

GUIDE FOR APPLICANTS 2026

WEEE FUTURE FUND

Turning Circular Ambitions Into Action

Irish Manufacturing Research & WEEE Ireland



STRATEGIC
CIRCULARITY
**INNOVATION
PARTNERSHIP**



IRISH
MANUFACTURING
RESEARCH



weee
ireland

Contents

WEEE Future Fund at a glance.....	3
1. About the WEEE Future Fund	4
2. Who is eligible to apply	4
3. What types of projects are supported.....	5
4. Funding available and project duration	6
5. Eligible project costs.....	6
6. How to apply	7
7. How applications are assessed	8
8. Funding decisions and portfolio balance	9
9. What happens if your project is funded	10
10. Payments, financial evidence and assurance	11
11. Project monitoring, reporting and impact.....	12
12. Changes, WEEE Ireland support and project responsibilities	12
13. Intellectual property, confidentiality and communications	13
14. Applicant checklist.....	14

WEEE Future Fund at a glance

Key point	WEEE Future Fund position
Who is the Fund for?	Current WEEE Ireland members. The WEEE Ireland member must act as Lead Applicant and remain responsible for the award and project delivery.
What funding is available?	Four awards ranging from €40,000 to €50,000 each are planned, within an overall first-cycle programme allocation of €200,000.
How much of the project is funded?	The programme is designed to fund up to 100% of eligible project costs, not higher than €50,000, with no mandatory match funding.
How long can projects run?	Either 6 or 9 months.
What projects are sought?	Practical, business-led circular economy projects with a credible starting point, clear implementation pathway and measurable impact. The Fund is aimed at pilots, implementation, deployment and scaling rather than basic research or standalone feasibility.
How do I apply?	Submit the Award Force Online Application through the official WEEE Future Fund portal hosted on Award Force by the published deadline.
How are applications assessed?	Eligible applications are independently assessed under three criteria: Fit and Impact, Project Quality and Deliverability, and Value and Future Potential. Each is scored 0-5.
What is the quality threshold?	At least 3/5 under each criterion and at least 10/15 overall. Passing the threshold does not guarantee funding.
What reporting is required?	One midpoint review meeting for 9-month projects, a concise final impact report and a final review meeting for all funded projects. The applicable review meetings involve the awardee, IMR and WEEE Ireland.

1. About the WEEE Future Fund

The WEEE Future Fund is a competitive funding programme established by WEEE Ireland to support its members in developing and implementing practical projects that advance circularity within the electrical and electronic equipment sector.

The Fund is designed to help WEEE Ireland members turn circular economy opportunities into action. It supports business-led projects that address real industry challenges, test or implement practical solutions and demonstrate measurable potential for environmental and circular economy impact.

The programme is administered by Irish Manufacturing Research (IMR) on behalf of WEEE Ireland, in the context of their Strategic Circular Research, Development and Innovation Partnership (SCRIP).

The Fund is intended to support projects that move beyond early ideas. Applicants should propose a credible project with a clear starting point, a practical implementation plan, measurable outcomes and a realistic route to delivery within the funded period.

DESIGN PRINCIPLE

The WEEE Future Fund uses a proportionate, light-touch administration model. Applicants and awardees are asked only for information or evidence needed to establish eligibility, support a funding decision, assess project quality and impact, control programme expenditure, manage material risk or demonstrate programme results.

2. Who is eligible to apply

The Lead Applicant must be a current WEEE Ireland member. The Lead Applicant submits the application, holds the funding agreement, receives programme payments and remains accountable for delivery of the full project. Projects must be based in Ireland, with the principal funded project activities undertaken in Ireland.

Projects may involve other organisations where their involvement strengthens delivery. These may include technology providers, suppliers, customers, research organisations or other relevant collaborators. External organisations do not replace the requirement for a WEEE Ireland member to act as Lead Applicant.

Applicants must disclose any actual, potential or perceived conflict of interest relevant to their application, including any known relationship with an individual involved in the administration or evaluation of the WEEE Future Fund. Declaring a conflict of interest will not automatically affect an applicant's eligibility or evaluation. IMR will manage declared or identified conflicts through the appropriate programme procedures.

Applicant model	Requirement
Lead Applicant	Must be a current WEEE Ireland member and remains the single accountable funding recipient.
External collaborators	Permitted where relevant to delivery. Their role should be clearly described in the Award Force Online Application.
Suppliers / subcontractors	Permitted where necessary for delivery. The Lead Applicant remains responsible for the work and expenditure.
WEEE Ireland membership	Membership is confirmed as part of the eligibility check. Applicants should provide their membership number or identifier where known.

3. What types of projects are supported

The Fund supports practical circular economy activity within the electrical and electronic equipment sector. Preparation for reuse, reuse, repair and take-back systems are the principal programme priorities, reflecting the ambition to move products higher up the waste hierarchy and accelerate practical circular implementation. Refurbishment, remanufacturing, digital circularity and enabling solutions, material innovation and other relevant circular economy approaches are also within scope.

For the purposes of this Fund, preparation for reuse means inspection, testing, cleaning, repair or refurbishment of a product that has entered the WEEE stream so it can be used again rather than recycled. Reuse means the continued use of a product for its original purpose, with little or no intervention required.

Priorities guide the Fund but are not hard thematic exclusions. A strong project addressing another relevant circular economy pathway remains eligible where it fits the purpose of the Fund and demonstrates credible impact.

3.1 WEEE categories

Projects may address one or more of the following WEEE categories:

- Temperature Exchange Equipment
- Screens and Monitors
- Lamps
- Large Equipment
- Small Equipment
- Small IT and Telecommunications Equipment
- PV Panels
- Batteries

3.2 Project maturity

Projects should have a credible starting point and be ready to move into practical delivery. Suitable activities include developing, piloting, demonstrating, implementing, deploying or scaling a circular economy solution.

Projects whose principal purpose is basic research or standalone exploratory feasibility are outside the intended scope of the Fund.

4. Funding available and project duration

Funding feature	Position
Programme allocation	€200,000 for the first funding cycle.
Awards	Four awards ranging from €40,000 to €50,000 each are planned.
Funding rate	Up to 100% of eligible project costs, not higher than €50,000, with no mandatory match funding.
Maximum project duration	9 months.

All awards remain subject to the published quality threshold and WEEE Ireland's final funding decision. The existence of an available programme budget does not create an entitlement to funding.

5. Eligible project costs

Applicants should request only costs that are necessary, reasonable and attributable to delivery of the proposed project. Costs must relate to the approved project period, be identifiable in the applicant's records and must not be funded or declared twice.

Cost category	Guidance
Staff costs	Salary costs for personnel directly engaged in delivery of the project are eligible. Eligible salary costs are based on gross salary plus employer PRSI and are subject to a maximum annual salary of €150,000 per person. Only the proportion of staff time attributable to the funded project should be included.
Materials and consumables	Items purchased specifically for and necessary to delivery of the project.
Equipment depreciation	Only the depreciation attributable to the project period and proportion of project use is eligible. The full purchase cost of equipment is not claimed.
External expertise / subcontracting	Specialist external support necessary for project delivery. The Lead Applicant remains responsible for delivery and value for money.
Travel and subsistence	Travel necessary for project delivery and managed under the applicant's normal organisational policy.
Communication / dissemination	Project-specific communication and dissemination costs related to agreed project outputs.
Other direct project costs	Other goods or services that are directly attributable and necessary to the approved project.

Indirect costs / overheads	A flat rate of 10% of eligible direct costs excluding subcontracting. Separate evidence is not required for the flat-rate amount.
VAT	VAT is eligible only where it is genuinely and definitively non-recoverable by the applicant.

5.1 Costs that should not be included

The following are outside the approved cost approach and should not be included in the requested WEEE Future Fund budget:

- Costs that are not necessary for the approved project or are not attributable to it.
- Costs incurred outside the approved project period.
- The full purchase cost of equipment where only project-attributable depreciation is eligible.
- Recoverable VAT.
- Costs already funded or claimed through another funding source.

Applicants must complete the WEEE Future Fund Budget Workbook using the template provided. The workbook provides the detailed project budget and must be uploaded through Award Force as part of the Application. The Award Force Online Application asks for a simple cost breakdown and the basis of the main costs. Applicants are not routinely required to submit quotations, invoices or transaction evidence with the application. Additional information may be requested where it is needed to assess a material cost or resolve a material concern.

6. How to apply

Applications must be completed and submitted through the official WEEE Future Fund online application portal hosted on Award Force. Applications submitted after the published deadline or through alternative submission methods will not be accepted.

The Award Force Online Application is intentionally short. Applicants should answer the questions directly and use the space provided. Supporting documents are optional and should not be used to replace information requested in the Award Force Online Application.

6.1 Application structure

Application section	What it covers
Section 1	Applicant Information. Basic organisation, contact, VAT and WEEE Ireland membership information. This section is not scored.
Section 2	Project Overview. Project title, funding request, duration, location, WEEE category, short summary and circular economy focus.
Section 3	Fit and Impact. The challenge or opportunity, expected impact and up to three key impact measures with baselines and targets.

Section 4	Project Quality and Deliverability. Project approach, milestones, team, key risks and any dependency on WEEE Ireland support.
Section 5	Value and Future Potential. The difference Fund support will make and what happens if the project succeeds.
Section 6	Project Budget and Funding. Simple budget, value for money and confirmation of any other funding.
Section 7	Declarations and Submission.

6.2 Supporting information

Applicants may upload up to three supporting documents where they are directly relevant to understanding or assessing the proposed project. Examples include technical information, drawings, photographs, pilot results, letters of support or other relevant project evidence.

The mandatory WEEE Future Fund Budget Workbook does not count towards the limit of three optional supporting documents.

Supporting documents are optional. Evaluators will assess the application on the information requested in the Award Force Online Application, so essential answers should not be placed only in an attachment.

6.3 WEEE Ireland support or dependencies

Applicants must identify any specific support, data, access, input or other resource required from WEEE Ireland for successful delivery. Funding approval does not itself constitute approval or commitment of WEEE Ireland resources, data, infrastructure, personnel or other support. Any such support is subject to separate agreement with WEEE Ireland.

7. How applications are assessed

Applications first undergo an eligibility check. Eligible applications then proceed to independent quality evaluation. The evaluation is deliberately aligned to the structure of the Award Force Online Application, so applicants are assessed on the information they have been asked to provide.

Applications submitted after the published deadline or through an alternative submission method will not be accepted. Applications will undergo an eligibility and administrative completeness check. Where a minor administrative omission or error is identified, IMR may request clarification during the five-working-day administrative clarification period following the submission deadline. Applicants will have 48 hours to respond to such a request. This process cannot be used to amend, improve or add substantive application content.

Evaluation criterion	What evaluators consider
Fit and Impact	How well the project addresses the purpose and priorities of the Fund, the significance of the circular challenge or opportunity, the credibility of expected measurable impact, baselines and targets, and the value the project is expected to create.
Project Quality and Deliverability	The quality and practicality of the proposed solution and implementation approach, project maturity, work plan and milestones, team and roles, risks, resources and the credibility of delivery within the proposed time and budget.
Value and Future Potential	Value for money, the difference WEEE Future Fund support will make, the potential to continue, scale or replicate the project or its learning, and the pathway beyond the funded project.

7.1 Scoring

Each criterion is scored from 0 to 5, giving a maximum total score of 15.

Threshold	Requirement
Minimum criterion score	3/5 under each of the three criteria.
Minimum overall score	10/15.
Effect of threshold	An application must meet both thresholds to be considered for funding. Passing the threshold does not guarantee an award.

7.2 Evaluation Feedback and Review

All applicants will be notified of the outcome of their application and will receive concise feedback based on the independent evaluation.

Applicants may request a review where they believe a material procedural or administrative error occurred in the assessment of their application. A review will not constitute a re-evaluation of the application and cannot be used to challenge differences of professional judgement or to submit new or additional information.

Details of the review process and applicable timeframe will be provided with the funding decision.

8. Funding decisions and portfolio balance

Applications that meet the minimum quality threshold are ranked according to their evaluation score. IMR will provide the evaluation results and funding recommendation to WEEE Ireland. WEEE Ireland retains final authority for funding decisions.

In making final decisions, WEEE Ireland will take account of the independent evaluation results, available programme budget and the overall balance of the funded portfolio.

Where applications are of comparable quality, WEEE Ireland may consider portfolio balance, including the range of circular economy approaches, WEEE categories, pathways to impact and opportunities for learning, scaling or replication. Portfolio considerations will not be used to fund an application that has failed the minimum quality threshold.

The Fund does not apply thematic quotas.

9. What happens if your project is funded

Successful applicants will progress to contracting and project commencement. The Lead Applicant remains responsible for the funded project, including delivery of agreed activities and outputs, management of programme funding, coordination of any external organisations and retention of appropriate project and financial records.

Successful projects are expected to commence in February following award and completion of contracting requirements. Final project's start and end dates will be confirmed during contracting, taking account of any operational or seasonal requirements identified in the application. Projects will then follow the applicable 6-month or 9-month delivery and payment schedule.

The approved application, project milestones, impact measures and budget form the core delivery baseline for the project.

Stage	What happens
At award	Complete contracting requirements and agree the final project start, milestones, budget and any specific conditions.
Project start	Project begins within the approved period. The payment model provides an initial payment on commencement.
Midpoint	Structured review meeting with the 9-month project awardee, IMR and WEEE Ireland. Progress, milestones, outputs, emerging results, expenditure position, risks and material changes are reviewed. WEEE Ireland and IMR reserve the right to request reasonable information on project status or progress where required for programme oversight, to address an identified issue or risk, or to support successful project delivery.
Completion	Submit a concise final impact report and participate in a final review meeting with IMR and WEEE Ireland. This requirement applies to both 6-month and 9-month projects.
Close-out	Final payment follows satisfactory completion and final reporting, subject to the agreed financial and assurance requirements.

10. Payments, financial evidence and assurance

The Fund is designed around milestone and output-based payments rather than routine reimbursement of individual transactions.

Payment point	Payment profile
Commencement	The commencement payment of 25% of the approved award will be released following execution of the funding agreement and completion of the applicable commencement requirements.
Midpoint milestone	Only for projects lasting 9 months. Up to 50% following satisfactory completion of the agreed midpoint milestone and review, taking account of the project's expenditure position and forecast funding requirement.
Final completion	If 6-month project duration, up to the remaining 75% following satisfactory completion and final reporting. If 9-month project duration, the remaining approved balance following the commencement and midpoint payments, including any approved amount not released at midpoint, following satisfactory completion and final reporting.

All payments to the Awardee, including commencement, midpoint and completion payments, are contingent upon successful processing of the corresponding funding claim and receipt by IMR of the relevant funds from WEEE Ireland. IMR is not required to pre-finance any payment to the Awardee pending receipt of the relevant funds from WEEE Ireland.

For a €50,000 award, €12,500 is payable at commencement in both project duration tracks. Up to €25,000 is available at midpoint for 9-month projects. Any amount not released at midpoint remains available for later payment, subject to satisfactory project delivery, eligible expenditure and the maximum approved award. For 6-month projects, up to €37,500 remains available at final completion. For 9-month projects, the final payment comprises the remaining approved balance following the commencement and midpoint payments.

Awardees provide a simple expenditure statement at the agreed financial reporting points. Underlying financial and project evidence is retained by the awardee rather than routinely submitted transaction by transaction.

Funding is limited to eligible project expenditure up to the approved award amount. Any funding that is not used for eligible project costs, or expenditure subsequently determined to be ineligible, will not be payable or will be recoverable where already paid.

IMR and WEEE Ireland retain the right to request reasonable supporting evidence, verify expenditure or undertake a review where a material concern, inconsistency or other risk arises. Assurance is intended to be proportionate and risk-based.

11. Project monitoring, reporting and impact

Reporting is designed to focus on project delivery and impact rather than routine paperwork. There is no routine written midpoint technical report.

11.1 Midpoint review

Each 9-month funded project participates in one structured midpoint review meeting with IMR and WEEE Ireland. The review considers:

- progress against the approved project plan
- delivery of agreed milestones and outputs
- emerging results and performance against the project's impact measures
- the expenditure position
- risks, dependencies or material changes
- the expected pathway to successful completion

IMR records the outcome using a standard internal review template, avoiding the need for a separate written midpoint report.

11.2 Final impact report and review

At project completion, the awardee submits a concise final impact report and participates in a final review meeting with IMR and WEEE Ireland. The final review focuses on:

- outputs delivered
- performance against the baselines, targets and key impact measures established in the application
- circular economy and environmental impact achieved
- supporting evidence and collected data
- key learning
- scalability and replication potential
- next steps beyond the funded project

The same impact measures established in the Award Force Online Application are used throughout the project wherever practicable. This creates a direct line from the funding decision to the evidence of final impact.

12. Changes, WEEE Ireland support and project responsibilities

Projects must be delivered in line with the approved application and funding agreement. The Lead Applicant must notify IMR promptly of any proposed material change affecting the project scope, milestones, outputs, budget, impact targets, duration or key delivery arrangements. Material changes require approval before implementation.

Any WEEE Ireland support identified in the application is reviewed separately. An award does not automatically commit WEEE Ireland resources or access.

The Lead Applicant remains responsible for delivery of the full project, including work undertaken by collaborators, suppliers or subcontractors.

EVIDENCE ON REQUEST

WEEE Ireland and IMR may request additional project or financial evidence where there is material doubt, a material change or another identified risk. This is a risk-based safeguard rather than a routine reporting requirement.

WEEE Ireland may suspend or terminate funding where there is a serious or persistent failure to deliver the approved project, a material breach of the Funding Agreement, misuse of funding, provision of materially false or misleading information, or another issue that materially undermines the basis on which funding was awarded.

Where appropriate, the awardee will be given an opportunity to address the issue before funding is suspended or terminated. Funding already paid may be recovered where required under the Funding Agreement.

13. Intellectual property, confidentiality and communications

13.1 Intellectual Property

Intellectual property remains with the applicant or the relevant project participant, subject to the terms agreed between project participants.

WEEE Ireland will require appropriate rights to use non-confidential project results, impact data and learning for programme reporting and dissemination.

13.2 Data Protection

Personal data collected through the WEEE Future Fund will be processed in accordance with applicable data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Personal data will only be collected and used where necessary for the administration, evaluation, award, monitoring and oversight of the Fund and will be retained in accordance with the applicable programme record-retention requirements.

Further information on how personal data is processed, including the relevant data controller arrangements, purposes of processing, retention periods and data subject rights, will be provided through the applicable WEEE Future Fund privacy notice.

13.3 Communications and Dissemination

Awardees are expected to participate reasonably in WEEE Future Fund communications, case studies and showcasing activities. Confidential and commercially sensitive information will be protected, and dissemination requirements should be managed in a way that does not require inappropriate disclosure of such information.

Funded projects may be featured through WEEE Future Fund communications and public-facing outputs, including project summaries, case studies, webinars, conferences, annual reporting and other programme dissemination activities. Any publication or dissemination will respect confidential and commercially sensitive information.

14. Applicant checklist

Before submitting, check that:

- the Lead Applicant is a current WEEE Ireland member
- the project will be principally delivered in Ireland
- the project is practical, implementation-focused and capable of completion within 6 or 9 months, depending on the project duration
- the funding request is between €40,000 and €50,000
- any project partners or collaborating organisations have been identified
- the project summary clearly explains what you want to do and what you expect to achieve
- the application identifies up to three meaningful impact measures with a baseline and project-end target
- the project plan contains clear milestones, activities and outputs
- the team, key risks and any dependency on WEEE Ireland support are clearly identified
- any actual, potential or perceived conflict of interest relevant to the application has been disclosed
- the WEEE Future Fund Budget Workbook has been completed and uploaded, uses the approved cost categories and does not include costs funded elsewhere
- all essential information is contained in the Award Force Online Application rather than only in supporting attachments
- the applicant declaration is completed and the application is submitted through Award Force by the published deadline

Questions and programme information

The official WEEE Future Fund call webpage and Award Force portal will provide the final call dates, submission deadline and programme contact details.

Applicants should use the published Guide for Applicants, Online Application Reference and any associated programme documentation published through the official WEEE Future Fund call webpage or Award Force portal when preparing a submission.