**This version of the application form is for you to plan your answers only.** Please do not use this to submit your application.

To apply, please complete the online form on the Circular Electricals Fund webpage.

We will screen all applications for the use of AI and reserve the right to dismiss any applications we feel inappropriate (see FAQs).

Material Focus is unable to fund high-risk organisations, and applications will be subject to financial and due diligence checks.

\* denotes a compulsory field.

**1 - Organisation name \***

**2. - Organisation address \***

**3. - Nominated project lead name \***

**4 - Nominated project lead phone number \***

**5 - Nominated project lead email \***

**6 - Organisation website and social media account links \***

**7. Registered charity/company number \***

**8. Name and titles of responsible director(s) \***

**9. Your organisation’s annual income \* £**

**10. Copy of approved accounts \***

Please attach financial evidence in the form of a statement of expenditure (SoE) or an independent accountant’s report (IAR) from the last full financial year.

**11. References** \*

Please provide letters of support from partners who may be assisting with your project in some capacity or you have previously worked with.

**12. Type of project? \***

Please select the type of project you are applying for. You may tick multiple options .

**Materials** - Using and recovering materials more efficiently to conserve resources, reduce waste, and recover value (e.g. bioleaching, biodegradable circuit boards, low-carbon materials).

**Product design** - Making electricals more durable, repairable, upgradeable, and long lasting.

**Business models** - Developing new services that promote reuse, sharing, and waste reduction (e.g. leasing, product-as-a-service, smart homes, libraries of things).

**13. Organisation mission \***

Please outline your organisation’s mission/purpose, and major milestones to-date.

**14. Current and previous circular economy activities \***

Please outline any current or previous activities your organisation has undertaken which contribute to a circular economy.

**15. Project outline \***

Please add a short (100 word) overview of your project.

For an overview of the kinds of projects we’re looking to fund, see the Applicant’s Guide document for details.

**16. Project objectives \***

Please outline 3-5 key objectives of your project.

Where possible, these should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

What is your project trying to achieve? Your objectives should seek to drive innovation in technologies, products, and business models that extend the lifecycle of consumer electronics and electrical goods - reducing waste and carbon emissions.

**17. Project deliverables \***

What are the deliverables which the project will produce (e.g. a report, toolkit or guidance?). What are the key outputs of the project (e.g. new process, service etc.?). What is the plan for outputs after the project end date?

**18. Please forecast the quantifiable impacts you expect from the project \***

Please show how you have calculated any figures, including all maths, assumptions, key dependencies and constraints. For more information, please refer to the Applicant's Guide.

**19. How will you monitor and evaluate your project impact\***

Please include any relevant social, economic, environmental KPIs, data sources, analysis methodology.

**20. Project start date\***

When do you plan for your project to begin?

**21. Project end date\***

**22. Is this a new or existing project? \***

If the funding is being used to develop an existing project, please clearly describe what work has already been undertaken and how this funding will be used to further develop the project. Why is CE funding necessary? What difference will it make?

**23. Project partners and collaborators \***

Are you intending to collaborate with any other organisations to ensure the project is a success? (e.g. industry partners, research institutions, or NGOs).

Will these partners be funded through the project? Please describe their role and identify their funding in the budget breakdown.

How will you work with them?

**24. Funding amount \***

How much funding are you applying for?

Please note that funding provided to public bodies (such as local authorities) and charities is not subject to VAT. If you are a private company please allow for VAT within your application. Please refer to the FAQs (available within the Applicant’s Pack) for more information

**25. Budget breakdown: Please attach a detailed budget breakdown for your project, using the following sub-headings as guidance.**

More detail on budget sub-headings can be found within the applicant’s guide. Please note, we will not fund the purchase of physical assets which will be retained at the end of the project. For example any vehicles etc should be hired/leased for the duration of the project.

**Equipment and materials**

**Salaries or wages**

**Logistics**

**Testing and innovation**

**Communications campaigns**

**Health and safety**

**Data collection**

**Other**

**26. Other income streams\***

Please show any other sources of income you may receive by carrying out the project e.g. payments due to issuance of reuse/recycling evidence, material sale etc.

**27. Other funding \***

Have you had any funding committed from elsewhere for this project? Y/No

**28. Other funding streams**

If you are receiving funding from elsewhere, please explain where from and how much. Give as much detail as possible.

**29. Reporting progress\***

Please detail how you will measure and monitor project progress in order to report it to Material Focus e.g. does the nature of the project warrant a monthly progress report or a quarterly report.

**30. Project longevity \***

Describe how you will ensure the project is effective, impactful and will have a legacy which continues after the grant is fully spent. At the end of the project applicants will be required to provide an exploitation plan within the final report.

How do you intend to disseminate and exploit the project results ?

**31. Communications\***

What are your communication plans for the project and its findings? Will the project be promoted or will it be confidential? How will you promote the work you are doing as part of your project?

**32. Target audience \***

Who are your target audiences for this project? This should include both the project itself and the project results if you intend to communicate about both.

**33. Channels for promotion \***

Please note, Material Focus’s involvement will need to be included in all promotional materials, which will need to be signed off by us.

**34. Public spokesperson**

If applicable, who will speak on behalf of your project to the media?

**35. Please upload your risk evaluation \***

Please use the template to outline the main risks associated with this project, their likelihood and how these will be managed.

This includes any known or anticipated changes that could occur in the subsequent year that could prevent your project from continuing to run.

Template available within the Applicant's Pack.

**36. Project timeline Gantt \***

Please provide a Gantt chart showing the intended project timeline, including all major project phases and milestones, and an outline of when and how you plan to use MF funding to support your project.

A blank project timeline Gantt template can be found within the Applicant's Pack: Please adapt to suit your project.

**37. Producer compliance scheme**

Which Producer Compliance Scheme (PCS) will you be working with (if relevant)?

**38. Approved Authorised Treatment Facility (AATF)**

Which Approved Recycler (AATF) will you be working with (if relevant)

Will waste electrical evidence be generated during the project?

**39. Waste permits**

If available, please provide a copy of any relevant waste permits or exemptions for collecting, handling, storing or processing WEEE.

**40. Any other information**

Is there any other information you think we should know?

**41. Any other supporting documents**

Please attach any other supporting documents you feel are relevant.

* **I agree to the following**:
  + I have read and understood the template Terms and Conditions document (within the Applicant’s Pack)which will apply should I be shortlisted for funding
  + I have supplied all available and requested data and information
  + I agree to follow Material Focus brand guidelines and credit Material Focus in all associated project communications.