

**WV Bureau for Behavioral Health
Announcement of Funding Availability (AFA) Proposal Template**

AFA Number

AFA Title

Total Amount of Funding Requested

Applicant Organization Name

Applicant Organization Contact Information

Address (Line One)

Address (Line Two)

City **State** **Zip**

Phone Number **Fax Number**

Web Address

Name of Applicant Organization Director

Phone Number **E-mail Address**

Name of Applicant Organization Chief Fiscal Officer/Financial Director

Phone Number **E-mail Address**

Name of Project Officer / Lead Contact (Name & Title)

Phone Number **E-mail Address**

Required Documents

Project Narrative

Attachment 3: Letters of Support

Attachment 1: Targeted Funding Budget and Budget Narrative

Attachment 4: Site Plans and/or Construction Drawings

Proposal Statement of Assurance

Attachment 5: Verification of Match

Attachment 2: Valid WV Business License

Attachment 6: Attestation Letter for Life and Safety Assessment and WVARR Certification

Instructions for Attaching Files

1. For each attachment, ensure the file name matches the text on the form
2. Near the top on the right hand side, click "Comment"
3. Click the Icon that looks like a paperclip ----->
4. Move your mouse to the appropriate box on the form and click
5. Locate the file on your computer, select it, and click "Open".
A paperclip will appear in (or near) the box on the form and your file will be attached.



Once form is completed click the button above, enter AFA Title & Number in the subject line and attach the completed template.