

Terms & Conditions 2026

WEEE FUTURE FUND

Turning Circular Ambitions Into Action

Irish Manufacturing Research & WEEE Ireland



STRATEGIC
CIRCULARITY
**INNOVATION
PARTNERSHIP**



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1. About the WEEE Future Fund

1.1 Introduction

The WEEE Future Fund is a competitive funding programme established by WEEE Ireland and administered in partnership with Irish Manufacturing Research (IMR).

The Fund supports industry-led projects that advance practical circular economy solutions relating to electrical and electronic equipment and associated materials, with a focus on measurable environmental impact, implementation, learning and the potential for wider adoption, scaling or replication.

These Terms and Conditions set out the programme-level conditions applying to organisations participating in and receiving funding through the WEEE Future Fund 2026.

Applicants and awardees must comply with these Terms and Conditions together with the Guide for Applicants, Online Application Reference, Financial, Payment and Reporting Framework, approved application and budget, Funding Agreement and any applicable written programme requirements issued by WEEE Ireland or IMR.

A Funding Award becomes binding only when the applicable Funding Agreement has been executed.

Nothing in these Terms and Conditions creates an entitlement to funding beyond the amount and conditions expressly approved by WEEE Ireland.

1.2 Relationship Between Programme Documents

These Terms and Conditions form part of the WEEE Future Fund programme documentation and should be read together with the other documents applicable to the relevant stage of the programme.

Applicants are responsible for ensuring that their application complies with the requirements set out in the Guide for Applicants, Online Application Reference, these Terms and Conditions and other applicable programme guidance.

For successful applicants, the approved Award Force Online Application and completed WEEE Future Fund Budget Workbook will form the basis of the funded Project and will be incorporated into or referenced by the Funding Agreement.

Where WEEE Ireland or IMR issues a written clarification or amendment to the programme documentation, the updated position will apply from the date stated in that communication.

1.3 Order of Precedence

If an inconsistency arises between programme documents after a Funding Agreement has been executed, the following order of precedence will apply unless WEEE Ireland confirms otherwise in writing:

1. Funding Agreement, including any project-specific conditions.
2. These Terms and Conditions.
3. Financial, Payment and Reporting Framework.
4. Guide for Applicants.
5. Approved Award Force Online Application and approved project budget.
6. Frequently Asked Questions and other formal written programme guidance issued by WEEE Ireland or IMR.

2. Definitions

For the purposes of these Terms and Conditions:

Applicant means an organisation that submits an application to the WEEE Future Fund.

Application means the completed WEEE Future Fund Award Force Online Application and all information and supporting documentation submitted as part of the application.

Approved Application means the Application, including the approved project budget, as accepted by WEEE Ireland for funding, subject to any amendments or conditions confirmed in the Funding Agreement.

Awardee means the Lead Applicant named in an executed Funding Agreement and responsible for delivery of the funded Project.

Eligible Costs means costs that meet the eligibility requirements set out in the Financial, Payment and Reporting Framework and these Terms and Conditions.

Funding Agreement means the agreement executed between WEEE Ireland and the Awardee setting out the approved Funding Award, project-specific conditions and contractual requirements.

Funding Award means the amount of funding approved by WEEE Ireland for a Project under the WEEE Future Fund.

IMR means Irish Manufacturing Research, which administers the WEEE Future Fund in partnership with WEEE Ireland.

Lead Applicant means the WEEE Ireland member organisation that submits the Application and takes overall responsibility for the proposed Project.

Project means the activities, milestones, outputs, impact measures and intended outcomes described in the Approved Application and Funding Agreement.

Project Period means the approved period for delivery of the Project as specified in the Funding Agreement.

WEEE Future Fund means the competitive funding programme established by WEEE Ireland and administered in partnership with IMR.

WEEE Ireland means the organisation providing the programme funding and retaining final authority for funding decisions under the WEEE Future Fund.

3. Funding Award

3.1 Award of Funding

Funding under the WEEE Future Fund is awarded by WEEE Ireland following completion of the programme eligibility, evaluation and funding decision process.

IMR administers the application and evaluation process and provides the evaluation results and funding recommendation to WEEE Ireland. WEEE Ireland retains final authority for all funding decisions.

A Funding Award becomes effective only when the Funding Agreement has been executed by WEEE Ireland and the successful Applicant.

No Applicant has an entitlement to funding solely because its Application meets the minimum evaluation thresholds or because programme funding remains available.

3.2 Administrative Clarification Following Submission

Following the submission deadline, 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.

Administrative clarification is limited to resolving minor administrative omissions or errors. It cannot be used to amend, improve or add substantive Application content.

IMR is not required to seek clarification in every case. Applicants remain responsible for submitting a complete and accurate Application by the published deadline.

3.3 Acceptance of the Funding Award

By executing the Funding Agreement, the Awardee confirms that:

- a) it accepts these Terms and Conditions;
- b) the information provided through the application and contracting process is true, complete and accurate to the best of its knowledge;
- c) the person executing the Funding Agreement has authority to bind the organisation;
- d) it accepts responsibility for delivery of the Project in accordance with the Approved Application, approved budget, Funding Agreement and applicable programme requirements.

3.4 Scope of the Funding Award

The Funding Award provides financial support towards Eligible Costs incurred in delivering the approved Project.

The maximum Funding Award is the amount specified in the Funding Agreement and will not exceed €50,000.

Funding is limited to Eligible Costs up to the approved Funding Award. Any Project expenditure above the approved Funding Award remains the responsibility of the Awardee.

The Funding Award does not constitute payment by WEEE Ireland or IMR for goods or services supplied by the Awardee.

3.5 Project Commencement and Duration

The Project must commence on the start date specified in the Funding Agreement.

Only costs incurred during the approved Project Period and meeting the applicable eligibility requirements are eligible for funding.

Projects will have an approved duration of either 6 months or 9 months, as specified in the Funding Agreement.

The final Project's start and end dates will be confirmed during contracting, taking account of any operational or seasonal requirements identified in the Approved Application.

Where circumstances arise that may prevent completion within the approved Project Period, the Awardee must notify IMR promptly. Any change to the Project Period requires prior written approval.

3.6 Conditions of Funding

The Funding Award remains conditional upon the Awardee complying with:

- a) the Funding Agreement;
- b) these Terms and Conditions;
- c) the Approved Application and approved project budget;
- d) the Financial, Payment and Reporting Framework;
- e) applicable legal and regulatory requirements.

The Awardee remains responsible for maintaining its eligibility and for delivering the Project throughout the Project Period.

Failure to comply with applicable requirements may result in funding being withheld, reduced, suspended, terminated or recovered in accordance with these Terms and Conditions.

3.7 Changes Affecting the Funding Award

The Awardee must notify IMR promptly of any matter that materially affects, or is likely to materially affect, the Funding Award or successful delivery of the Project.

This includes:

- a) a material change to Project scope, milestones, outputs or impact targets;
- b) a material change to the approved budget;
- c) a change affecting the Awardee's eligibility or legal status;
- d) a material change to key delivery arrangements;
- e) a material change to a dependency on WEEE Ireland support;
- f) any circumstance that may prevent successful completion of the Project.

Material changes must not be implemented without prior approval where required under these Terms and Conditions.

3.8 Withdrawal, Suspension or Termination Prior to Project Commencement

WEEE Ireland may withdraw, suspend or terminate a Funding Award before Project commencement where:

- a) the Funding Award was made on the basis of materially false, misleading or incomplete information;
- b) the Applicant no longer satisfies the programme eligibility requirements;
- c) the Project is no longer capable of being delivered substantially as approved;
- d) a material issue arises during contracting that undermines the basis on which funding was approved;
- e) continuation of the Funding Award would create a material legal, regulatory, financial or reputational risk for WEEE Ireland.

Where the issue is capable of remedy, the Applicant will normally be given a reasonable opportunity to address it before the Funding Award is withdrawn, suspended or terminated.

4. General Obligations of the Awardee

4.1 Responsibility for Project Delivery

The Awardee is responsible for the management and delivery of the Project in accordance with the Funding Agreement, Approved Application, approved project budget and applicable programme requirements.

The Awardee remains responsible for the full Project, including activities undertaken by collaborators, suppliers, subcontractors or other external organisations.

The involvement of another organisation does not transfer or reduce the Awardee's responsibility to WEEE Ireland.

4.2 Compliance with Law and Programme Requirements

The Awardee must comply with all applicable legal and regulatory requirements relevant to the Project and its activities.

The Awardee is responsible for obtaining and maintaining any approvals, permissions, licences, consents or insurance required for Project delivery.

The Funding Award does not constitute confirmation by WEEE Ireland or IMR that the Project satisfies any legal, regulatory or other external requirement.

4.3 Use of Funding

Funding must be used solely for delivery of the approved Project and for Eligible Costs in accordance with the Funding Agreement and Financial, Payment and Reporting Framework.

The Awardee must manage the Funding Award responsibly and maintain appropriate project and financial records.

The Awardee must not use WEEE Future Fund funding to meet costs funded or claimed through another funding source.

4.4 Information and Cooperation

The Awardee must provide information reasonably requested by IMR or WEEE Ireland for the administration, monitoring, assurance or oversight of the Funding Award.

Information provided must be accurate and complete to the best of the Awardee's knowledge.

The Awardee must cooperate reasonably with IMR and WEEE Ireland in matters relating to Project delivery, programme oversight and agreed programme activities.

4.5 Conflicts of Interest

The Awardee must disclose promptly any actual, potential or perceived conflict of interest arising during contracting or Project delivery that is relevant to the Funding Award.

Where a conflict is identified, the Awardee must cooperate with any reasonable measures required by IMR or WEEE Ireland to manage the conflict appropriately.

5. Financial Management and Eligible Expenditure

5.1 General Financial Requirements

The Awardee must manage the Funding Award in accordance with the approved project budget and the Financial, Payment and Reporting Framework.

Project expenditure must be necessary, reasonable and attributable to delivery of the approved Project. Costs must relate to the approved Project Period, fall within an eligible cost category, be identifiable in the Awardee's records and must not be funded or claimed through another funding source. Eligible indirect costs are calculated using the approved flat-rate methodology.

5.2 Eligible Costs

Eligible costs include staff costs, materials and consumables, equipment depreciation, external expertise and subcontracting, travel and subsistence, communication and dissemination, other direct project costs, indirect costs and overheads, and genuinely and definitively non-recoverable VAT.

The detailed eligibility requirements applying to these cost categories are set out in the Financial, Payment and Reporting Framework.

5.3 Staff Costs

Staff costs are eligible for personnel directly engaged in Project delivery. 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 Project is eligible.

5.4 Equipment

The full purchase cost of equipment is not eligible. Only depreciation attributable to the approved Project Period and the proportion of Project use is eligible.

5.5 Indirect Costs and Overheads

Indirect costs and overheads are eligible at a flat rate of 10% of eligible direct costs excluding subcontracting.

Separate supporting evidence is not required for the calculated flat-rate amount.

5.6 VAT

VAT is eligible only where it is genuinely and definitively non-recoverable by the Awardee. Recoverable VAT is not eligible.

5.7 Financial Records and Evidence

The Awardee must maintain appropriate records supporting Project expenditure and retain the underlying financial evidence in accordance with the applicable programme requirements.

Invoices, receipts and other transaction-level evidence are not routinely required to be submitted with expenditure statements.

IMR or WEEE Ireland may request reasonable supporting evidence or verify expenditure where a material concern, inconsistency or other risk arises.

5.8 Ineligible Expenditure and Double Funding

Funding will not be provided for expenditure that does not meet the applicable eligibility requirements.

Where expenditure is determined to be ineligible, the relevant amount will not be payable or, where already paid, may be recovered.

The same Project cost must not be funded or claimed through another funding source.

6. Reporting, Monitoring and Assurance

6.1 General Approach

Reporting and monitoring will focus on Project delivery, agreed outputs, impact and the appropriate use of programme funding.

The Awardee must provide the information required at the reporting and review points applicable to its Project and participate in the relevant review meetings with IMR and WEEE Ireland.

6.2 Midpoint Review

Projects with a 9-month duration will participate in one structured midpoint review with IMR and WEEE Ireland. No routine written midpoint technical report is required.

The review will consider progress against the approved Project plan, milestones and outputs, emerging results, performance against agreed impact measures, expenditure, risks, dependencies, material changes and the expected pathway to completion.

The outcome of the review will be recorded by IMR.

6.3 Final Impact Report and Review

All Awardees must submit a concise final impact report at Project completion and participate in a final review with IMR and WEEE Ireland.

The final review will consider the outputs delivered, performance against the agreed baselines, targets and impact measures, circular economy and environmental impact achieved, supporting evidence, key learning, potential for scaling or replication and next steps beyond the funded Project.

Where practicable, the impact measures established in the Approved Application will remain the basis for monitoring and final assessment throughout the Project.

6.4 Financial Reporting

The Awardee must provide a simple expenditure statement at the financial reporting points applicable to its Project.

Underlying financial and Project evidence must be retained by the Awardee but is not routinely submitted on a transaction-by-transaction basis.

6.5 Assurance

IMR and WEEE Ireland may request reasonable supporting evidence, verify expenditure or review Project delivery where a material concern, inconsistency or other risk arises.

Any assurance activity will be proportionate to the issue or risk identified. The absence of routine transaction-level verification does not limit the right of IMR or WEEE Ireland to request evidence where reasonably required.

7. Changes to the Project

7.1 General Requirement

The Project must be delivered in accordance with the Approved Application, approved project budget and Funding Agreement.

The Awardee must notify IMR promptly where a material change is proposed or where circumstances arise that materially affect the Project.

Material changes require approval before implementation.

7.2 Material Changes

A material change includes a change affecting the Project scope, key milestones or outputs, approved budget, impact targets, Project Period or key delivery arrangements.

A change affecting a material dependency on WEEE Ireland support must also be notified.

Minor operational adjustments that do not materially alter the approved Project do not require formal approval.

7.3 Assessment and Approval

IMR will review proposed material changes and, where appropriate, refer them to WEEE Ireland for approval.

Approval of a change is not automatic. The proposed change must remain consistent with the purpose of the Funding Award and must not materially undermine the basis on which the Project was selected for funding.

Any approved change will be recorded in writing and will form part of the Project's approved delivery baseline.

7.4 WEEE Ireland Support and Dependencies

Any support, data, access, input or other resource required from WEEE Ireland must be identified and agreed separately.

The Funding Award does not itself constitute approval or commitment of WEEE Ireland resources, data, infrastructure, personnel or other support.

Where an agreed WEEE Ireland dependency materially changes or becomes unavailable, the Awardee must notify IMR promptly so the effect on Project delivery can be assessed.

8. Payment of Funding

8.1 General Payment Conditions

Funding will be paid in accordance with the payment profile set out in the Financial, Payment and Reporting Framework and confirmed in the Funding Agreement.

Payments remain subject to satisfactory Project delivery, eligible expenditure and compliance with the applicable programme requirements. Total payments will not exceed the approved Funding Award or the amount of eligible Project expenditure.

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.

8.2 Commencement Payment

A commencement payment of 25% of the approved Funding Award will be released following execution of the Funding Agreement and completion of the applicable commencement requirements for all awarded projects in any duration.

8.3 Midpoint Payment

For Projects with a 9-month duration, a midpoint payment of up to 50% of the approved Funding Award will be available following satisfactory completion of the agreed midpoint milestone and review.

The payment decision will take account of Project progress, delivery against the agreed milestone, the expenditure position and forecast funding requirement.

There is no midpoint payment for Projects with a 6-month duration.

8.4 Final Payment

For Projects with a 6-month duration, up to the remaining 75% of the approved Funding Award will be available following satisfactory completion of the Project and final reporting.

For Projects with a 9-month duration, the final payment will comprise the remaining approved balance following the commencement and midpoint payments, including any approved amount not released at midpoint.

Final payment remains subject to satisfactory Project completion, final reporting, eligible expenditure and the maximum approved Funding Award.

8.5 Withholding, Adjustment and Recovery

WEEE Ireland may withhold or adjust a payment where the applicable payment conditions have not been met, Project delivery is materially behind the approved position, expenditure is ineligible or unsupported where evidence has been requested, or another material issue affecting the Funding Award remains unresolved.

Where funding already paid exceeds the amount ultimately due, the excess may be recovered in accordance with these Terms and Conditions and the Funding Agreement.

9. Confidentiality, Intellectual Property, Data Protection and Communications

9.1 Intellectual Property

Intellectual property remains with the Awardee or the relevant Project participant, subject to any arrangements agreed between Project participants.

The Awardee is responsible for ensuring that appropriate intellectual property arrangements are in place with collaborators, suppliers, subcontractors or other organisations involved in the Project.

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

9.2 Confidentiality

WEEE Ireland and IMR will treat confidential and commercially sensitive Project information appropriately.

The Awardee should clearly identify information it considers confidential or commercially sensitive when providing it to WEEE Ireland or IMR.

Nothing in these Terms and Conditions requires the Awardee to disclose intellectual property, trade secrets or commercially sensitive information publicly.

9.3 Data Protection

Personal data collected and processed through the WEEE Future Fund will be handled in accordance with applicable data protection law, including the General Data Protection Regulation and the Data Protection Act 2018.

Further information on data controller arrangements, purposes of processing, retention periods and data subject rights will be provided in the WEEE Future Fund Privacy Notice.

9.4 Communications and Dissemination

Awardees are expected to participate reasonably in WEEE Future Fund communications, case studies and showcasing activities.

Funded Projects may be featured in Project summaries, case studies, webinars, conferences, annual reporting and other programme communications.

Any publication or dissemination activity will respect confidential and commercially sensitive information.

10. Suspension, Termination and Recovery

10.1 Grounds for Suspension or Termination

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 or these Terms and Conditions, misuse of funding, provision of materially false or misleading information, or another issue that materially undermines the basis on which funding was awarded.

Funding may also be suspended where a material issue requires investigation before a decision is made on whether the Funding Award should continue.

10.2 Opportunity to Address an Issue

Where appropriate, the Awardee will be given an opportunity to address the issue within a reasonable period before funding is suspended or terminated.

This does not prevent WEEE Ireland from taking immediate action where necessary to protect programme funding or address a serious legal, regulatory, financial or other material risk.

10.3 Effect of Suspension or Termination

Where funding is suspended, WEEE Ireland may withhold further payments while the relevant issue is being assessed or addressed.

Where funding is terminated, no further payment will be due except for any amount WEEE Ireland determines remains properly payable in respect of Eligible Costs incurred before termination.

Termination does not remove any obligation of the Awardee that is intended to continue after the Funding Agreement ends, including obligations relating to records, confidentiality, data protection and repayment of funding where applicable.

10.4 Recovery of Funding

WEEE Ireland may recover funding already paid where it relates to ineligible expenditure, has not been used for the approved Project, was obtained on the basis of materially false or misleading information, or is otherwise repayable under the Funding Agreement.

Any amount identified as recoverable will be notified to the Awardee in writing together with the basis for recovery.

11. General Legal Provisions

11.1 No Partnership or Agency

Nothing in the Funding Agreement or these Terms and Conditions creates a partnership, joint venture, employment relationship or agency relationship between the Awardee, WEEE Ireland and IMR.

The Awardee has no authority to bind WEEE Ireland or IMR or to incur obligations on their behalf.

11.2 Assignment

The Awardee must not assign or transfer the Funding Award, Funding Agreement or its rights or obligations under them to another organisation without prior written approval from WEEE Ireland.

11.3 Liability

The Awardee remains responsible for the management, delivery and outcomes of the Project.

WEEE Ireland and IMR are not responsible for losses, liabilities, costs or claims arising from the Awardee's delivery of the Project, except where liability cannot lawfully be excluded or limited.

11.4 Notices and Communications

Formal notices relating to the Funding Agreement must be issued in writing using the contact details specified in the Funding Agreement or subsequently notified in writing.

Routine programme administration may be conducted electronically through the designated programme contact or programme systems.

11.5 Amendments

WEEE Ireland may amend these Terms and Conditions where reasonably required for the administration or governance of the WEEE Future Fund.

Any amendment affecting an existing Funding Award will be communicated to the Awardee in writing and will apply in accordance with the terms of that communication and the Funding Agreement.

11.6 Waiver

A failure or delay by WEEE Ireland in exercising a right under these Terms and Conditions or the Funding Agreement does not constitute a waiver of that right.

11.7 Severability

If any provision of these Terms and Conditions is found to be invalid or unenforceable, the remaining provisions will continue to apply.

11.8 Governing Law and Jurisdiction

These Terms and Conditions and the Funding Agreement are governed by the laws of Ireland.

The courts of Ireland will have jurisdiction in relation to any dispute arising from the Funding Agreement or these Terms and Conditions.

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.