



**NATIONAL CLIENT PROTECTION ORGANIZATION  
Workshop Assistance Application**

*I am applying for assistance in attending the following NCPO workshop or National Form on Client Protection:*

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you a member of NCPO:     Yes    Date joined \_\_\_\_\_  
    No

Is your organization                     Yes    Date joined \_\_\_\_\_  
a member of NCPO?                     No     Not applicable

Information about your organization:

Current annual operating budget: \_\_\_\_\_

Assets: \_\_\_\_\_ # of Staff \_\_\_\_\_

Have you or any member of your organization previously received a workshop assistance award?  
 Yes                     No

If yes, please provide the date(s) of the workshop(s) attended and the name(s) of the person(s) who attended and received the assistance award

**STATEMENT OF CIRCUMSTANCES**

*Please attach a statement providing the circumstances regarding your organization's inability to fully fund your participation at the NCPO workshop and what benefits you hope to derive from attendance at the workshop.*

*I have read the criteria for the workshop assistance for which I am applying and I understand that the basis for an award is financial need. I hereby make application to NCPO for an award based on the inability of my organization to pay the full cost for me to attend the workshop.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The basis for a Workshop Assistance Award is financial need. Factors to be considered by NCPO in awarding workshop assistance may include, but not be limited to:

- assets of the organization
- operating budget for the organization
- inability to obtain approval by the governing body for attendance at the workshop or similar conferences
- prior attendance at NCPO workshops
- length of time applicant has held the position indicated on the application
- individual's or organization's prior award of workshop assistance
- circumstances forming the basis of the organization's inability to fully pay for the applicant's attendance at the workshop

Workshop assistance applicants should submit applications no later than 90 days prior to the scheduled workshop. Awards are provided to help defray the cost of travel, attendance and participation at the NCPO workshop or ABA Client Protection Forum. The recipient is required to cover all expenses up front. After the event, the recipient will submit a reimbursement request form with receipts documenting costs of transportation, hotel, meals, and other travel related expenses. The total amount of reimbursement is limited to the award amount of \$1,000, which includes a maximum \$70 per diem for meals for the length of the workshop. The recipient of the workshop assistance award will also receive a waiver of the fee for the NCPO workshop. The award recipient will be notified of the award no later than 60 days prior to the scheduled workshop.

Please contact NCPO at [info@ncpo.org](mailto:info@ncpo.org) with any questions.

**Please submit the completed application and required Statement of Circumstances to:  
Michael Harmon, President, NCPO, [Michael.Harmon@arcourts.gov](mailto:Michael.Harmon@arcourts.gov)**