

NATIONAL CLIENT PROTECTION ORGANIZATION

Workshop Assistance Program

The Workshop Assistance Program is an award program established by NCPO to assist members of NCPO in attending and participating in NCPO sponsored workshops. The workshop assistance award will be assessed based upon financial need. The maximum award to be granted is \$1,000 for each NCPO workshop. The award recipient will also receive a waiver of the registration fee to the workshop.

The determination of the recipient of the workshop assistance award will be made by a committee comprised of three members. One member will be the President of NCPO who will also act as Chair of the committee. The two other committee members shall be appointed by the President, which individuals must be a member, officer or director of NCPO. All applications received by the President will be distributed to the committee members on a timely basis in order that the committee may make a determination and notify the award recipient no later than 60 days prior to the workshop. The determination of the award recipient will be made by a majority vote of the committee.

Factors to be considered by the committee in determining the award recipient should include but not be limited to:

- Assets and operating budget of the organization
- Inability to have the cost of attendance approved by the governing body
- Prior attendance at workshops (Preference will be given to an applicant or a Fund that has not attended, or is an infrequent attendee, to the workshops.)
- New NCPO member, new administrator, new trustee
- Circumstances forming the basis for the financial need
- **An individual or organizational membership with NCPO is a requirement**
- An award recipient shall not have received a prior workshop assistance award within the most recent 3 years, unless there are no other qualified applicants for the workshop assistance award.

Applications for a workshop assistance award must be received by the designated committee representative no later than 90 days prior to the start date for the workshop. Applications that do not provide the Statement of Circumstances will not be considered. The committee will notify the award recipient no later than 60 days prior to the start date for the workshop.

The award recipient must pay all expenses related to attendance at the workshop up front and seek reimbursement after the workshop. Reimbursement will be requested by submission of the approved reimbursement form, together with receipts for each item for which reimbursement is being requested. The award recipient will receive reimbursement for all workshop related expenses, such as travel, hotel and meals, with meal reimbursement not to exceed \$70 per day for each day of the workshop. The award recipient will receive the total allowable reimbursable expenses or \$1,000, whichever is less.

Applications for the workshop assistance award will be made available where ever information about the workshop is provided, e.g. NCPO's web site, mailings for the workshop, etc.