

Steps for Submitting an ACMFF Request

Below is a checklist for Submitting an ACMFF Request. You may either print this out or use it electronically. Simply follow the steps below and check off each item as you complete it.

Step 1: The Proof-of-Cost

Obtain a proof-of-cost for the item or opportunity, which must show justification for the total amount requested, on a:

- a. vendor brochure
 - b. print-out of web page
 - c. quote on vendor letterhead signed by vendor
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Step 2: The Vendor W-9

Review the [List of W-9's on file with the ACMFF](#) to see if your vendor has already been included.

If the vendor is not on the list, you may use this [BLANK W-9 form](#) to request one from the vendor

- a. **NOTE:** We no longer use IKEA, Walmart, Apple Store or Best Buy as vendors. Please select a different retailer.
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Step 3: The ACMFF Request Form

Download the [ACMFF Request Form](#)

Complete the request form by typing into the electronic version (**DO NOT** print and fill out the form)

- a. Tabbing through the form will jump your cursor to the required GREEN cells.
- b. Yellow 'tool tip' boxes will show helpful information about required fields when your cursor is on each field.
- c. If your request is NOT for lessons/classes, simply ignore those few fields.
- d. For the Need/Description/Notes field, the information is not entered on the request form, but is included in the justification letter. Please read and follow the detailed instructions in that box. Please read the **red disclaimer** carefully. Your signatures on the justification letter indicate that you agree with all three points. See Justification Letter steps on Step 4 of this document.

Once the ACMFF request form is completed, attach it as an Excel document to an email. It **MUST** be sent electronically.

Ensure email subject line reads: "ACMFF request Child's First Name/Last Initial" (example: ACMFF request Bobbi D.)

You may also include the following attachments in the email:

The vendor W-9, should you require one (can also be mailed with the justification letter, below, if you prefer)

The proof-of-cost (can also be mailed with the justification letter, below, if you prefer)

Submit the request form by sending the email to AlleghenyCountyMusicFestival@alleghenycounty.us

- a. Emails **MUST** be sent from the requestor's email to AlleghenyCountyMusicFestival@alleghenycounty.us
 - b. Decision replies are sent by reply email, within two weeks, to the person who sent the request email
 - c. Submitting a request does not guarantee full or partial funding. All decisions are made by the ACMFF committee members. The court cannot order the committee to fund a request.
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Step 4: The Justification Letter

Write the justification letter by following the Justification Letter Guidelines below:

Use the letterhead of the requestor's employer

Include the following information about the child:

The child's full first (no nicknames) and last name. Be careful to spell correctly.

The child's specific diagnosis (if applicable) and services received

Why the child needs the item or opportunity

How the child will benefit by being approved for the item or opportunity

Include the following information about the family situation:

If the child lives with his/her parents: The family's financial situation and why funds are limited

If the child is at home or in placement: How the caregiver feels the request will benefit the child if granted

Include the following request details:

Items should be clearly identified and their value must match the amount shown in the proof-of-cost.

Opportunities should be described in detail:

- a. If lessons are requested: Details about the lessons including how many per week, duration of each lesson, how many people in the class
- b. If summer camp is requested: Details about declined requests for alternate funding including copies of letters of denial from alternate funding sources

Include your declaration of agreement to abide by the rules, which are the three bullet points in **RED** included in the central box on the request form

Include your and your supervisor's* printed names

Print out the justification letter

Add your, and ask your supervisor to add their, signature*, in INK.

- a. *Unless the request is identified during a team meeting, the requestor and his/her supervisor must sign the letter.
- b. If the request is identified during a team meeting and the requestor's supervisor is not present, the team manager may sign the letter and the supervisor of the team manager may sign as the supervisor. In this way, a request can be completed during a team meeting even if the requestor's supervisor is absent.

Mail the ORIGINAL signed justification letter via US Postal Service or deliver it by hand to:

- a. Bobbi Donovan, ACMFF, One Smithfield Street, First Floor, Pittsburgh, PA 15222

NOTE: No request will be submitted to the committee without the needed documentation. These include the emailed excel request form, the justification letter in hard copy sent by U.S. Mail with signatures in ink, proof-of-cost and a W-9 for the vendor if it's not already on-file. NOTE: A list of the W-9s on file with the ACMFF is available [at this link](#). The W-9 and proof-of-cost may come electronically or by mail.

QUESTIONS: If you have questions, please review the [FAQ sheet](#) and [ACMFF Why's](#) sheet. If you still have questions, please contact the ACMFF coordinator at 412-350-5225 or AlleghenyCountyMusicFestival@alleghenycounty.us.