



Tender to design Corra Foundation's Annual Report and Accounts (3-year contract)

We are looking for a graphic designer or design agency to design our annual report with accounts for up to three years (2025, 2026, and 2027). We anticipate a total contract value of up to £18,000 excluding VAT to include the design of 3 annual reports with accounts. Each report is up to 80 pages with a mixture of text, images, and tables.

Take a look at our [24-25 Annual Report and Accounts](#). Further information on the brief is available below – please do take the time to read this.

To apply, please send the following to julie@corra.scot by Friday 24th January 2025:

- A short introduction to yourself or your agency. One paragraph is plenty.
- How you would approach designing our annual report and accounts to deliver our 'what's important to us' criteria. One page is plenty.
- A few examples of documents you have designed. We'd really like to see examples of annual reports and accounts if you have them.
- Budget breakdown of your anticipated costs.

Brief

Design Corra's Annual Report and Accounts in 2025, 2026, and 2027. Each likely to be c. 80 pages.

What's important to us?

1. **Accessibility for users.** We are looking for a final document that is fully accessible with screen readers and meets the highest accessibility standards.
2. **Flexible and responsive team.** Our process of pulling together the content involves a few different teams. This means that you might be working with one member of staff for one part of the report, and another for another. We'd really appreciate flexibility in accommodating this.

3. **Visually exciting and engaging design.** We have a brand, brand guidelines, and images for you to use. We want to explore how our brand can be used imaginatively to help communicate the bold work Corra is doing.
4. **Social impact.** Where we can, we try to work with organisations or freelancers with a commitment to social impact. It might be that you work with under-represented designers or offer subsidised services to small charities. If you try to have social impact – let us know!

Timeline for each year

Our annual report and accounts are produced in two separate sections – each has a slightly different timeline. Please notes these dates are subject to change and will be confirmed when the contract commences.

Section 1: Introduction and Impact (c. 20 pages) mixture of narrative, and visual summary of impact.

1st April – design ideas to Corra.

1st May – final copy to designer.

Mid-May – first draft of section 1 to Corra (few rounds of edits)

Mid-June – final version of section 1 signed off.

Section 2: Structure and Governance (c. 45 pages) Predominantly figures as set out in standard accounts but done so in a visually concise/accessible way.

Mid-June – first draft content to designer

End of June – draft received from designer (with rounds of edits)

12th July – final full report (combining section 1 and 2)

22nd July – final edits to designer.

29th July – final report received from designer.