



## 2023 TIME Fellowship Application Process and Tip Guide

Charles & Margery Barancik Foundation is pleased to announce the second year of the TIME Fellowship program. Fellowships are awarded to Sarasota County Schools teachers, assistant principals, and principals to support personal and professional renewal.

### Overview

Our founders, Chuck and Margie Barancik, loved our community's children and teachers. Because of Margie's teaching career, they knew what research clearly states: a motivating and highly effective classroom teacher is the most crucial factor for a child's academic success.

To honor Margie's chosen profession, the TIME Fellowship (Time to Inspire Margie's Educators) will support as many as 25 awards to Sarasota County School District educators, each totaling up to \$12,000, to help refresh and renew their commitment to teaching. Project proposals from both individual applicants and collaborative groups of two or more may be submitted. Each project idea should be intellectually revitalizing and personally renewing.

The idea proposed should also seek to creatively expand an educator's experiences through projects that are of a unique quality and provide opportunities for personal fulfillment that might otherwise not be available. To be competitive, each project proposal should:

- Be clearly written and well organized.
- Illustrate how the applicant will experience meaningful renewal in their career.
- Demonstrate sufficient planning and research to develop a realistic timeline and budget.

Although there are no specific requirements as to the length of time to complete a project, we emphasize the importance of spending sufficient time at any proposed destination(s) to accomplish a project's goals. Proposals for projects that do not require several weeks' time must explain clearly how the plan will result in meaningful renewal.

### Who is Eligible?

Applications will be accepted from Sarasota County Schools (SCS) traditional public-school classroom teachers of record, assistant principals, and principals who are:

- Currently employed and have taught in SCS schools for at least three years as a full-time teacher in K-12 classrooms and or as an assistant principal or principal.
- Hold a valid Florida Professional Education license throughout the project.
- Confirm their intention to teach/work in SCS traditional public schools for three years after project completion.



- Gain support with two letters of reference from SCS colleagues, in addition to the current principal. These references affirm the value of the applicant's project and their ability to manage their budget, collect necessary documentation, and successfully complete it on time. Principals and assistant principals must include a signed and dated affirmation on letterhead from a member of District leadership approving their participation in the proposed TIME Fellowship.

*NOTE: Each applicant must affirm their intention to teach in Sarasota County Schools for at least three years following their project.*

### Key Dates

#### **January 10, 2023: Application deadline**

Complete applications must be submitted online by the deadline to be considered.

#### **March 2023: Notification and payment**

All TIME Fellowship recipients will be notified by March 15, 2023. Those selected must electronically sign and return the Fellowship Agreement by March 31, 2023. Contingent upon the Foundation's receipt of a signed Agreement, payments to recipients are tentatively scheduled to be made in April 2023. The Foundation will award the amount of the project budget submitted, up to \$12,000, directly to each recipient. An IRS income reporting Form 1099 Misc. or other appropriate IRS report will be issued at the beginning of 2024.

#### **December 31, 2023: Project completion**

Ideally, projects can be experienced in summer 2023, but applications must propose a timeline completing renewal activities no later than December 31, 2023.

#### **January 31, 2024: Final report deadline**

Final reports from recipients, including financial information, are due within six months of trip completion or no later than January 31, 2024, whichever comes first. The final report includes a summary, required financial receipts, and a product documenting the experience to be submitted online. Additional details on report requirements will be included in the Fellowship Agreement.

### How to apply

Applicants must register and apply online via the TIME Fellowship Application portal:  
<https://www.grantinterface.com/Home/Logon?urlkey=barancikfoundations>

### Before you apply:

1. Preview the application and gather information needed.
2. Prepare your proposal according to the instructions on the following pages.
3. Obtain your letters of recommendation.
4. Obtain a copy of your valid Florida Professional Education license.



**TIP:** Show your passion for your proposed project and help us understand why it would provide meaningful renewal for you. Reviewers will refer favorably to the ability to hear an applicant's voice speaking through a proposal from the heart.

**NOTE:** Applications cannot be modified once submitted. Prepare and review your information carefully before submitting.

### Registration Instructions

Applicants must register using their email, provide basic contact information about themselves, create a password, and complete a Fellowship eligibility validation. After registration and passing the eligibility questions, you can move to the Application stage.

### Application Instructions

Successful proposals convey enthusiasm, imagination, and evidence of “personal stretch.” They show evidence applicants have devoted considerable thought to the types of renewal experiences they are seeking within the context of their project's rationale and goals.

#### 1. Applicant information

Provide information about which school you work at, your position, subject areas, and teaching history.

#### 2. Project information

Provide information about your project, including title, budget, and a brief summary.

*\*Collaborative Proposals:* Must list each team member's name as reported to the IRS. Each member of the group proposal must submit their own application.

#### 3. Goals and activities

What are your project goals? What specific activities will you engage in to accomplish your goals? These activities should be well-planned and based on current research about relevant opportunities, requirements, and costs.

*\*Collaborative Proposals:* If relevant, activity variations for individual team members must be noted.

#### 4. Need for renewal

Why is renewal needed and important to you? Why is this a good time for your proposed renewal project? How will you allow for reflection and growth from the renewal project?

#### 5. Vision for renewal

How do you envision renewed energy, enthusiasm and creativity will result from your project? How will this renewal impact your career as an educator and your students? How will it be intellectually stimulating and broaden your horizons?

#### 6. Creative Project Documentation



Participants are required to submit a final report detailing their project. Part of the report requires a creative product documenting your experience. Envision participating in this experience and imagine achievable ways to document your story (e.g., photo journal, blog, video or artistic production, storyboard, etc.).

## 7. Budget

What costs will you have? Each fellowship opportunity will be funded up to \$12,000. Your detailed, itemized budget must include your out-of-pocket expenses, such as transportation, lodging, fees, supplies, etc. A reasonable living stipend (compensation for your time in conducting the proposed project) is an allowable expense, which will be considered within the context, timeframe, and goals of the project. In most cases, these funds will be subject to federal income tax, therefore, applicants are encouraged to include a line item to cover tax liability as needed.

*\*Collaborative Proposals: Each team member's individual request may not exceed \$12,000.*

## 8. Timeline

Provide a detailed timeline of your schedule of activities and any projected follow-up. The timeline should reflect a series of activities over a substantial period of time clearly focused and tightly connected to the project's goals. If your project includes travel, it is important sufficient time is spent at the proposed destination(s) to accomplish your goals. Please note personal time or sick leave may not be taken to complete your project.

*\*Collaborative Proposals: Timeline variations for individual team members must be noted.*

## 9. Uploads

- a. **Budget** including all allowable expenses.
- b. **Timeline** that is realistic, within the scope of the fellowship, and clearly addresses the project's activities to be completed in the summer of 2023 or no later than December 31, 2023.
- c. **Current Florida Professional Education License**, including evidence of certification and endorsements required for the current position held.
- d. **Letter of recommendation** from current principal (or District supervisor for principals).
- e. **Letters of recommendation** from two additional SCS colleagues.

**TIP:** Ensure your letters of recommendation clearly state who they are from, what position they hold, and how they are associated with you. Letters also are viewed most favorably when they reflect firsthand knowledge about the applicant and their project.



### Final report requirements

Recipients are required to submit a final report with the following information:

1. A thorough, engaging summary that conveys the story of the TIME Fellowship and summarizes the timeline of the proposed activities.
  - a. Includes evidence of personal and/or professional renewal.
  - b. Includes evidence that instruction has been positively impacted.
  - c. Includes a frank discussion of changes made, and/or regrets or lessons learned.  
(Note: this will benefit future recipients)
2. A creative project documentation of the story of this experience—video, photo collage, piece of art, etc.
3. Required financial receipts.

### Tips for a successful application

#### Application

- Although the application is online, prior research and planning are required for a successful application. One suggestion for completing the online application is to begin on a Word document using the headings of the online application; this allows the use of word count and grammar features to ensure perfection prior to submission. Be mindful of character count restrictions. Also, it is advisable to review the application with a trusted, knowledgeable acquaintance for feedback.
- Ensure your “author’s voice” is evident throughout the application. Convey excitement and passion for the project.
- The application can only be submitted when all sections are complete, and the required attachments are uploaded.

#### Budget

- Use of personal funds to complete this project is not recommended, although not prohibited.
- It is anticipated considerable time and research will be necessary to propose an accurate budget, and some activity costs may need to be estimates.
- See Budget information on page 4 of this document to ensure you use all allowable expenses.
- While good stewardship of philanthropic funding is important, applications with unnecessarily frugal budgets will not be rated higher than applications requesting the maximum award amount.

#### Timeline

- All activities must be completed over summer and/or holiday breaks by December 31, 2023. No sick days or personal leave will be allowed for this project’s completion.



#### Documentation for the final report

- Envision participating in this experience and imagine achievable ways to document your story (e.g., photo journal, blog, video or artistic production, storyboard, etc.). This section on the application simply requires a suggestion for documenting this experience which you may revise as you engage in this experience. The Final Report is due January 31, 2024.

#### Letters of recommendation

- Review the application components with your current principal and selected SCS colleagues, and ask that they include firsthand knowledge of you, this project, and your ability to follow through on all components in their letter.

#### Requirements of recipients

To ensure the successful continuation of this project for colleagues in the future Fellowship recipients must sign and abide by a TIME Fellowship Agreement that stipulates the following:

- Confirm the understanding that the purpose of this program is to encourage and support teacher creativity and renewal.
- Commit to remaining a SCS K-12 traditional classroom teacher, principal, or assistant principal for three years after project completion.
- Commit to adhering to the submitted budget.
- Confirm the understanding that there will be one check distribution based on the submitted budget—no additional funds will be awarded.
- Commit to completing the Final Report on time which documents the story of this TIME Fellowship in a format of choice.
- Commit to returning all unspent funds, unless Barancik Foundation, in its sole discretion and in rare circumstances, extends the project period or specifies in writing another appropriate use of funds.
- Commit to saving and submitting receipts (for allowable expenses only) that do not exceed the total funds awarded.
- Allow Barancik Foundation to publicly utilize any/all documentation related to this application, including submitted photos, blog entries, etc.

#### Other legal statements

**Compliance with Law and Assumption of Risk: You agree and commit that your use of the funds and activities undertaken with funds received from Barancik Foundation will comply with all applicable laws, regulations, and requirements. You also assume all risk of loss or injury and accept full liability with respect to your use of the funds and activities undertaken with funds received from Barancik Foundation.**

