Grievance Form
Environmental and Climate Change Adaptation Consortium (KAPABEL)

Filled by KAPABEL

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

*) *Circle the appropriate*

Filled by Complainant

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