[Date]

[Insert Business Name]

UWS Business Seed Funding

[Insert Full Name]

Progress Report

**Progress Overview**

In these sections, please provide an overview of all the progress that has currently been made towards developing and starting your own business.

1. **What activities/tasks have you undertaken with the funding provided?**

*(Created a business plan, carried out market research, developed a website etc. Please explain each activity/task in detail)*

|  |
| --- |
|  |

1. **What current progress has been made with your business?**

*(Have made a sale, developed my product/service further, legal fees, insurance etc.)*

|  |
| --- |
|  |

1. **What challenges have you faced?**

*(This should include challenges or barriers which have stopped you from meeting your overall business goals, for example timing issues, marketing issues, expenses etc.)*

|  |
| --- |
|  |

1. **What are the next steps/plans for your business going forward? What would you like to achieve?**

*(For the next 6 months)*

|  |
| --- |
|  |

1. **How has the funding been spent?**

*(Provide a breakdown of all the funding that you have received and how you have spent that funding so far, use the table provided below)*

|  |  |  |
| --- | --- | --- |
| **Date** | **Funding Amount** | **Activities/Tasks**  (What have you spent the money on? Rent, legal fees, market research, branding, website creation, stationary etc.) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Remaining Funding**  (Please state the amount of funding you have leftover, and how you plan on using it in the upcoming months) |  | |