

## WBC QUARTERLY PERFORMANCE NARRATIVE REPORT

<b>Organization</b>	
<b>Project Director</b>	
<b>Address:</b>	
<b>State:</b>	
<b>Phone</b>	
<b>Date:</b>	
<b>Grant/Cooperative Agreement #</b>	

Milestones	Estimated	Actual

Compare actual accomplishments to the goals negotiated with the SBA for the reporting period. If goals were not met, address the reasons and provide a plan of action to overcome those deficiencies or justification indicating how the program will better serve women entrepreneurs if the goals are revised.

Provide a brief summary of the period's activities, challenges, and accomplishments.

Provide a brief summary of actual financial expenditures under budget cost categories versus the estimated budget, including an explanation of any cost overrun by budget cost category. Financial data furnished in this report is from a manager's standpoint and is in addition to the information furnished in the financial reports.

What is your WBC doing to **serve veterans**?

*Additional information and attachments:*

- Names of key personnel;

- Cost(s) of client tuition, if any, and number of economically disadvantaged clients receiving scholarships for client tuition (i.e., waived tuition due to WBC's receipt of program income);
- Activities assisting other small-business and community economic-development organizations, such as providing counseling, training and outreach to faith-based and community organizations that devote a significant portion of their activities to supporting the needs of small businesses.
- Success stories in Word or RTF (rich text format) suitable for inclusion in SBA's reports to Congress, speeches or testimony by SBA officials, or press releases or media advisories, etc. that the center has submitted to the district office public information officer for clearance (the SBA is unable to use stories that are not cleared).

#### **4<sup>th</sup> Quarter Only**

The final performance report must also include a summary of the year's activities, challenges, and accomplishments.

*Please limit the above narrative to no more than two pages. You may use this format (OWBO will provide it electronically) or your own. **NOTE:** If a reasonable facsimile is used, it must address all items as requested by this template.*