USE-OF-FUNDS PLAN

Show exactly what you'll spend investment or loan money on, when, and what each dollar should achieve.

TYPE: WORKSHEET REVIEWED: NOVEMBER 2026 TIME: 30 TO 45 MINUTES LEVEL: BEGINNER

AT A GLANCE

- A **use-of-funds plan** lists how much money you need, what it's for, when you'll spend it, and the result you expect.
- Lenders, investors, grant programs and the Project Underdogs graduation standard all ask for one.
- Page 2 is **fillable**. It totals your plan and shows each item's share automatically.

Why it matters

"We need $100,000 to grow" doesn't tell anyone much. "We need $100,000: $42,000 for a second van and equipment, $30,000 for two new staff for 6 months, $18,000 for marketing, and $10,000 as a cash cushion, to reach $35,000 a month in sales by next fall" shows you've thought it through.

How to fill it in

1. **List each use** in the categories on page 2. Rename "Other" lines as needed.
2. **Enter the amount** for each. Use real quotes where you can.
3. **Write when** you'll spend it, for example "Month 1 to 3."
4. **Write the expected result**: more sales, more customers, lower costs or a milestone.
5. **Check the total** matches the amount you're asking for.
6. **Add milestones** at the bottom: what you'll have achieved in 6, 12 and 18 months.

Example: Malik grows to two vans

Use	Amount	Share	When	Expected result
Second van and equipment	$42,000	42%	Month 1	Double job capacity
Two detailers for 6 months	$30,000	30%	Months 1 to 6	Staff the second van
Marketing	$18,000	18%	Months 1 to 9	150 new customers
Cash cushion	$10,000	10%	Held	Cover slow months
Total	**$100,000**	**100%**		**$35,000 a month in sales by month 12**

> TIP
>
> **Include a cash cushion.** Plans rarely go exactly to schedule. Many lenders and investors like to see that you've planned for delays.

> TIP
>
> Calculations work in **Adobe Acrobat Reader** (free) and most desktop PDF apps.

Where to go next

- **R-26 Sources and Uses Worksheet**
- **R-18 Building a Pitch Deck**
- **M-16 12-Month Cash Flow Forecast**

IMPORTANT
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USE-OF-FUNDS PLAN

What you'll spend the money on, when, and what it should achieve.

	Amount	Share of total	When	Expected result
Equipment and vehicles				
Space, buildout or deposits				
Inventory and materials				
Hiring and payroll				
Marketing and sales				
Technology and software				
Professional fees				
Working capital and cash cushion				
Other				
Other				
Total				

Amount you're asking for	
Difference (should be $0)	

Milestones in 6 months

Milestones in 12 months

Milestones in 18 months

Fill in the white boxes. Shaded boxes calculate automatically.