

ATTACHMENT A
INSTRUCTIONS FOR ABSTRACTS
FOR THE TRIBAL LEADERS SUMMIT

Indian General Assistance Program (GAP)
FY11 Funding Announcement

Tribes or Tribal Consortia seeking additional funding for the purpose of hosting the next Tribal Leaders Summit, as described in the Funding Announcement: Section III, B, 2 (Page 4), must prepare and submit an abstract no later than **December 30, 2009**. An abstract is a one-page description of proposed tasks and their costs, with basic and specific information provided about the applicant.

The following Information is needed for the abstract:

A. Basic information

- Name of the Tribe
- Contact person for more information
- Timeframe for the project
- Estimated cost to complete the project

B. Conference facilities available to the host Tribe

- Ownership of the facilities, and relationship to Tribal government
- Number of attendees facility can accommodate, including plenary space and break-out rooms
- Whether the facility offers catering, and/or allows conference host to provide food prepared by the host Tribe

C. Lodging facilities

- Number of hotels or other types of lodging in proximity to conference facility, and total number of rooms available
- Ownership of lodging and relationship to Tribal government
- Distance from each type of lodging to conference facility
- Proposed or available means of transporting attendees from lodging to conference facility

D. Field Sessions and other area Attractions

- Description of nearby Tribal resources, natural or cultural, available for field sessions
- Recreational activities available to conference attendees, on-site or nearby

E. Travel to Conference

- Accessibility of conference site and lodging by area highways, ferries, and airports

F. Host Conference Experience

- Experience of Tribal staff hosting meetings or conference of similar size and scope

G. Key costs to be funded under the estimated cost to complete (item D, above)