



## 2024 TIME Fellowship Application Process and Tip Guide

Dear applicant -

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

To honor Margie's chosen profession, we launched the Time to Inspire Margie's Educators Initiative, known as 'TIME Fellowship,' in 2022. The initiative awards 25 Sarasota County Schools educators up to \$12,000 to help revitalize and renew their commitment to teaching. To date, 50 Sarasota County teachers, assistant principals, and principals have received fellowships in Margie's honor.

Within this document, the TIME Fellowship application process is explained in detail and includes answers to frequently asked questions and tips on how to create a compelling application. Whether submitting a proposal individually or as part of a group, here are a few things to consider as you get started:

- Winning proposals are intellectually revitalizing, personally renewing, and seek to creatively expand the educator's experiences.
- Proposals should be unique and provide opportunities for personal fulfillment that might otherwise not be available.
- Proposals should demonstrate attention to clarity, organization, planning, and research.
- While good stewardship of philanthropic funding is important, successful applicants often submit robust applications that take full advantage of the total funding potential.

We are glad you are here. Good luck!

A handwritten signature in black ink, appearing to read "Teri A. Hansen".

Teri A Hansen  
President | CEO

### Who is Eligible?

Currently, applications are accepted from select personnel within traditional public Sarasota County Schools (SCS). This does not include charter, private, or virtual schools. Eligible personnel include (a) teachers of record (licensed teachers assigned the lead responsibility for full-time instruction and grade assignment in classrooms), (b) assistant principals, or (c) principals who:

- Are currently employed by and have taught in SCS full-time for at least three academic school years.
- Hold a valid Professional Certificate with the Florida Department of Education.
- Confirm their intention to teach/work in traditional public SCS for at least three academic years following their fellowship.

### Key Dates

#### **May 1, 2023: Invitation to Apply**

Application portal opens for 2024 TIME Fellowship.

#### **October 2, 2023: Application Deadline**

Application portal closes for 2024 TIME Fellowship.

#### **November 2023: Notification and Payment**

Twenty-five applicants will be notified on or before November 10, 2023. Once notified, 2024 fellows receive additional instruction regarding the Fellowship Agreement and payment.

#### **December 31, 2024: Fellowship Completion Deadline**

Applications must include a fellowship proposal that can be completed by no later than December 31, 2024.

#### **January 31, 2025: Final Report Deadline**

Final reports are due within six months of fellowship completion or no later than January 31, 2025, whichever comes first. Requirements include a fellowship summary, financial summary, and creative product documenting the fellowship.

### How to apply

Fellowship applicants are invited to register and apply online via the [TIME Fellowship Application portal](#). Users will be prompted to enter an email and create a password, input contact information, and complete an eligibility quiz. If the user meets current qualifications, the portal will advance to the application.

### Before you apply

1. Attend one of two informational Zoom sessions on May 30 at 2 p.m. or [August 8 at 11 a.m.](#) During these sessions, Foundation staff will address frequently asked questions. (Note: Session attendance is not required but encouraged.)

2. Consider personal and professional commitments to ensure your fellowship can be completed before the deadline.
3. Identify two colleagues who are willing to submit letters of recommendation on your behalf.
4. Make sure your principal (or district supervisor) is willing to write a letter of recommendation on your behalf.

### Your Proposal

Successful proposals convey enthusiasm, imagination, and evidence of “personal stretch.” They show applicants have devoted considerable thought to the types of renewal experiences they seek within the context of their fellowship’s rationale and goals. The fellowship selection committee shows favor when they can hear an applicant’s voice and passion throughout their application.

While the application is electronic, consider using a Word document to draft responses to each section before you submit. This allows use of word and character counts and grammar features to ensure perfection prior to submission. Also, consider asking a trusted, knowledgeable acquaintance for feedback on your application before you submit. Here are tips to consider as you move through the process:

1. **Applicant information**

Let us know where you work and the subject you teach, your teaching history, and how you learned about the 2024 TIME Fellowship.

2. **Proposal information**

Your fellowship proposal should include a title, budget total, and brief summary of 50 words or less.

*\*Group Proposals: If you are applying alongside another educator, please use the same proposal name but be sure to submit individual applications.*

3. **Goals and activities**

What do you hope to achieve through this fellowship and what specific activities will help you get there? Your goals should be intentional, well-planned, and consider current trends in your field of study, practice, or education as whole.

*\*Group Proposals: If there are variances among individual activities, please indicate so on your application.*

4. **Need for renewal**

Why is renewal needed and important to you? Explain why this is a good time for personal or professional renewal (or both).



5. [Plan for renewal](#)

How do you envision renewed energy, enthusiasm, and creativity resulting from your fellowship? Will this renewal be intellectually stimulating and impact your career as an educator? Explain how it will impact your students.

6. [Creative fellowship documentation](#)

If selected, how will you creatively document your fellowship? Will it be a photo journal, blog, video or artistic production, storyboard? (Note: If selected, you may choose to revise your approach during your fellowship and that is OK.)

7. [Budget](#)

It may take considerable time and research to propose an accurate budget, and some activity costs may need to be estimates. That is OK. Create an itemized budget including out-of-pocket expenses, such as transportation, lodging, fees, supplies, etc. Upload your detailed spreadsheet, in PDF format, to the portal. *Follow this link to see a [sample budget](#).*

*\*Group Proposals: Each applicant's individual request may not exceed \$12,000.*

8. [Timeline](#)

What does your fellowship look like? If you are traveling, where are you going and how many days will you be there? Upload a detailed itinerary in PDF format that reflects your timeline, including scheduled activities and any projected follow-up. While there are no time parameters for the length it takes to complete your fellowship, your final report is due by January 31, 2025. Be sure to spend sufficient time at any proposed destination(s) to accomplish your goals. (Note: Fellowship must be completed in accordance with Sarasota County Schools district calendar and should not interfere with instructional time.) *Follow this link to see a [sample itinerary](#).*

9. [Professional Certificate](#)

Upload proof of your status as a certified educator with the Florida Department of Education (FLDOE). Applicants may upload (a) a copy of their teaching certificate or (b) a print-out/screenshot of their license details using [FLDOE's license verification lookup](#).

10. [Letter of recommendation – Principal/District Supervisor](#)

Upload a letter of recommendation from your principal (or district supervisor). Review your application with them and ask that they include within their letter: firsthand knowledge of you, your proposed fellowship, and ability to follow through on all components. (Note: the letter must be signed and on district letterhead otherwise, your application will be considered incomplete). *Follow this link to see a [sample recommendation letter](#).*

### 11. Letters of recommendation – Colleagues

Upload two letters of recommendation from colleagues. Review your application with them and ask that they include within their letter: firsthand knowledge of you, your proposed fellowship, and ability to follow through on all components. Ensure the letters clearly state who they are from, the positions they hold, and how they are associated with you. (Note: both letters must be signed otherwise your application will be considered incomplete)

### Final report requirements (once selected)

Fellows are required to submit a final report including:

1. A thorough, engaging summary that conveys the story of the completed fellowship with specific references to:
  - a. evidence of personal and/or professional renewal.
  - b. evidence that instruction has been or will be positively impacted.
  - c. an honest reflection of changes made, and/or regrets or lessons learned. (Note: this will benefit future recipients)
2. Creative documentation of the fellowship—video, photo collage, piece of art, etc.
3. Required financial summary.

### Fellowship requirements (once selected)

To ensure successful continuation of the TIME Fellowship, fellows must sign and abide by the TIME Fellowship Agreement that stipulates the following:

- Confirm understanding that the fellowship’s purpose is to encourage and support teacher creativity and renewal.
- Commit to teaching/working in traditional public SCS for at least three academic years following the fellowship.
- Commit to adhering to the submitted budget.
- Confirm understanding that fellows receive one check based on the submitted budget—no additional funds will be awarded.
- Commit to completing the final report by January 31, 2025.
- Commit to returning all unspent funds, unless Barancik Foundation, in its sole discretion and in rare circumstances, extends the fellowship 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.

