**Grievance Submission Form**

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| **Instructions:** To be completed by stakeholder in order for a grievance to be processed through the Reserve grievance process. Refer to Section 3.5 – Stakeholder Input of the Program Manual for specific details about the process.  Please complete all fields as thoroughly as possible. All fields must be completed, if a field is not applicable insert N/A in the space provided.  Submit completed for to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org)  **This form will become public when the Reserve has made a grievance determination.** | |
| 1. **Form Completed By** (name, organization)**:** |  |
| * 1. **Contact Information** (phone, email)**:** |  |
| * 1. **Date Form Submitted:** |  |
| 1. **Specify the nature of the grievance** | |
| * 1. **Programmatic **rule, requirement, and/or process**** (specify the specific rule, e.g., Section 1.0 of the Program Manual)**:** |  |
| * 1. **Protocol** **requirement** (specify the specific protocol section): |  |
| * 1. **Project-specific** (specify the project details): |  |
| * + 1. **Project Name** (as it appears in the Reserve software)**:** |  |
| * + 1. **Project ID #:** | **CAR** |
| * + 1. **Reporting Period:** |  |
| * 1. **Verification Body performance** (specify Verification Body): |  |
| * 1. Other (specify): |  |
| 1. **Conflict of Interest –** Disclose any potential or perceived conflict of interest with any person or entity that is party to this grievance (including the Reserve and Reserve Board of Directors) | **I declare that I have no potential or perceived conflict of interest with any person or entity that may be party to this grievance submission.** |
| 1. **Confidentiality –** Specify any information that is requested to be made confidential and the reason for such information to be kept confidential. |  |

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| **Details of Grievance** |
| 1. **Explain the details of the grievance.** |

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| **Impact of Grievance** |
| 1. **Explain the impacts of this grievance.** |

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| **Supporting Evidence** | |
| 1. **Please provide supporting evidence documentation to support claim.** | |
| File name: | Description: |
| File name: | Description: |
| File name: | Description: |
| File name: | Description: |
| File name: | Description: |

The undersigned, on behalf of,       (organization or self), represents and warrants to the Climate Action Reserve (Reserve) that information provided herein are true and correct, and the undersigned has not made or provided, and will not make or provide, knowingly false, fraudulent or misleading statements or information to the Reserve. The undersigned also attests that they have disclosed all potential and perceived conflicts of interest regarding any party to this grievance including the Reserve and the Reserve’s Board of Directors.

I acknowledge that this submission form is complete and the Reserve will process this grievance based on the information presented in this form (including supporting documentation). It is at the Reserve’s discretion to request and accept additional information after submission of the request.

I understand and acknowledge that the information presented in this grievance submission form and supporting documentation will be made public. Any request for any information to be kept confidential will be at the discretion of the Reserve.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

Organization:

***End of form***