

**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.