



September 24, 2015

Capital Regional District Arts Development Office  
PO Box 1000  
625 Fisgard Street  
Victoria, BC V8W 1R7

Dear Arts Committee:

Due to circumstances beyond our control, we submitted our application for the 2016-17 CRD Operating Grant one day after the deadline. We appeal to you to consider our submission even though it was late.

By no means was our application a last minute effort on our part. We had completed all the questions shortly after receiving the email advising of the online process. Our incoming President had asked to be included as part of her training for next year's grant and she left shortly after that on holidays.

The remainder of the application, the financial section, could not be completed until we received our audited financial statements. A draft copy was approved by our Board on August 31<sup>st</sup>. The draft went back to the auditors with some minor clarifications. We only received the final statements on September 15<sup>th</sup>.

Intending to complete the financial section, compile the hard copies and email the whole application on September 16<sup>th</sup>, we discovered that the computer would not start. We placed an urgent call to our IT Director. We were unable to make contact with him that day and he was working the following day without any computer access.

The reason for the computer not starting was that a recently installed four terabyte hard drive neglected to tell the bios (basic input/output system for the operating system) that the new drive was not a boot drive. Upon starting, the computer was not directed to the correct hard drive to start (boot) the machine. The computer failure subsequently caused the delay of the application. As soon the computer was functioning again late on the 17<sup>th</sup>, we were able to email the application. The hard copy was then printed and delivered on the 18<sup>th</sup>.

VOS has had a long association with the CRD Arts Development Office and continue to champion the arts in our community. Receiving the CRD grant is crucial to our ongoing success. We would be more than happy to answer any questions you may have with respect to this matter.

We thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Mary-Lynne Britt". The ink is dark and the signature is fluid and legible.

Mary-Lynne Britt  
President