



# Community Futures Grenville

*Empowering Entrepreneurs*

## Comment Form

To file a comment about Community Futures Grenville quality of service, denial of service, policies, procedures or the conduct of its staff, Board of Directors or Committee, please complete this Comment Form. The comment will only be accepted if this Comment Form is signed and dated by the person making the comment. If the comment is an organization, a signing officer representing the organization must sign and date the Comment Form.

### Your Contact Information

Full Name: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Note: Your contact information will be kept confidential. Please tell us if you have any concerns about receiving calls or emails from us.

### Information About Your Comment

If the comment pertains to a staff member, a member of the Board of Directors or a member of a Committee of the Board of Directors, please provide their name. \_\_\_\_\_

Please let us know whether your comment pertains to: a) Service of CFG b) the denial of service by CFG c) a policy or procedure of CFG. \_\_\_\_\_

Describe what happened, where and when it occurred, and provide the names of any witnesses.

Outline how would you like to see this matter resolved.

List and attach copies of any supporting documents that you would like us to review and consider. Please do not send originals.

**Your understanding and agreement:**

I understand that the comment that I have submitted and all the documents that I have provided will be shared with Community Futures Grenville Executive Director and/or Chair and/or Vice Chair of the Community Futures Grenville Board of Directors to allow them to respond to the comment. I further understand that Community Futures Grenville may disclose relevant documents to the parties in its possession. I agree that documents that I obtain from Community Futures Grenville during the investigation of this comment will be used only for the purpose of this comment and that any other use is prohibited.

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**Signature**

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**Date**

**Submit Comment Form to:** [katie@cfgrenville.ca](mailto:katie@cfgrenville.ca) or [info@cfgrenville.ca](mailto:info@cfgrenville.ca)