

Annex 3: Full Proposal Template

Tobacco Control Civil Society Grants Programme

The Full Proposal builds upon the approved Concept Note and provides a comprehensive description of how the proposed project will be implemented. Applicants are expected to expand upon the information presented in the Concept Note by providing detailed technical, operational, financial, and monitoring arrangements to demonstrate the feasibility and effectiveness of the proposed intervention. The proposal should clearly demonstrate how the project contributes to the implementation of the **Maldives Tobacco Control Act**, the **World Health Organization Framework Convention on Tobacco Control (WHO FCTC)**, the **WHO MPOWER package**, and national priorities for the prevention and control of non-communicable diseases (NCDs). The Full Proposal should not exceed **15 pages**, excluding annexes and supporting documents.

Note: Text in italics provides guidance for applicants. Remove guidance before submission.

1. Cover Page	
<i>(Expand from Concept Note Section 1)</i> <i>If there are no changes, you may provide the same project title, organization, and contact information as in your Concept Note. Update duration and requested grant amount if revised after feedback.</i>	
BASIC INFORMATION	
A: Project Title:	
B: Lead Applicant (CSO):	
C: Partner(s) (WDC / Council / CSO):	
D: Target Location(s):	
E: Amount Requested (MVR):	
F: Proposed Duration (Start and End Dates):	
<i>Must be between 12 and 15 months</i>	
G: Priority Area:	
Details of the contact person	
Name:	Designation:

Phone Number:	Email:
Authorized Representative Signature and Date:	

2. Executive Summary (Expand from Concept Note Section B)

Provide a concise overview of the proposed project by summarizing the background and context of the intervention, the tobacco control problem or need being addressed, and the overall goal and specific objectives of the project. Describe the target population and geographic area where the project will be implemented and outline the key interventions and activities that will be undertaken to achieve the intended objectives. Summarize the expected outputs and outcomes, highlighting the project's anticipated contribution to strengthening tobacco control in the Maldives. Include the total grant amount requested and provide a brief explanation of how the proposed interventions and project outcomes will be sustained beyond the grant period through community ownership, partnerships, institutional support, or other sustainability mechanisms.

3. Institutional Arrangements and Staffing (Expand from Concept Note Section C)

Describe your organization's management structure, staffing, and partnerships outlined in the Concept Note. Clearly specify roles and reporting lines. Please attach the CVs of key personnel as an annex.

3. Problem Analysis and Rationale (Expand from Concept Note Section D)

Elaborate on the issue described in your Concept Note. Supporting evidence including secondary data and community consultations. Explain how the project addresses the identified problem and aligns with national strategies.

5. Project Goal, Objectives, and Results Framework (Expand from Concept Note Section E)

Convert your Concept Note objectives into a detailed logical framework with measurable indicators. Clearly distinguish between Goal, Outcomes, and Outputs.

Results Chain	Performance Indicators	Means of Verification	Assumptions / Risks

. Detailed Description of Activities (Expand from Concept Note Section F)

Provide details for each key activity identified in the Concept Note. Include purpose, methodology, and expected deliverables. Use the table below to map your Concept Note activities to the expanded full proposal version.

Activity	Expanded Description / Tasks	Expected Deliverables

7. Implementation Plan / Work Schedule (Expand from Concept Note Section F)

Translate your proposed activities into a timeline or Gant chart. Indicate responsibilities, key milestones, and expected completion dates. A template will be provided.

8. Target Groups and Geographic Coverage (Expand from Concept Note Section G)

Confirm or refine target groups and geographic focus areas from your Concept Note. Explain any changes and justify your selection based on need, operational capacity, and inclusion considerations.

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Confirm or refine target groups and geographic focus areas from your Concept Note. Explain any changes and justify your selection based on need, operational capacity, and inclusion considerations.

9. Risk Management Plan (Expand from Concept Note Section H)

Convert risks noted in your Concept Note into a structured risk matrix with mitigation measures.

Risk	Category	Likelihood	Impact	Mitigation Measures

10. Monitoring, Evaluation, and Learning (MEL) Plan (Expand from Concept Note Section I)

Expand on the monitoring approach outlined in your Concept Note. Include indicators, data collection tools, Quality assurance, baseline and target values (noting that these may be confirmed and finalized at the start of implementation), reporting frequency, and mechanisms for learning and adaptation.

11. Sustainability and Exit Strategy (Expand from Concept Note Section I)

Build upon the sustainability elements in your Concept Note. Explain how the project results will continue after funding ends, through partnerships, institutional integration, or local resource mobilization.

12. Detailed Budget and Financial Plan (Expand from Concept Note Section J)

Provide a detailed line-item budget. Include unit costs, quantities, and total values. Explain any revisions from the indicative budget in your Concept Note. A template will be provided.

13. Procurement and Financial Management Arrangements (Expand from Concept Note Section K)

Describe your internal procurement, accounting, and audit systems.

14. Annexes

Attach all supporting materials referenced in this proposal, including registration documents, CVs, letters of support, and safeguarding policies.