



Smithsonian
National Museum of Natural History

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.

Awards are made in consultation with Repatriation Office staff and with the approval of the Repatriation Office Program Manager and Repatriation Review Committee Coordinator. 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 Review Committee Coordinator. 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. Travelers only need to fill out Vendor Name, SSN, Business Mailing Address and Vendor Signature. All other fields in this form can be left blank.

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 Review Committee Coordinator.

MAIL OR FAX APPLICATIONS TO:

Repatriation Review Committee Coordinator
Smithsonian Institution, NMNH
P.O. Box 37012, MRC-112
Washington, D.C. 20013-7012
Telephone: (202) 633-1923
Fax: (202) 357-2208

SMITHSONIAN REPATRIATION REVIEW COMMITTEE
CONSULTATION TRAVEL GRANT APPLICATION

FULL NAME: _____

MAILING ADDRESS: _____

OFFICE TELEPHONE NO. (including area code): (___) - ___ - _____

FAX NO. (including area code): (___) - ___ - _____

HOME TELEPHONE NO. (including area code): (___) - ___ - _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY NUMBER (required): ___ - ___ - _____

TRIBAL OR COMMUNITY AFFILIATION: _____

PRESENT POSITION OR OCCUPATION: _____

PREFERRED DATES FOR TRAVEL: ___ / ___ / _____ to ___ / ___ / _____

ALTERNATIVE DATES: ___ / ___ / _____ to ___ / ___ / _____

PREFERRED DEPARTURE AIRPORT: _____

MILEAGE REIMBURSEMENT TO/FROM AIRPORT REQUESTED: YES / NO ROUND
TRIP MILEAGE: _____

SIGNATURE OF APPLICANT: _____ DATE: _____