



## Call for proposals Template for nongovernmental organizations

1. **Project name.** *Clearly state the project name, and make sure it describes the overall aim of the project.*
2. **Organization name.** *Indicate the full name of your organization, and include a brief summary of its history.*
3. **Project objectives.** *Clearly list your project objectives, and make sure to them short and crisp.*
4. **Project activities.** *Provide a detailed list of all your activities under this project.*
5. **Expected outcome(s) of the project.** *Explain what you expect to achieve through this project, and make sure to include the impact of planned activities.*
6. **Expected partners in the project.** *List all potential partners you are likely to work with in this project, including governmental and nongovernmental players.*
7. **Timeline.** *Provide a clear timeline for completing each of the activities listed in your project, noting that the overall project duration is six months.*
8. **Budget.** *Provide a full budget breakdown for each activity listed—and not an overall total. The budget might include cost of materials, meetings, consultations, etc. however, cost of personnel within the organization cannot be included.*

### For more information and submissions, please contact:

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