

(Name of Business) - Expense Report

(Date) Investments

Describe anything you already have in to your business

Examples: consulting with someone, purchasing items, start-up funds received, loans, etc

(Date) Initial Operating Costs

If appropriate - describe what expenses you had to get your business functional and running

Examples: ingredients/items to sell, licenses, training, accounts, etc

(Date) Results

If appropriate - describe what your results have been so far with your business

Examples: number of events, clients/customers, inventory, sales, profits

(Date) Projections

I plan to be in operation (dates). I expect the following by (date).....List your goals, examples: profits, sales, number of customers, etc.

- .
- .
- .
- .

Grant Request & Impact

I am asking for the following specific funds:

- \$_____ to purchase _____ which will help to (do what for your business)
- \$_____ to purchase _____which will help to (do what for your business)
- .
- .