[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)*

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

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

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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.)*

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

*(For the next 6 months)*

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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)*

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