



Scholars for Conservation Leadership Fellowship

Frequently Asked Questions

Q: How is the host organization chosen?

A: The Fellow reviews the host applications, and selects 2 finalist organizations to interview. During the interview, both the Fellow and the host candidate will have an opportunity to ask questions as part of the matchmaking process. If both the host organization and the Fellow agree, then the selection process is complete. The host organization must meet all the above requirements to be eligible.

Q: Who employs the Fellow?

A: The Fellow is hired at their selected host organization and must complete all standard new hire and on-boarding paperwork and processes. The Fellow is not an employee of the Land Trust Alliance. Any benefits available to the Fellow are offered by the host organization.

Q: Can the host use other sources of funding to cover the Fellow's salary?

A: The Land Trust Alliance provides \$50,000 in reimbursement for the Fellow's salary, and an additional \$7,600 in reimbursement for additional costs that can include benefits, equipment, travel, supplies or other expenses associated with the fellowship (but not indirect/overhead). The entirety of that funding must be spent down by the end of the fellowship period. Host organizations may elect to increase the Fellow's compensation with other sources of funding.

Q: What counts as match?

A: Each host organization is required to provide a minimum cost share contribution of **\$10,000**. The required cost share may be satisfied through **cash contributions, allowable in-kind contributions, or a combination of both**, subject to the requirements set forth in 2 C.F.R. § 200.306 and other applicable federal regulations.

1. Cash Match Requirements

All cash contributions used to satisfy the cost share requirement must:

- Be derived from **non-federal sources**,
- Not be included as contributions or used as match for any other federal award;
- Be necessary and reasonable for the accomplishment of program objectives under 2 C.F.R. § 200.403;
- Be allowable under Subpart E (Cost Principles) of 2 C.F.R. Part 200;
- Be verifiable from the host organization's records; and
- Be provided for in the approved budget when required.

2. In-Kind Contributions

In-kind contributions must comply with 2 C.F.R. § 200.306 and shall:

- Be necessary and reasonable for proper and efficient accomplishment of program objectives;
- Be allocable to the federal award;
- Be allowable under Subpart E of 2 C.F.R. Part 200;
- Not be paid by the federal government under another federal award (unless authorized by statute);
- Be adequately documented and supported by records; and
- Be valued in accordance with federal valuation standards.

Allowable in-kind contributions may include, but are not limited to:

- Housing or housing stipends provided,
- Health insurance and other fringe benefits;
- Mileage or gas reimbursements consistent with organizational travel policies and federal cost principles;
- Other employee benefits that are allocable, reasonable, and necessary.

All in-kind contributions must be supported by documentation sufficient to substantiate the valuation methodology and allocability to the program.

3. Recordkeeping and Compliance

Host organizations shall maintain records sufficient to demonstrate compliance with all cost sharing requirements, including source documentation, valuation methodologies, and allocation calculations. Such records shall be subject to audit and review in accordance with 2 C.F.R. Part 200, Subpart F.

Q: What is the reimbursement schedule and how is match reported?

The Alliance will provide a required invoice and financial reporting template, which must be used for all reimbursement requests.

Beginning with the start of the fellowship period, the host organization shall submit the Form on a defined schedule. Each submission shall serve as both a request for reimbursement and the financial report for the reporting period.

Each invoice/financial report must include:

- Period and cumulative expenditures;
- Itemized salary, fringe, and expenses;
- Period and cumulative match contributions, identified (cash or in-kind).

All reported costs must be allowable, allocable, reasonable, and incurred within the period of performance in accordance with 2 C.F.R. Part 200. All match must comply with 2 C.F.R. § 200.306 and be fully documented and verifiable from the host organization's records.

The host organization must certify the accuracy and compliance of each submission. The Alliance reserves the right to request supporting documentation.

Records shall be maintained in accordance with 2 C.F.R. § 200.334 and be available for monitoring and audit.