

## **Allegheny County Music Festival Fund Frequently Asked Questions**

### **Will this request be approved?**

The ACMFF Coordinator can/will never guarantee that a request will be approved. The Advisory Committee reviews each request individually and renders their decision according to the information that is provided. Keep in mind that a typical request ranges \$300 - \$400 per child per year. *The Court cannot order the ACMFF to fulfill request.* The committee bases its decision on the need, justification and expected benefit.

**What can be requested?** The Advisory Committee will review any request for an item or service that is important to the life of a child. **Please note:** If there are alternative resources for the item or service, those resources **must** be explored prior to submitting to the ACMFF.

A sampling of approved request include, but are not limited to: karate lessons, dance lessons, sports registration and participation fees, art supplies, sporting equipment, prom attire, senior photos, graduation expenses, computers, computer software, instruments, music therapy, swimming lessons, sensory equipment, memberships to the YMCA, Boys and Girls Club, and Pittsburgh Zoo and PPG Aquarium.

### **Does the Fund have income guidelines?**

**No.** However, when reviewing each request, the Advisory Committee does take into account the family composition (single/two parent home; number of children) and household income. Although there are not “formal” financial guidelines, the Advisory Committee may decide that a family earns a greater household income than most families for which requests are being submitted, and therefore may deny the request. If a family earns a substantial household income, but are under a significant financial strain, those details should be included in the need description.

### **How long will it take to know when a request is approved / denied?**

A decision can be rendered within a few days from the date the last of the required documentation request was received. The average processing time (request received – requestor receives check) for a request is two to three weeks.

### **How long will it take to get a check?**

Upon approval of a request, the ACMFF Coordinator will contact the requesting worker by email or phone to let them know that the request was approved (or denied). Check processing generally takes one week.

### **What is a W-9 form? Do I need one?**

A W-9 form is a federal tax number identification form. Vendors are asked complete the form to verify their registration with the state. A list of the W-9s already on file is available on the [Using the ACMFF](#) page.

### **If I have concerns about a request to whom do I turn?**

Bobbi Donovan, ACMFF Coordinator, can be reached at 412-350-5225 or via email at: [AlleghenyCountyMusicFestival@alleghenycounty.us](mailto:AlleghenyCountyMusicFestival@alleghenycounty.us)

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