Name of Grievant: ________________________________________________________________

Person Preparing Complaint (if different from Grievant): ________________________________

Relationship of Preparer to Grievant (if applicable): ___________________________________

Address of Grievant: ____________________________________________________________________

Telephone Number of Grievant: __________________________ E-mail: __________________________

Nature of grievance:
Please describe the nature of the specific complaint or grievance, including any incident, barrier, or perceived denial of benefit of any service, program, or activity. Please include the date and as much detail as possible on the location of the alleged violation. Use additional pages or attachments to substantiate your description.
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Proposed resolution or accommodation:
Please describe what you believe should be done to resolve the grievance.
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signature of Grievant/Preparer Date

Please return this form in hard copy or e-mail it to:

Adam Welch, ADA Coordinator
Arts Council of Princeton
Princeton, New Jersey, 08542
awelch@artscouncilofprinceton.org

(Source: https://www.state.nj.us/transportation/business/ada/pdf/grievancecomplaintform.pdf)