WEST HUB

Small Grants Programme

West Hub Community Fund Information Pack

Overview:
The West Hub invites proposals from the wider University of Cambridge community for events to be hosted at our vibrant venue. We are seeking a diverse range of proposals that cater to various interests and age groups, including but not limited to exhibitions, concerts, sports activities, wellbeing seminars, events for children and senior citizens.

Eligibility:
This call is open to members of the University of Cambridge community who are passionate about organising engaging and inclusive events, open to all members of the community.

Funds Available:
The maximum funding available per proposal is £1,000. Funds may be utilised for a one off, or series of events.

Submission Deadline:
All proposals must be submitted by **5pm** on **15th September, 2026**. Late submissions will not be considered.

Evaluation Criteria:
Submitted proposals will be evaluated based on the following criteria:

- **Relevance and Inclusivity:** Proposals should demonstrate the ability to attract a diverse audience and contribute positively to the community. Events that are inclusive and accessible to different demographics will be favourably considered.
- **Innovation and Creativity:** We encourage unique and innovative event ideas that showcase creativity and provide a distinctive experience for attendees.
- **Feasibility:** Proposals should outline a clear and realistic plan for event execution, including planning, resources, and a timeline. Feasibility is crucial for the successful implementation of events.
- **Community Impact:** Consideration will be given to proposals that demonstrate a positive impact on the local community. This may include fostering community connections, promoting well-being, and enhancing the overall quality of life.
- **Scalability and Replicability:** Consider whether the event can be scaled up or replicated in the future.

Submission Guidelines:
Proposals should be submitted electronically by using our online form by **5pm** on **Monday, 15th September 2026.**

- Include a detailed description of the proposed event, including its purpose, activities, and expected outcomes.
- Provide a budget breakdown detailing how the funding will be allocated.
- Outline any partnerships or collaborations involved in the event.
- Include information about the organiser's experience in event planning, if applicable.
- Events must be planned between 1st November 2026 and 31st July 2027.

Notification:
Successful applicants will be notified by **October 2026**. The West Hub reserves the right to negotiate and modify proposals based on available resources.

A diverse panel comprising of members of the West Hub Steering Committee who represent stakeholders at the West Hub will assess all applications following the principles of fairness and transparency.

Please, feel free to think creatively. ***We encourage you to visit the facility and discuss your proposal with a member of our events team prior to submitting your proposal.*** *This will give you an opportunity to understand the facilities and services on offer and guidance on developing your proposal to ensure your event achieves its desired outcomes along with advice on what is operationally possible.*

We look forward to receiving your exciting proposals and working together to create memorable events for the Cambridge community at the West Hub!

Should you have any queries, please visit our team at the West Hub, or send us an email at grants@westcamhub.co.uk.