



U.S. Small Business
Administration

For Official Use Only	For Official Use Only
Date Received	Date Approved
Application Number:	Category:
Funded in part through a grant with the U.S. Small Business Administration	

STEP Grant: **Activity Report**

Company Information:

Report Date:			
Indicate which Quarter you are Reporting on: ☐ Quarter 1 (Sept 30-Dec 31) ☐ Quarter 2 (Jan 1-Mar 31) ☐ Quarter 3 (Apr 1-Jun 30) ☐ Quarter 4 (Jul 1-Sept 29)			
Company Name:		Contact Person and Title:	
Street Address:		Phone Number:	
Mailing Address (if different):			
City:	County:	State:	Zip Code:
Contact Phone:		Contact Email:	

Activity Information:

Please List the Activity as submitted on your Application:
What is the Status of Your Activity?
Please Provide the Total Number of Expenses You Accrued to Date:
Please Provide an Overview of your Accomplishments and Successes to Date:
Please Provide an Overview of the Leads Acquired to Date, the Amount of Actual Sales from those Leads and your Projected Sales Amounts resulting from the Completed Activity within the Following 12 -18 Months:
Please Provide an Update on the Number of Jobs Created AND the Number of Jobs Retained under this Activity:
Please Describe any Issues or Concerns Impeding this Activity:

I certify that the information provided in this report, as well as accompanying documents, are true and complete. I agree to abide by the STEP program funding and reporting policies. I further understand that this information will be reviewed and is pending approval.

Signature (required)

Date