

Online Application Reference

WEEE FUTURE FUND

Turning Circular Ambitions Into Action

Irish Manufacturing Research & WEEE Ireland



STRATEGIC
CIRCULARITY
**INNOVATION
PARTNERSHIP**



How to Use This Guide

This guide gives applicants advance visibility of the WEEE Future Fund online application. It follows the same section order, question numbering, response limits and supporting information requirements as the WEEE Future Fund Application Form Version 1.5. Use it to prepare your responses before entering the final information in Award Force.

Important

This guide supports completion of the online application. It does not replace the Guide for Applicants, Terms and Conditions, Financial, Payment and Reporting Framework, Privacy Notice or the Award Force Online Application. Where a programme rule applies, the order of precedence set out in the Terms and Conditions applies.

Recommended preparation sequence

1. Read the Guide for Applicants and confirm that the Lead Applicant is eligible.
2. Review every application section and response limit in this guide.
3. Prepare the project summary, impact measures, delivery plan, milestones, team information, risks and budget.
4. Identify any dependency on WEEE Ireland support before submission.
5. Prepare any optional supporting information that materially helps assessment.
6. Complete the declarations and final consistency check before formal submission.

Prepare before opening Award Force

Have the legal organisation details, WEEE Ireland membership information, authorised signatory details, project dates, project budget, key personnel details, impact baselines and targets, and any optional supporting documents available. Prepare longer narrative responses in a controlled working file and enter the final approved text in Award Force.

Application at a glance

Section	Focus	Why it matters
1	Applicant Information	Eligibility and administration
2	Project Overview	Core project facts, duration and circular economy focus
3	Fit and Impact	Challenge, expected impact, baselines and targets
4	Project Quality and Deliverability	Approach, milestones, team, risks and dependencies
5	Value and Future Potential	Additionality, value and pathway beyond the funded project
6	Project Budget and Funding	Eligible costs, value for money and other funding
7	Declarations and Submission	Mandatory confirmations, supporting information and formal submission

Section 1. Applicant Information

Purpose: To identify the applicant organisation, confirm WEEE Ireland membership and collect the information required to establish basic eligibility and administer the application. This section is not scored.

Before completing this section

Use official organisation records. The legal name, registration details, registered address and authorised signatory information should be accurate and consistent across the application.

1.1 Organisation Details

Complete the organisation information exactly as it applies to the Lead Applicant.

Legal Name of Applicant Organisation: Use the formal legal name of the WEEE Ireland member applying for funding.

Trading Name: Complete only where the organisation trades under a name different from its legal name.

Organisation Registration Number: Use the relevant formal registration number for the applicant organisation.

Registered Address and Eircode: Use the organisation's registered address. Do not use a project site address unless it is also the registered address.

Website: Optional. Provide the applicant organisation's main website where relevant.

1.2 Contact Details and Authorised Signatory

Provide the primary contact and authorised signatory details. The primary contact should be available during the application and assessment period. The authorised signatory should have authority to act on behalf of the Lead Applicant. These roles may be held by the same person where appropriate.

1.3 VAT Status

Confirm whether the applicant is registered for VAT. This information is relevant to the treatment of VAT in the project budget. VAT should only be included in eligible project costs where it is genuinely and definitively non-recoverable.

1.4 WEEE Ireland Membership

Confirm that the Lead Applicant is a current WEEE Ireland member. Only current WEEE Ireland members are eligible to act as Lead Applicant and receive WEEE Future Fund support. Provide the WEEE Ireland membership number or identifier where known.

Eligibility check

If the Lead Applicant is not a current WEEE Ireland member, the application does not meet the published eligibility requirement.

1.5 Project Partners / Collaborating Organisations

List any other organisations participating in the project. These may include technology providers, suppliers, customers, research organisations or other collaborators. If there are no other participating organisations, state 'None'. The Lead Applicant remains responsible for the full project.

Section 2. Project Overview

Purpose: To provide a concise overview of the proposed project, the duration and the area of circular economy activity it will address.

2.1 Project Details

Project Title: Use a short, distinctive title that identifies the project clearly.

Funding Requested (€): Enter the WEEE Future Fund amount requested. The request must be between €40,000 and €50,000.

Proposed Project Duration: Select either 6 months or 9 months.

Proposed Project Start and End Dates: Enter dates that correspond with the selected 6-month or 9-month duration, with projects commencing in February. Final dates will be confirmed during contracting.

Proposed Project Location: Identify the county or counties in Ireland where the main project activities will take place.

WEEE Categories Addressed: Select up to three primary categories: Temperature Exchange Equipment, Screens and Monitors, Lamps, Large Equipment, Small Equipment, Small IT and Telecommunications Equipment, PV Panels and/or Batteries.

2.2 Project Summary

Provide a short overview of your proposed project. Tell us what you want to do, the circular economy challenge or opportunity it addresses, and what you expect the project to achieve.

Response limit: Maximum 250 words

What this question is asking

Give a reader with no prior knowledge a stand-alone summary of the proposed project.

What to include

- The circular economy challenge or opportunity.
- What the project will do.
- The main intended result by project completion.
- Any context needed to understand the project and its relevance.

A strong response should demonstrate

A concise summary that allows an evaluator to understand the project quickly.

Common mistakes to avoid

- Using unexplained technical terms.
- Providing background without stating what the project will do.
- Describing long-term ambition without a clear funded-period result.

Cross-reference: Sections 3 to 5 provide the detailed assessment evidence.

2.3 Circular Economy Focus

Select up to three priority areas that best describe the project. Options are Prevention, Digital circularity / enabling solutions, Take-back systems, Preparation for reuse, Reuse, Repair, Refurbishment, Remanufacturing, Material innovation / recovery / CRM, Recycling, or Other circular economy activity.

Select only areas that materially describe the proposed work. The selections should align with the challenge, project approach and expected impact described later in the application.

Section 3. Fit and Impact

Purpose: To explain the circular economy challenge or opportunity the project addresses, why the proposed project matters and the measurable impact it is expected to deliver.

3.1 Challenge, Opportunity and Project Fit

Describe your business proposal, the circular economy challenge or opportunity your project addresses, and how the proposed project will respond to it.

Response limit: Maximum 400 words

What this question is asking

Explain why the project is needed and why it fits the purpose of the WEEE Future Fund.

What to include

- The challenge or opportunity being addressed.
- Why it matters to your organisation, customers, supply chain or the wider WEEE system.
- What the project will do in response.
- Why the project is a good fit with the purpose of the WEEE Future Fund.

A strong response should demonstrate

A specific challenge or opportunity, a clear project response and a direct connection to the purpose of the Fund.

Common mistakes to avoid

- Starting with a solution without clearly describing the underlying challenge or opportunity.
- Making broad claims without project-specific evidence or context.
- Repeating the project summary without explaining fit.

Cross-reference: Guide for Applicants, Sections 1 to 3.

3.2. Expected Impact

What measurable difference do you expect the project to make to your business or the wider circular economy?

Response limit: Maximum 300 words

What this question is asking

Describe the principal circular economy and environmental benefits expected during the funded period.

What to include

- The most important change the project is expected to achieve.
- Who or what benefits.

- The connection between project activities and the expected benefit.
- Impact expected during the funded period, rather than unsupported future-scale claims.

A strong response should demonstrate

A credible, project-level impact case linked directly to the proposed activities.

Common mistakes to avoid

- Using only general environmental statements.
- Claiming future large-scale impact as though it will be delivered during the funded period.
- Repeating activities rather than explaining outcomes.

Cross-reference: Section 3.3, Key Impact Measures.

3.3 Key Impact Measures

Identify up to three measures that will be used to demonstrate the impact of your project. What will success look like?

What this question is asking

Define measurable indicators that will be used to assess project impact and later support final reporting.

What to include

- Measure of impact.
- Current baseline.
- Target by project end.
- Unit of measurement.

A strong response should demonstrate

Measures that are clear, measurable and proportionate to the project, with baselines and project-end targets that support later verification.

Common mistakes to avoid

- Leaving the baseline blank where a reasonable starting estimate is available.
- Using a measure with no unit.
- Selecting indicators that do not align with the expected impact.
- Using lifetime or speculative future impact as the project-end target.

Cross-reference: The same impact measures will be used throughout project monitoring and final reporting wherever practicable.

If a baseline is unavailable

State that a current baseline is not available and provide the best available starting estimate. Do not present an unsupported zero as a baseline where zero is not known.

Section 4. Project Quality and Deliverability

Purpose: To explain what the project will do, how it will be delivered and why the proposed team and approach are capable of delivering the expected results.

4.1 Project Approach

Describe what you propose to do, how the project will work in practice and the methods you will use to deliver it.

Response limit: Maximum 400 words

What this question is asking

Explain the practical project approach and show that the work is ready to proceed.

What to include

- The proposed solution or approach.
- The main activities that will be undertaken.
- What will be delivered by project completion.
- The current stage of development.
- Why the project is ready to proceed.

A strong response should demonstrate

A practical and understandable approach with a credible starting point and a clear funded-period result.

Common mistakes to avoid

- Describing a broad strategy rather than a defined project.
- Omitting the current stage of development.
- Providing technical detail without explaining how delivery will work in practice.

Cross-reference: Section 4.2, Project Plan and Milestones.

4.2 Project Plan and Milestones

Set out the main stages of the project from start to completion. Keep the plan focused on the key activities, outputs and milestones that demonstrate progress.

What this question is asking

Show how the project will move from commencement to completion within the selected 6-month or 9-month period.

What to include

- Milestone.
- Timing.

- Key activities.
- Expected output or result.

A strong response should demonstrate

A coherent delivery path with clear stages and milestones that demonstrate progress and fit the proposed duration.

Common mistakes to avoid

- Using a task list with no clear stages or outputs.
- Using milestones that are only activities rather than meaningful completion points.
- Including timing that conflicts with the proposed project dates.

Cross-reference: Sections 4.1, 4.3 and 4.4.

4.3 Project Team and Delivery

Who will deliver the project? Identify the organisation or person, role in the project and relevant expertise or contribution. Then briefly explain why the proposed team has the capability and resources required to successfully deliver the project.

Response limit: Maximum 200 words for the capability explanation

What this question is asking

Show who is responsible for delivery and why the proposed team is suitable for this project.

What to include

- The organisations or individuals involved.
- Clear roles and responsibilities.
- Relevant expertise or contribution.
- Why the overall team has sufficient capability and resources.

A strong response should demonstrate

Clear ownership of delivery and an appropriately experienced team.

Common mistakes to avoid

- Listing senior names without a project delivery role.
- Using vague roles with no clear responsibility.
- Failing to explain how external contributors fit within Lead Applicant accountability.

Cross-reference: The Lead Applicant must remain responsible for the full project.

4.4 Key Risks and Dependencies

Identify up to three significant risks or dependencies that could affect successful project delivery and explain how they will be managed.

What this question is asking

Focus on the issues most capable of affecting successful delivery.

What to include

- A specific risk or dependency.
- How it will be managed.

A strong response should demonstrate

A realistic view of delivery uncertainty and practical actions to manage it.

Common mistakes to avoid

- Listing routine project issues.
- Using vague descriptions such as 'delays' without identifying the cause.
- Listing a dependency without explaining how it will be controlled.

Cross-reference: Section 4.5, WEEE Ireland Support, where a dependency relates to WEEE Ireland.

4.5 WEEE Ireland Support

Does successful delivery of your project require any specific support, data, access, input or other resource from WEEE Ireland?

Response limit: Maximum 150 words if Yes

What this question is asking

Identify any WEEE Ireland resource or input that is genuinely required for delivery.

What to include

- What support, data, access, input or resource is required.
- When it is required.
- Why it is necessary for project delivery.

A strong response should demonstrate

A clear and proportionate statement of any dependency on WEEE Ireland.

Common mistakes to avoid

- Assuming funding approval also approves WEEE Ireland support.
- Leaving a material WEEE Ireland dependency undisclosed.
- Requesting broad support without explaining the specific project need.

Cross-reference: Funding approval does not constitute approval or commitment of WEEE Ireland resources, data, infrastructure, personnel or other support. Any such support is subject to separate agreement.

Section 5. Value and Future Potential

Purpose: To explain the difference WEEE Future Fund support will make and the potential for the project or its results to continue, scale or be replicated.

5.1 Value of WEEE Future Fund Support

Why is WEEE Future Fund support important to this project and what difference will the funding make to your organisation's circular ambitions?

Response limit: Maximum 250 words

What this question is asking

Explain the additional value created by WEEE Future Fund support and why the requested level of funding is appropriate.

What to include

- How the funding will enable, accelerate, de-risk or improve the proposed project.
- What changes because the Fund supports the project.
- Why the proposed approach represents good use of the funding requested.

A strong response should demonstrate

A credible case for support linked to the project's delivery and expected value.

Common mistakes to avoid

- Stating only that funding is needed because the project has costs.
- Claiming the project will not happen without funding without explaining why.
- Repeating the budget without explaining the difference the funding makes.

Cross-reference: Section 6.2, Budget and Value for Money.

5.2 Future Potential

If the project is successful, what happens next and how could it grow?

Response limit: Maximum 250 words

What this question is asking

Describe the realistic pathway beyond the funded project.

What to include

- How the project or solution could continue.
- Potential to expand or scale.
- Potential to replicate elsewhere within the organisation or by others.
- Potential contribution to wider circular economy activity within the WEEE sector.

A strong response should demonstrate

A credible next step beyond the funded period, with a plausible route to continued use, scaling or replication.

Common mistakes to avoid

- Stating that the project will scale without explaining how.
- Treating future adoption as guaranteed.
- Ignoring practical barriers, further investment or dependencies where relevant.

Cross-reference: Section 3, Fit and Impact.

Section 6. Project Budget and Funding

Purpose: To provide a clear summary of the funding requested, how the funding will be used and why the proposed costs are reasonable and necessary for project delivery.

6.1 Project Budget

Enter the proposed project costs under the approved cost categories. Include only costs that are necessary and directly related to delivery of the proposed project. The WEEE Future Fund request must be between €40,000 and €50,000. Total project cost may exceed the amount requested, with the applicant responsible for funding the balance.

After entering the cost categories, complete the Total Project Cost and WEEE Future Fund funding requested fields. VAT is not a separate budget category. Include VAT within the relevant cost only where it is genuinely and definitively non-recoverable.

Cost Category	What to enter	Key rule
Staff Costs	Eligible project-attributable staff cost.	Gross salary plus employer PRSI. €150,000 annual salary cap per person.
Materials and Consumables	Project-specific materials and consumables.	Must be necessary for project delivery.
Equipment Depreciation	Project-attributable depreciation only.	Do not enter the full equipment purchase price.
External Expertise / Subcontracting	Necessary external specialist support.	Lead Applicant remains responsible for delivery and value for money.
Travel and Subsistence	Necessary project travel and subsistence.	Managed under the applicant's normal organisational policy.
Communication / Dissemination	Project-specific communication or dissemination cost.	Must relate to agreed project outputs.
Other Direct Project Costs	Other necessary direct goods or services.	Must be directly attributable to the project.
Indirect Costs / Overheads	Flat-rate overhead amount.	10% of eligible direct costs excluding subcontracting.

6.2 Budget and Value for Money

Briefly explain the main project costs and why the proposed budget represents good value for the WEEE Future Fund.

Response limit: Maximum 200 words

What this question is asking

Connect the budget to the proposed project and explain the main cost drivers.

What to include

- The main areas of expenditure.
- Why those costs are necessary.
- Any significant external or equipment-related cost.
- Why the overall budget is proportionate to the work and expected benefit.

A strong response should demonstrate

A budget that is understandable and proportionate to the project.

Common mistakes to avoid

- Restating totals without explaining them.
- Describing costs that do not appear in the budget.
- Failing to explain a significant or unusual cost.

Cross-reference: Financial, Payment and Reporting Framework.

6.3 Other Funding

Is any of the expenditure included in this application being funded or claimed through another funding source?

Response limit: Maximum 150 words if Yes

What this question is asking

Confirm whether any project expenditure overlaps with another funding source.

- What to include
- Identify the other funding source.
- Identify the costs concerned.
- Explain the position clearly enough to show that the same project cost will not be claimed twice.

A strong response should demonstrate

A clear double-funding position.

Common mistakes to avoid

- Leaving a known overlapping funding source undisclosed.
- Describing other funding without identifying which costs it relates to.

Cross-reference: Costs funded through another source must not also be claimed from the WEEE Future Fund.

Budget Workbook

Complete the WEEE Future Fund Budget Workbook using the template provided and upload the completed workbook with your Application.

The Budget Workbook is a mandatory part of the Application. The funding request and budget information entered in Award Force must be consistent with the completed Budget Workbook.

Required upload:

Completed WEEE Future Fund Budget Workbook

Budget consistency

The funding request, total project cost, project duration and cost information entered in Award Force should remain consistent across the application and any supporting budget material used during preparation.

Section 7. Declarations

Purpose: To confirm the applicant's authority to submit the application and acceptance of the core requirements of the WEEE Future Fund.

7.1 Applicant Declaration

The declarations are mandatory confirmations made on behalf of the Lead Applicant. They should be reviewed carefully by an authorised representative before submission. Do not confirm a statement that is inaccurate. Where a conflict of interest or other relevant issue exists, disclose it through the appropriate field.

- The Lead Applicant is a current WEEE Ireland member and is eligible to apply.
- The proposed project is based in Ireland and the principal funded activities will be undertaken in Ireland.
- The person submitting is authorised to submit on behalf of the Lead Applicant.
- The information provided is complete and accurate to the best of the applicant's knowledge.
- The proposed project and costs are directly related to the activities for which support is requested.
- Costs claimed from the WEEE Future Fund will not also be claimed from another funding source.
- The Lead Applicant will comply with applicable legal, regulatory, licensing and approval requirements.
- If funded, the Lead Applicant will be responsible for project delivery, management of funding and retention of appropriate records.

- The Lead Applicant will participate in the required midpoint review for 9-month projects and final review for all funded projects, and provide the agreed final impact and financial information.
- The Lead Applicant will participate in reasonable WEEE Future Fund communications and dissemination activities, subject to protection of confidential and commercially sensitive information.
- To the best of the applicant's knowledge, the project does not require or involve WEEE Ireland undertaking activities outside the scope of its applicable statutory approvals or regulatory obligations.

Conflict of Interest

Confirm whether you are aware of any actual, potential or perceived conflict of interest relevant to the application, including any known relationship with an individual involved in the administration or evaluation of the WEEE Future Fund.

If Yes, provide brief details in no more than 100 words. Declaring a conflict does not automatically affect eligibility or evaluation. IMR will manage declared or identified conflicts through the appropriate programme procedures.

7.2 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.

Supporting information rule

Supporting documents are optional. They should strengthen the application, not replace information required in the Award Force Online Application. Essential assessment information should appear in the relevant application response.

Final Applicant Checklist

- ☐ The Lead Applicant is a current WEEE Ireland member.
- ☐ The project will be principally delivered in Ireland.
- ☐ The funding request is between €40,000 and €50,000.
- ☐ The selected project duration is either 6 months or 9 months.
- ☐ The proposed start and end dates match the selected duration.
- ☐ Relevant WEEE categories and circular economy focus areas have been selected.

- ☐ The project summary is clear and within the 250-word limit.
- ☐ The Fit and Impact responses are complete and within the stated limits.
- ☐ Up to three impact measures include a baseline, project-end target and unit.
- ☐ The project approach, milestones, team and key risks are clear.
- ☐ Any dependency on WEEE Ireland support has been disclosed.
- ☐ The value of WEEE Future Fund support and future potential are clearly explained.
- ☐ The budget uses the approved cost categories and cost rules.
- ☐ Indirect costs are calculated at 10% of eligible direct costs excluding subcontracting.
- ☐ Equipment is included on a depreciation basis only.
- ☐ VAT is included only where genuinely and definitively non-recoverable.
- ☐ Any other funding or potential double-funding issue has been disclosed.
- ☐ All mandatory declarations are accurate.
- ☐ Any actual, potential or perceived conflict of interest has been disclosed.
- ☐ No more than three optional supporting documents are included.
- ☐ Essential application information is not contained only in an attachment.
- ☐ The authorised representative has reviewed the final application.
- ☐ The application is internally consistent across all sections.

Section 8. Submission

Provide the authorised representative's name, position or job title and email address. The final confirmation records that submission of the application constitutes formal submission on behalf of the Lead Applicant.

Before formal submission

Review the completed application and all supporting information. Confirm that the organisation name, project title, funding request, total project cost, duration, dates, impact measures and budget are internally consistent.

After Submission

Eligibility and administrative completeness check

Following the submission deadline, applications will undergo an eligibility and administrative completeness check.

Administrative clarification

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.

What clarification cannot be used for

The clarification process cannot be used to amend, improve or add substantive application content. IMR is not required to seek clarification in every case.

Technical issues

Applicants remain responsible for submitting a complete application by the published deadline. Any technical issue affecting submission should be reported sending an email to: weeefuturefund@imr.ie (ccing valentina.aslani@imr.ie) before the deadline (18th of November 17.00, Irish time), with appropriate evidence retained.