**SAMPLE FORM OF A PROJECT / PROGRAMME COMPLAINT**

To: Adaptation Fund Board Secretariat,   
1818 H Street NW, N7-700, Washington, DC 20433, USA

Email: [afcomplaints@adaptation-fund.org](mailto:afcomplaints@adaptation-fund.org)

1. I/We, [insert names], lodge a complaint concerning the project [insert title of the project] and live and/or represent others who live in the area known as [insert name and location of area].
2. This complaint is being submitted before the date of the submission of the final evaluation report of the project concerned.
3. We have suffered, or are likely to suffer, adverse impacts/harms as a result of the Adaptation Fund’s financed project [insert a brief description of the project or programme] located in [insert location/country].
4. [Describe the damage or harm you have suffered, or are likely to suffer from the project or program].
5. We have complained to the Implementing Entity [Insert name of the Implementing Entity of the Fund] through its complaint handling mechanism on the following occasions [list dates] by [explain how the complaint was made]. Despite efforts, we believe that we failed to reach a satisfactory solution within a year for the following reasons [describe reasons].
6. I/We [do/do not] wish our identifying information to be disclosed (ignore if not applicable).

Signatures:

Date:

Contact address, telephone number, fax number, and e-mail address:

List of attachments: