

## Allegheny County Music Festival Fund Request Guidelines and Process a/o 7-2024

The Allegheny County Music Festival Fund (ACMFF) provides meaningful items and services otherwise unavailable through government funding to enrich the lives of children served by the Allegheny County Department of Human Services (DHS) and Allegheny County Juvenile Probation.

**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.

All forms and detailed instructions about using the fund can be found on the [Allegheny County Music Festival Fund webpage](#).

### Guidelines

Requests must

- be made by a social service professional working with the child. This professional must be either staff from DHS, Allegheny County Juvenile Court, or a contracted provider of DHS or Juvenile Court.
- include via 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.)
  - an ACMFF request form attached IN WORD format (NOT pdf) completed by typing the requested information (see “Steps for Submitting an ACMFF Request Checklist”)
  - cc supervisor on the email to indicate their approval of the request
  - a scanned justification letter including a brief description of the child’s circumstances (family situation, diagnosis, etc.), how/why the requested item/service will enrich the child’s life, alternative funding sources explored, and any additional details deemed helpful – copy and paste **red** bullet points from the ACMFF Request Form, then below, put **original** signatures from the requestor **AND** his/her supervisor
  - proof-of-cost for the requested item/services (website screenshot, invoice, etc.)
  - **NEW** the requesting agency has one of two payment options: to be reimbursed after making the *committee-approved* purchase or to have the check written and sent to the identified vendor by DHS (if the vendor option is selected, you must provide an invoice and a valid W-9 if the vendor is not on the list of W-9s on the [Allegheny County Music Festival Fund webpage](#)) – please confirm your preferred payment option in the body of the email when submitting your request.

If a request is approved

- It is the requestor’s responsibility to see that the funds are used to purchase the approved item or service. If the funds are not used in the manner requested, the requesting agency is required to return the funds to the ACMFF via a check.
- Requestors are **required** to scan and email the Proof of Delivery form for Amazon purchases of electronic equipment (e.g., PCs, laptops, tablets, cameras) to [AlleghenyCountyMusicFestival@AlleghenyCounty.us](mailto:AlleghenyCountyMusicFestival@AlleghenyCounty.us). The subject line should say “Proof of delivery child’s first name last initial” (ex. Proof of delivery Morgan S.)
- **ACMFF payment for IT equipment (PCs, laptops, tablets) is capped at \$350.**
- If a request becomes invalid due to changes in the child’s circumstance, the requestor must immediately contact the Event and Donations Assistant to put a stop payment on the check.

### Process

1. The Event and Donations Assistant receives and reviews a request.
2. The Event and Donations Assistant follows up with the requestor to complete any information gaps.
3. The Event and Donations Assistant submits the request to the ACMFF Advisory Committee (nine members) via email. Based on professional and personal experience, the members of the Advisory Committee use practical knowledge and a flexible approach when reviewing each individual request. **Please note:** A committee member may contact the requestor should s/he have questions about a request.
4. Each committee member renders their decision by a “yes” or “no” vote to the Event and Donations Assistant via email.
5. The Event and Donations Assistant tallies all of the votes and relays the collective decision to the requestor via email. The voting process takes approximately one week.
  - a) If the request is **denied**, the requestor is notified of the decision by either email or phone. If appropriate, the requestor is given the option to resubmit the request after providing additional information.
  - b) If the request is **approved**, the request is authorized by a member of the Advisory Committee and then submitted to DHS Fiscal for payment either by the requesting agency (then reimbursed) or to the vendor via the requestor. The process takes approximately two to three weeks.