

Grievance Form
Environmental and Climate Change Adaptation Consortium (KAPABEL)

Filled by KAPABEL

<i>Grievance No.</i>		
<i>Name of registerer</i>		Date:
<i>Source</i>	sms / email / letter / fax / phone / visit / others:..... *)	

*) Circle the appropriate

Filled by Complainant

Complainant Data		
<i>Name</i>		
<i>Address</i>		
<i>Phone No.</i>		
<i>Fax</i>		
<i>E-mail</i>		
Grievance Information		
<i>Location</i>		
<i>Program</i>		
<i>Parties was reported</i>		
<i>Date of occurrence</i>		
<i>Detail grievance:</i>		
<p>(Completed with related evidence or documents) (if this part is insufficient, then allowed to use additional paper)</p>		
<i>Complainant Name and Signature</i>		Date:
<i>Receiver name and signature</i>		Date:

Notes:

The form must be made 2 copy: 1 copy for complainant, and 1 copy for archives.

Complaints regarding projects/programmes can also be filed with the secretariat” at the address provided below :

Adaptation Fund Board secretariat
 Mail stop: MSN P-4-400
 1818 H Street NW
 Washington DC
 20433 USA
 Tel: 001-202-478-7347
afbsec@adaptation-fund.org