

## **The Brief**

### **The Conan Doyle Collection**

### **Summer of Sherlock 2025**

#### Background

The Arthur Conan Doyle Collection, bequeathed to the city of Portsmouth by Richard Lancelyn Green, brings together an unparalleled variety of books, documents and objects connected to Holmes and the life of his creator. An archive research centre is available in the city's Central Library which allows access to Richard's amazing collection, access to the 16,000 books and 40,000 archives. At Portsmouth City Museum there are many extraordinary items from the Collection within '*A Study In Sherlock*' exhibition, and includes unique photographs, film posters, and items such as Conan Doyle's waistcoat and glasses, as well as other fascinating items from the influential and the famous of the Victorian and Edwardian era.

#### Project Outline

Summer of Sherlock is an annual event of community, family and children's workshops that translates the Conan Doyle Collection directly to audiences, and encompasses creative writing, illustrations, performances or make and take workshops.

We would like to build relationships with different audiences for the forthcoming Arts Council funded project 'Sherlock's Home - Portsmouth Then and Now, relating to Conan Doyle's time in Southsea, looking at Victorian Britain.

Marketing at these workshops and final events will be key in building an audience and further engagement for this project.

We are aiming to spread the word that Sherlock Holmes was written in Portsmouth with a range of creative projects that leave a legacy to families, children and underrepresented groups in Portsmouth.

Themes could be:

- Letters from Southsea
- The rags to riches story
- The process and creation of Sherlock in Southsea
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These themes could be interpreted in any number of ways - a city wide letter writing initiative, for example: 'from Southsea with Love', a community led digital manifestation of Sherlock, a number of community performances of Doyle's/Sherlock rags to riches, or a series of make and take workshops 'building Sherlock from Southsea' culminating into a real or virtual showpiece.

It would be down to the individual artist(s)/Creative(s) that apply for this funding to make this happen.

#### Facilitators Role

We would welcome tenders from anyone that meet the requirements below. There are four main tasks to fulfil this role:

- Experience of working in a community setting

- Experienced practitioner to make the outcomes as accessible as possible
- Experience and knowledge of best practice for theatre, workshops, or activities
- An innovative solution and delivery of this brief

This commission needs to be completed by 4 September 2025.

You will need to have Public Liability Insurance of £10 Million, Employers Liability Insurance of £10 million (if applicable) and Professional Indemnity Insurance of £5 million and able to be DBS checked by Portsmouth City Council.

#### Budget

3 x public performances, activities or workshops in Portsmouth (locations TBC but could be Library, Portsmouth Museum & Green House, Victoria Park.)

Delivery of workshops with school's/groups and 3 x final event/performance days

= £2500.00

Marketing - posters/flyers/social media

= £500.00

**Total**

**= 3000.00**

**The budget will cover all costs such as personal fees, materials, hire of additional equipment (e.g. lighting or sound), meeting fees, additional venue hire, travel and parking costs, own publicity, marketing, public liability insurance.**

**This project may require a DBS check.**

#### Assessment

At the shortlisting and interview stages, proposals will be assessed against a number of criteria including the following:

- Artistic qualities of the proposal
- Value for money
- How your proposal meets the points detailed in the 'Facilitators Role' section of this paper, and how it would advertise the Conan Doyle Collection.
- How you would engage with the public
- Examples of your experience of similar projects, and the skills you would bring to the project

#### Evaluation

You will be expected to write a thorough evaluation report, detailing statistical and qualitative information. More information will be provided at the start of this project.

#### Tender Process

Please send in no more than 2 sheets of A4, a proposal detailing what you intend to do and how you meet the 'Assessment' criteria described above.

### Management

Portsmouth City Council will appoint and manage the facilitator(s). The selected candidate will work closely with PCC Education and Learning Officer, Laura Weston.

### Selection Process

The candidates will be selected as a result of a short listing and interview process in line with the City Council's equalities processes.

The deadline for submitting tenders is 30 June 2025. They should be e-mailed, posted or delivered to:

Laura Weston  
Education and Learning Officer  
RLG Conan Doyle Collection  
Central Library  
Guildhall Square  
Portsmouth  
Hampshire  
PO1 2DX

Applications can be e-mailed in a suitable format (preferably Word or PDF files) to [Sherlock.Holmes@Portsmouthcc.gov.uk](mailto:Sherlock.Holmes@Portsmouthcc.gov.uk)

### **Further Information and Contact Details:**

Laura Weston  
Education and Learning Officer

[Laura.Weston@Portsmouthcc.gov.uk](mailto:Laura.Weston@Portsmouthcc.gov.uk)

023 9283 4184