



## **1. Purpose of the Policy**

This policy ensures that Stevie Stones awards grants responsibly, lawfully, and in line with the Charity Commission's guidance and the charity's governing document. It sets out how grants are assessed, approved, monitored, and reported to safeguard charitable funds and uphold public trust.

## **2. Charitable Objectives**

All grants must further the charitable purposes set out in our governing document. Our objects are to:

- Directly support parents and legal guardians who have suffered the loss of a child by providing support and financial contribution to the funeral headstone, urn or other memorial cost

The Trustees must always be satisfied that any grant awarded supports these objectives.

## **3. Eligibility**

We may make grants to:

- Individuals in demonstrable need, where this aligns with our charitable objects.
- Individuals whose child is aged no younger than 1 year and no older than 18 years.
- Individuals who have lost a child between 37 weeks' gestation and 1 year old, who hold a valid stillbirth or birth certificate. These will be considered on a case-by-case basis once per quarter by the board of trustees.

We will not fund:

- Registered charities and not-for-profit organisations.



- Community groups or social enterprises that operate for public benefit.
- Activities outside our charitable purposes.
- Political or lobbying activities.
- Projects already completed.
- Commercial enterprises or private gain.

#### **4. Application Process**

- All applications must be made in writing (using our application form or equivalent).
- Applications must include: purpose of the grant, intended beneficiaries, budget, and expected outcomes.
- Applicants may be asked to provide evidence of governance, safeguarding, and financial controls (where appropriate).
- Applicants may be asked to produce documentation proving their right to erect a memorial.
- Applicants will be asked to give details of their nominated stonemason.
- When funding becomes available, you will be contacted to initiate the grant process. You will then have six weeks to actively source appropriate quotes and/or speak to the recommended stonemason in your area.
- If contact is not maintained over this period, you will forfeit your eligibility for funding.

#### **5. Assessment and Due Diligence**

- Trustees (or a delegated sub-committee) will assess applications against eligibility criteria and charitable purposes.
- Due diligence will be carried out proportionately to the size and risk of the grant, which may include:



- Checking governing documents and registration status.
- Reviewing safeguarding and financial management arrangements.
- Considering risks (e.g. overseas funding, vulnerable beneficiaries).
- Trustees must be satisfied that funds will be used solely for charitable purposes before approving a grant.

## **6. Decision-Making**

- The Board of Trustees has ultimate responsibility for grant-making decisions.
- Decisions outside of the aforementioned parameters will be formally recorded in meeting minutes, including reasons for approval or refusal.
- Conflicts of interest must be declared and managed in line with the charity's Conflict of Interest Policy.

## **7. Payment of Grants**

- Grants will be paid directly to the nominated stonemason
- Payments may be made in instalments, subject to satisfactory reporting.
- Conditions may be attached to grants (e.g. reporting requirements, return of unspent funds).

## **8. Monitoring and Reporting**

- All grant recipients must provide a report on how funds were used and the outcomes achieved.
- For higher-value or higher-risk grants, we may require receipts, financial reports, or independent accounts.



- Trustees will review monitoring information to ensure funds are applied correctly.
- If funds are misused, the charity reserves the right to recover them.

## 9. Risk Management

Trustees will assess and manage risks associated with grant-making, proportionate to the size and nature of the grant. This includes:

- **Overseas grants:** The parent or legal guardian must be a legal resident of the United Kingdom. Additional due diligence will be carried out, including checks on local partners, compliance with local laws, and consideration of financial transfer risks.
- **Grants to individuals:** Trustees will ensure clear eligibility criteria, application procedures, and monitoring requirements to prevent misuse.
- **Safeguarding risks:** Where grants involve children, young people, or vulnerable adults, recipients must demonstrate robust safeguarding policies and procedures.
- **Fraud and financial mismanagement:** Trustees will require appropriate financial controls and reserves the right to withhold or reclaim funds if misuse is suspected.
- **Reputation risk:** Trustees will consider whether any grant could expose the charity to reputational damage and will decline funding where risks cannot be managed.

A risk assessment will be documented for all significant grants.

## 10. Record Keeping and Transparency

- The charity will keep written records of all applications, assessments, decisions, and monitoring information.

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- Grants made will be reported in the charity's annual accounts and trustees' report, in line with SORP (Statement of Recommended Practice).
- A summary of this policy will be made available to applicants and the public on request.

## **11. Policy Review**

- This policy was last updated **5<sup>th</sup> November 2025**
- It will be reviewed at least annually, or sooner if there are changes in legislation, legislation or organisational practice.