



# CFSF Recommendation

*A confidential support fund of Busbridge&Hambleton Church, Surrey.*

*All content, including your name, is completely confidential. Only the CFSF Stewards see this form. The CFSF Stewards do not provide any information about you to those we give gifts to. We do not identify you. Where a gift is given this form is retained in a secure place for possible external auditing requirements. All forms are destroyed after the retention period is completed. Where a gift is not given, the form is destroyed and no record is kept.*

The completed form should be sent to [pastoral@bhcgodalming.org](mailto:pastoral@bhcgodalming.org)

Or posted to CFSF (Confidential) The Church Office at The Old Rectory, Old Rectory Gardens, Godalming, Surrey GU7 1XB. We do not acknowledge receipt of forms or enter into further communication.

You will not be added to any church mailing lists or contacted. We only contact those we offer gifts to in order to find out how to do this and we do not add them to any church mailing lists either. Please see Q&A for our discrete approach and confidentiality.

## ABOUT YOU

Date of submission:

Your signature (if emailed, email taken as digital signature):

I am signing to confirm (1) that I am completing this recommendation to the best of my knowledge and that all information is as accurate as I am able to ascertain (2) that I am not a relative nor live at the same address as the person/family being nominated. (3) that I have not discussed this recommendation with these people/person (4) if the recommendation is accepted by the CFSF Stewards, I agree to my details and this form being used in accordance with Charity Commission auditing and GDPR rules and that my details will be kept confidentially by Busbridge&Hambleton Church only for external audit purposes and only for such time as this is required by law (5) that I have lived in the Godalming-Hambleton-Milford-Aaron's Hill area for more than 2 years (6) that I am a person of good standing in good repute in the community/church and that there is nothing fraudulent about this recommendation.

Your signature (or email submission taken as signature):

Your name

Your address

Your email and telephone number

Have you recommended this person/family for support in the past 12 months? (YES/NO) If 'yes' then we are likely to have their name on our list already and may have already supported them recently but you are welcome to complete the form still.

We operate with a high degree of trust so we need to ask how we might know who you are and how you might know this person: Please tick as *many as apply* from any of the sections. Ticking more boxes does not mean a recommendation is viewed with greater favour. All categories are equal.

You are, and you know the person via: [use **highlighter** in Word if this helps, and elsewhere on the form]

### Busbridge&Hambleton Church direct contact

- Busbridge&Hambleton Church (BHC) small/midweek group leader, Pastoral Assistant, Road Steward or Welcomer
- BHC clergy, church staff or other BHC Office Holder
- You are a BHC midweek home group leader and this person lives in your road and you can verify this to us
- You are a known member of a BHC congregation  
You have a wider 'church connection' in some form so we'd 'know you':
- Your child was baptised at BHC in the past 3 years
- You married here or your banns were called here in the past 3 years
- You had another immediate family event at BHC in the past 3 years
- You are personally well known by a member of the BHC leadership team  
Their name (so we can check discretely):
- Some other connection with the church (if in doubt please get in touch as we'd rather you filled the form in)  
Connection is:

Known respected and trusted leader in the wider community contact

- You serve in the Godalming area as a Police Officer, GP, or Councillor (Parish or Town) or MP  
Your identification information:
- You are a member of staff for Godalming Town Council and are known to BHC
- You are an employee or leader-volunteer of a Godalming charity eg Scouting-Guiding/Uniformed Organisations, CAB, leader of a Churches Together Member Christian Church in the town  
My Charity Number is:
- You are the MD or similar of a Godalming based business registered at Companies House  
My Companies House Registration is:
- You are the head teacher of a Godalming or Hambledon located school or nursery school  
Direct contact details:  
We recognise that due to confidentiality you may be unable to provide a name and contact details for those being recommended. Please leave these blank and we will speak with you directly and, if the recommendation is accepted, we will pass funds via your school.

## **ABOUT THE PERSON YOU ARE RECOMMENDING**

Name of person/family for consideration\*

Their address in an area which is roughly recognised as Godalming-Farncombe-Aaron's Hill-Milford-Hambledon\* (this defines the extent of the CFSF activity)

*\*Unless you are head teacher of a school, in which case please leave this section blank; fill the rest of the form in; we will contact you if we are able to offer a gift. We are likely to pass the gift to the family via your school account to preserve confidentiality. We are used to doing this with two local schools/nursery.*

### **HOW WE MIGHT BE ABLE TO VERIFY SOME BASIC DETAILS**

To what extent is this person known in the local community? (if this cannot be ticked then we cannot consider them, sorry)

- They live in an area which is roughly recognised as Godalming-Farncombe-Aaron's Hill-Milford-Hambledon

How long have they lived in the Godalming-Hambledon and surrounding area (roughly)?

- Less than 1 year
- 1-5 years
- More than 5 years

How long have you known them (roughly – we just need to know that you do know them)?

- Less than 1 year
- 1-5 years
- More than 5 years

How do you know, and have verified this as far as is reasonable and in a sensitive manner, that they have a particular hardship/need at this time?

- They mentioned it to you themselves
- It is obvious to you, even though they have not mentioned it
- You heard it from someone you know well and who you know is well known to them
- You have documented information which you have seen (which may be confidential and not possible to share with us)

#### THE NEED

All information is confidential. We work on the basis of trusting your judgement so we do not contact those you are recommending to find out more information. **What is the specific and immediate need? Please give as much detail as you can but we do not need more than a paragraph in most cases.** Eg: a long term illness but the specific need is that their cooker needs replacing; they are unemployed but the specific need is that you know they have a job interview requiring a £120 train fare; they are both employed and their income does not match outgoings but the specific need is that they had a car crash and cannot pay the excess.

**Might this be an 'exceptional case', particularly in relation to COVID19? (please see recommendation level, below). (Yes/No).** If yes, please give information as to why the CFSF Stewards might go above the usual maximum gift. If this section is not completed then we are not able to consider anything above our usual level of donation. Please explain the evidence you have (even if this is simply your own observations) that this is an exceptional case.

**What other areas of support in this matter have you/they explored?** *If none, please indicate this. In most situations, we'd expect those with an exceptional case need to be exploring multiple avenues. We can still give to people, even if they are looking at various types of support.*

**What level of recommendation would help alleviate this specific and immediate hardship?**

- Low-level message of support (maximum £120)
- Mid-level intervention (maximum £200)
- Usual high priority concern given that CFSF has limited funds (usual maximum £350)
- In exceptional cases, particularly due to COVID19 and the economic impact, a higher figure may currently be considered. Suggested exceptional case amount £..... We require supporting information within the 'specific need' section explaining why this may count as an exceptional case – see 'Might this be an exceptional case', above.

**About the CFSF:** Created in the 1980s the church fund seeks to make a small but noticeable difference to the lives of those it becomes aware of. The Fund relies on donations from church members, those who have previously been supported and wish to help others once their circumstances alter and an annual grant from The Henry Smith Charity.

The Fund has a number of regular benefactors who give a monthly donations ranging from £5 to £100. Others give an annual donation. To join others who have been benefactors for many years and making a difference for local people please email Jill Johnston at [pastoral@bhcgodalming.org](mailto:pastoral@bhcgodalming.org)

Only the treasurer knows who the donors/benefactors are. The other CFSF Stewards are not aware of this so becoming a benefactor does not influence the CFSF Stewards' deliberations.

If a donor is able to gift aid their support then this is always most gratefully recommended.