

ACMFF recurring lessons/sessions/memberships policy and guidelines a/o 1-2019

Justification letter

In addition to the normal requirements, ACMFF requests for recurring lessons/sessions and memberships must include the following in the justification letter:

- The type of lessons/sessions
- The frequency of lessons/sessions (times per week or month)
- Cost per week or month (whichever applies)
- Duration of the lessons/sessions (30 minutes, 1 hour, etc.)
- Number of students in the class/session

Proof-of-cost should show all these points, as well.

NEW Amount of request

Only one request is permitted for each series of lessons/sessions per 12-month period. In other words, if there is the potential that the child will want to continue attending for up to the maximum of 12 months, the request *must be* for enough funding to cover 12 months' worth of lessons/sessions. This will allow the committee to know up front the total amount that they may be asked potentially to approve. Requests for partial funding (less than 12 months) may be approved, but no additional requests for the same type of lesson/session will be considered by the committee for the remainder of the 12-month period.

If approved for more than three months, fees for memberships, sessions and lessons will be paid (*see "Future payments" below) in quarterly installments (every three months). Please verify with the vendor in advance that this is acceptable. Remember, some rates change if a year is not paid-in-full from the start. Adjust your requested amount to reflect any surcharge for quarterly payments.

Your proof-of-cost must reflect the total amount you are requesting and a quarterly breakdown of that amount.

Lesson/session payments, if approved

The committee may approve any portion of a year and may approve full or partial payment.

Future payments*

If the child continues to engage in the lessons/sessions or membership and is gaining a benefit from their participation, the requestor needs to send *each quarter* to Bobbi Donovan, ACMFF Coordinator, One Smithfield Street, First Floor, Pittsburgh PA 15222

- a signed hard copy letter on letterhead that states the child is participating and benefitting AND
- **NEW** documentation from the vendor that shows how often the child has attended the lessons/sessions

If it was approved, the next three-month installment will be sent to the requestor. Please allow two weeks processing time.

Additional payments for lessons/sessions/memberships in the following 12-month period require a new request form and supporting documents.