



Repatriation Review Committee

## **SMITHSONIAN REPATRIATION REVIEW COMMITTEE CONSULTATION TRAVEL GRANT PROGRAM**

The Repatriation Review Committee offers grants in support of Native American tribal representatives visiting the Repatriation Office at the Smithsonian Institution in order to consult with museum staff about repatriation cases and associated tribal collections. A consultation visit typically consists of a meeting to discuss the progress of a pending repatriation case, an orientation to the documentation procedure, and an examination of the collections. The grant may cover airfare, hotel accommodations, meal allowance, and local travel allowance. The Repatriation Review Committee will typically sponsor two tribal representatives per tribe, or community, for a visit not to exceed four days (excluding travel days). Tribes who wish to combine visits with other tribes are advised to limit the delegation to three tribes. Grants are allotted on a first come first served basis. Due to variable funding, if requests are not granted one fiscal year, they will be considered first the following fiscal year. Prior to the visit, collections inventories will be provided to the tribe. Representatives will then be asked to review these collections inventories and prioritize the viewing of the collection, identifying specific objects of greatest concern and outlining the issues pertaining to the case the tribe wishes most to discuss.

### **ELIGIBILITY AND REQUIREMENTS:**

Applicants must be the acknowledged repatriation representatives of Native American tribes, Alaska Native communities, or Native Hawaiian organizations. As such, the Repatriation Review Committee Office must receive a letter of support for the visit on official tribal letterhead, signed by an executive officer of the tribe or community stating that the grant applicant(s) is/are working on behalf of the tribe. In the case of confederated tribes, each group may make a separate request, but all grant applicants must be the acknowledged representatives of their group. It is advantageous, though not required, for the tribal delegation to include a member who is knowledgeable about the repatriation process and a member who is knowledgeable about the tribe's cultural traditions and material culture. Tribal representatives must be 21 years of age or older. Tribal representatives must be 21 years of age or older.

Awards are made in consultation with Repatriation Office staff and with the approval of the Repatriation Office Program Manager. Applicants should submit the application forms (attached) with a letter of support on official tribal letterhead signed by an executive officer of the tribe or community.

### **TRAVEL ARRANGEMENTS:**

All airline travel and hotel accommodations will be arranged and pre-paid by the Repatriation Office Staff. Necessary local transportation costs will be reimbursed to the tribal representatives upon the submission of receipts. The maximum meal allowance is the current per diem rate, per person per day. Federal regulations prohibit reimbursement for alcoholic beverages, television use, or long-distance telephone calls. Each traveler must submit local transportation receipts within 30 days of completion of the trip.

APPLICATION (ATTACHED):

An application must be filled out by each traveler.

VENDOR ENROLLMENT FORM (ATTACHED):

Vendor enrollment forms must be filled out by each traveler.

ELECTRONIC FUND TRANSFER EXEMPTION LETTER (ATTACHED):

The federal government has instituted a law requiring all financial transactions with the federal government to be made through the electronic transfer of funds. All travelers who wish to be exempt from this requirement and be reimbursed by check must sign the attached exemption letter and submit it with the application.

W9 FORM (ATTACHED):

W9 forms must be filled out by each traveler.

APPLICATION DEADLINE:

Applications must be submitted six weeks in advance of the proposed visit.

If you have any questions about the program or the application procedures, please contact the Repatriation Program Manager, Dorothy Lippert. Telephone: 202-633-0874. Email: [Lippertd@si.edu](mailto:Lippertd@si.edu).

Repatriation Review Committee  
National Museum of Natural History  
MRC-138, P.O. Box 37012  
Washington, D.C. 20013-7012

Or email to:

[Lippertd@si.edu](mailto:Lippertd@si.edu)



# Smithsonian

Repatriation Review Committee

## SMITHSONIAN REPATRIATION REVIEW COMMITTEE CONSULTATION TRAVEL GRANT APPLICATION

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Tribe or Community Affiliation: \_\_\_\_\_

Present Position or Occupation Title: \_\_\_\_\_

### Travel Information:

Preferred Dates for Travel: \_\_\_\_\_

Alternate Dates for Travel: \_\_\_\_\_

Preferred Times for Travel: Morning Afternoon Evening No Preference

Preferred Departure Airport: \_\_\_\_\_

Preferred Airline: \_\_\_\_\_

Frequent Traveler Program Carrier and Number: \_\_\_\_\_

TSA Pre-Check Known Traveler Number (if applicable): \_\_\_\_\_

Airline Seat preference: Window Middle Aisle No Preference

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_