writing, design, and digital tools built for social-impact organisations.