**TAKEOFF Seed Fund Award**

***PROGRESS REPORT TEMPLATE***

|  |  |
| --- | --- |
| **Name of Lead Applicant:** |  |
| **Name of Project:** |  |
| **Reporting Date:** |  |

**Financial Update\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item Description** | **Total Budgeted Amount (€)** | **Actual Amount Spent During Current Reporting Period and % of item budget spent (€)** | **Total Amount Spent to date and % of allocated total funding spent on the item (€)** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |

\* Add rows as required. Round up to the nearest €

**TOT spent to date: \_\_\_\_\_\_\_\_\_\_\_**

**Remaining funds: \_\_\_\_\_\_\_\_\_\_\_\_**

**Progress Update\*\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Milestone Description** | **Date Planned** | **Date Completed** |
| 1 |  |  |  |
| Comments |  | | |
| 2 |  |  |  |
| Comments |  | | |
| 3 |  |  |  |
| Comments |  | | |
| 4 |  |  |  |
| Comments |  | | |
| 5 |  |  |  |
| Comments |  | | |

\*\* Add rows as required.

**General Comments / Issues**

**Feedback from TAKEOFF / Knowledge Transfer Office (to be compiled internally following report submission)**

