

# Steps for Submitting an ACMFF Request

Below is a checklist for Submitting an ACMFF Request. It is recommended that you print it out and following the steps below, 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, with a:
    1. Invoice on company letterhead (recommended)
    2. Website screenshot
    3. Vendor brochure
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## Step 2: The Vendor W-9

- Review the “List of W-9’s on file” on the [Allegheny County Music Festival Fund webpage](#) to see if your vendor is already on the list.
- If the vendor is not on the list, ask the vendor for their W-9 or ask them to complete the Blank W-9 Form, also on the webpage.

**Please note:** We no longer accept 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” on the [Allegheny County Music Festival Fund webpage](#).
  - Complete the request form by typing into the electronic version (**DO NOT** print and fill out the form).
    1. Tabbing through the form will jump your cursor to the required GREY cells.
    2. If your request is NOT for lessons/sessions/memberships, simply ignore those related fields.
    3. If there are alternative resources for the item or service, those resources **must be explored** prior to submitting a request to the ACMFF. Requestors are now required to list what alternate funding sources were explored prior to submitting their request.
    4. For the justification letter section, the information requested is not to be entered on the request form but should be included in the justification letter. Please carefully read and follow the detailed instructions in that box - including the red disclaimer. The signatures on the justification letter indicate that you agree with all three points.
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## Step 4: The Justification Letter

The justification letter must be written on the letterhead of the requestor’s employer and include the following:

Child information:

- The child's full first name (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

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

Request details:

- Items should be clearly identified, and their value must match the amount shown in the proof-of-cost.
- Alternative funding sources you have explored should be indicated.
- 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

Declaration of agreement to abide by the rules:

- The three bullet points in RED included in the central box on the ACMFF Request Form

Print and sign:

- Include your and your supervisor's\* printed names.
- Print out the justification letter (be sure to print on letterhead).
- You and your supervisor must add your respective signatures\* 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.

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## Step 5: Final Steps

The following should be sent electronically from the requestor's email to [AlleghenyCountyMusicFestival@AlleghenyCounty.us](mailto:AlleghenyCountyMusicFestival@AlleghenyCounty.us) with the subject line "ACMFF request child's first name last initial" (ex. ACMFF request Morgan S.):

- The ACMFF request form attached in Word format (NOT pdf)
- The scanned justification letter with **original** signatures
- The proof-of-cost
- The vendor's W-9, should it not be on the list
- Preferred payment option (see "Request Guidelines and Process" on the [Allegheny County Music Festival Fund webpage](#))

- A. Decisions (approved or denied) are sent by reply email, within two weeks, to the person who submitted the request.
  - B. Submitting a request does not guarantee full or partial funding. All decisions are made by the ACMFF Advisory Committee. The court cannot order the committee to fund a request.
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**NOTE:** No request will be submitted to the ACMFF Advisory Committee without ALL of the necessary documentation.

**QUESTIONS:** If you have questions, please review the FAQ sheet and ACMFF Whys? sheet. If you still have questions, please contact Morgan Sealy, Event and Donations Assistant, at [AlleghenyCountyMusicFestival@AlleghenyCounty.us](mailto:AlleghenyCountyMusicFestival@AlleghenyCounty.us) or 412-350-2768.