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

Save Form

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AFA Number

AFA Title

Total Amount of Funding Requested

Applicant Organization Name

Applicant Organization Contact Information

Address (Line One)

Address (Line Two)

City **State** West Virginia **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

- ☐ **Proposal Abstract and Project Narrative (Sections A-E)**
- ☐ **Attachment 1: Facility/Site Diagrams; References/Works Cited Page**
  - ☐ *Mark this box if Facility/Site Diagram is not applicable or available for proposed project*
- ☐ **Attachment 2: Letters of Support / Memorandums of Understanding (MOUs)**
- ☐ **Attachment 3: Targeted Funding Budget(s) and Budget Narrative(s)**
- ☐ **Documentation of Organization's Valid WV Business License**
- ☐ **Documentation of Organization's Active System for Award Management (SAM) Registration**
- ☐ **Documentation of Organization's Signed Proposal Assurance Statement**

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.

Submit by E-Mail

Once form is completed and all attachments are made, click button above and enter the AFA Title and Number in the Subject Line.