# **COMPLAINT FORM FOR KCSF GRANTS**

(After completion of the form, save it as a PDF document. The entire complaint form shall not exceed two pages)

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| **INFORMATION ABOUT THE APPLICANT** | |
| **APPLICANT** (full name of the organization/initiative) |  |
| **PROGRAM AND INSTRUMENT** (which KCSF program and instrument you have applied for grants) |  |
| **PERSON SUBMITING THE COMPLAINT** (full name and position) |  |
| CONTACT INFORMATION (email and phone) |  |

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| **INFORMATION ABOUT THE COMPLAINT** | |
| **MISSING DOCUMENT**  (list the full name of the document you consider has been left out from the evaluation process, thus resulted in significantly lower score in a particular category or overall, and provide a short description of its content) |  |
| **TYPE OF DOCUMENT**  (check the correct box describing the type of the respective document) | ELIGIBILITY DOCUMENT (certificates, statute, audit reports, etc.)  PROGRAM DESCRIPTION (organizational strategy, specific section of the application form, etc.)  BUDGET (budget form, budget justification, sources of funding)  ANNEXES (logical framework, activity plan, etc.)  OTHER (describe: \_\_\_\_) |
| **GROUNDS OF COMPLAINT**  (present your opinion on how the potential failure to consider the above document has influenced the evaluation and scoring of your application) |  |
| **DATE OF SUBMISSION OF COMPLAINT** (dd/mm/yyyy) |  |