

FUNDRAISING READINESS CHECKLIST

A one-page review before approaching investors

Company

Date

**MARK EACH ITEM WHEN THE ANSWER IS SUPPORTED BY
CURRENT DOCUMENTS, NOT ONLY BY A PLAN.**

Priority gaps to resolve before outreach

☐ **01 FUNDING PURPOSE**

The amount requested is tied to a costed milestone, a use-of-funds plan and a cash-flow forecast. We can explain what a smaller raise would achieve.

☐ **02 EVIDENCE OF PROGRESS**

Our main traction claims can be traced to customer, product or commercial records. We distinguish completed results from pilots, pipeline and forecasts.

☐ **03 FINANCIAL CONSISTENCY**

The deck, model, management accounts and cash position agree, or a dated note explains material differences. Assumptions and a slower-growth case are visible.

☐ **04 OWNERSHIP AND TERMS**

The cap table is current and records share classes, options and convertible instruments. We understand the proposed round structure and potential dilution.

☐ **05 INVESTOR FIT**

Our target list matches the business by stage, sector, geography and cheque size. We can explain why each priority investor is relevant.

☐ **06 MATERIALS AND DILIGENCE**

The current deck, summary, model and indexed data room tell a consistent story. A reviewer can trace major claims to calculations and source records.

☐ **07 REVIEW AND ACCESS**

Specialist advisers have reviewed tax-scheme statements, outreach and transaction materials where needed. Sensitive documents have a staged, named-access plan.

HOW TO USE THIS SHEET

Assign an owner and date to each gap. Recheck after material changes to the business.

