

**U.S. Embassy Honduras
Public Affairs Section
PERFORMANCE NARRATIVE REPORT
GUIDANCE**

Note: Please use at least a size 12 font and include the following information (up to five pages in length):

Grant / Award Number (SHO80018XXYYZZ)

Recipient

Reporting Period

1. Performance Narrative

- Purpose of the grant
- Brief description of all activities
- To what extent were the proposed activities accomplished?

2. Outcomes

- What were the expected outcomes of the project / Who was the target audience?
- To what extent were these expected outcomes achieved?
- How were the results measured?
- Were there any unexpected outcomes as a result of the project?

4. Strengths and Limitations

- What were the strengths and limitations of the project?
- How did you and/or your team address these limitations?

5. Project Concerns

- Were there any unexpected changes made to the approved project?

6. Budget Revision

- Describe any changes in the original-approved budget that may have occurred as a result of unpredictable circumstances.

7. Future Funding

- Indicate if this project is continuing and, if so, how will it be funded in the future.

ADDITIONAL MATERIALS

Copies of any significant materials like brochures, published articles, photos, social media etc.

Note: Other formats will be accepted.