WEST HUB

Small Grants Programme

West Hub Researchers Fund Information Pack

Overview:
The West Hub is excited to invite proposals exclusively from Postdocs and Researchers at the University of Cambridge for events aimed at creating a relaxed and engaging environment for socialisation at the West Hub. We are particularly interested in proposals that focus on guest speakers and encourage cross-departmental interactions. The scope of events includes but is not limited to, talks, discussions, and casual socialising opportunities.

(Guest speakers are not required to present their research as these events are geared towards enhancing social engagement as opposed to professional/academic development)

Eligibility:
This call is open exclusively to Postdocs and Researchers from the University of Cambridge who are enthusiastic about fostering a sense of community and collaboration across departments.

Funds Available:
The maximum funding available per proposal is £2,000. Funds may be utilised for: speaker fee, travel costs (no flights), catering (in house catering or approved suppliers) etc.

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 to Postdocs and Researchers:** Proposals should clearly address the needs and interests of Postdocs and Researchers, fostering an environment conducive to casual networking and collaboration.
- **Cross-Departmental Collaboration:** Preference will be given to events that promote collaboration and networking opportunities across different departments within the University.
- **Guest Speaker and Programme Quality:** Proposals should demonstrate thoughtful curation of guest speakers / engaging programme content to enhance the social experience.
- **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 Building:** Consideration will be given to proposals that contribute to the sense of community among Postdocs and Researchers at the University of
- **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.