

**WV Bureau for Behavioral Health and Health Facilities  
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**

Proposal Narrative

Documentation of Organization's Signed Proposal Assurance Statement

Attachment 1: Targeted Funding Budget(s) and Budget Narrative(s)

Other Attachments, as requested

Attachment 2: Documentation of Organization's Valid WV Business License

**Instructions for Attaching Files**

1. Save the template to the computer.
2. Open saved template to attach files for submission,
3. For each attachment, ensure the file name matches the text on the form
4. Near the top on the right hand side, click "Comment"
5. Click the Icon that looks like a paperclip ----->
6. Move your mouse to the appropriate box on the form and click
7. 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.