

Guideline on Final Report

Lingnan Entrepreneurship Initiative (LEI) Graduate Support Fund – Startup Stream Guidelines on Final Report

The final report should include the following elements:

Category	Details
About the business	<ul style="list-style-type: none">• Short description of the business [For publication purpose] (within 50 words/ 1-2 sentences)• An executive summary• Market gaps/ Problems that you want to address• Your market solution(s)
An account of major activities carried out (with detailed information)	<ul style="list-style-type: none">• Key Activities• Stakeholders Engagement• Key Partners
An evaluation of the project with details on	<ul style="list-style-type: none">• Impact of the project against agreed objectives• Results/ Milestones achieved• Use of the Fund• Obstacles encountered and areas for improvement
Future development and sustainability of the project	<ul style="list-style-type: none">• Future plan• Ways and plans to sustain the business
A financial statement incurred within the project period	<ul style="list-style-type: none">• Cost Structure• Revenue Stream
Appendix	<ul style="list-style-type: none">• Photos of the project activities/ products• Contact information of the business (e.g. website link, FB/ IG name, address, etc.)• BR/CR