

HOW TO FILE THE FINAL REPORT

NOTE: The system records the exact time and date filed, so if you miss the deadline, your permanent record will always show a late filing that can affect future grants.

LOCATION: At floriadanimalfriend.org, go to Grants, then scroll to Apply for a Grant, then Follow-up Report.

Download the worksheet document to show what information you will need. We suggest you then create your answers in a word document so that you can copy and paste into the final report. That could avoid you being “timed out” if it takes too long to enter your data.

LOG IN using the exact same username and password used to submit the application. When you do, your grant number will come up. Click it to proceed to the report. If your grant number does not come up, do not proceed — anything you enter there will not be valid.

FIRST SECTION: Some shaded box first items will self-populate. Start to fill in at Total Surgeries Performed and proceed.

AMOUNTS section: AMOUNT REQUESTED and AMOUNT RECEIVED will self-generate. AMOUNT SPENT must be filled in correctly by you. AMOUNT SPENT ON RABIES VACCINE will be a portion of that, if used. And AMOUNT RETURNED idd any will match the above amounts.

SURGERY/NUMBER PERFORMED/AVERAGE COST/SURGERY: Do not enter dollar signs! And Total Cost will self-generate.

TEXT QUESTIONS: Respond as completely as possible to the questions to describe your use of the funds.

INCLUDE SAMPLES OF PUBLICITY: To upload, first press the “select” button, and then select the appropriate file to upload. Note: Once the file has successfully been uploaded, it will be displayed on the list of uploaded files on the right side of the screen.

[Include samples of publicity generated for the Florida Animal Friend license plate.](#)
[Upload here preferable as small-file pdfs, no more than 4.](#)

IF YOU DO NOT FINISH, you can SAVE / COMPLETE later.

When ready to complete, log back in as you did originally, and on the right side of the screen, you will see a section titled “Draft Follow Up Reports. “ Select your grant number to continue the form. Once the form is opened, your grant number will be grayed out but visible and you can proceed to complete your report.

AT THE BOTTOM, CHECK “SUBMIT” to file your report.

IF YOU HAVE NOT SAVED THE ORIGINAL USERNAME AND PASSWORD, CONTACT FAF HQ IMMEDIATELY to see if anything can be done to enable you to file.