



2025 TIME Fellowship Application Process and Tip Guide

Dear educator:

Margie and Chuck Barancik loved and admired the children and teachers in our community. Thanks to Margie's teaching career, they also understood the crucial role that a motivated and highly effective teacher plays in a child's academic success.

To honor Margie's legacy, we created Time to Inspire Margie's Educators (TIME), a fellowship program that was launched in 2022. This initiative annually awards 25 fellowships up to \$12,000 each to Sarasota County Schools educators for self-designed projects that will reinvigorate their dedication to their students and commitment to the art of teaching. To date, 75 teachers, assistant principals, and principals have received TIME Fellowships in Margie's memory.

This document outlines the application process for the 2025 TIME Fellowship, addressing frequently asked questions and offering tips for crafting a compelling proposal. Whether you apply individually or as a group, here are some key points to consider:

- Winning proposals should be **intellectually stimulating, personally renewing**, and designed to **creatively expand the educator's experiences**.
- Proposals should be **unique**, offering opportunities for **personal fulfillment** and **professional inspiration** that otherwise might not be available.
- Attention to **clarity, organization, planning**, and **research** are critical components of a successful application.
- While responsible stewardship of philanthropic funds is important, successful applicants often **maximize the funding potential** of this opportunity through comprehensive proposals.

We are glad you are here. Good luck!

A handwritten signature in black ink, appearing to read "Teri A. Hansen". The signature is fluid and cursive, with a large initial "T" and "H".

Teri A Hansen
President | CEO



Who is eligible?

The 2025 TIME Fellowship program is open to currently employed, full-time instructional staff, assistant principals, and principals within Sarasota County Schools' (SCS's) pre-K to 12 traditional public schools who meet the following criteria:

- are assigned to a single school;
- maintain a current professional certificate with the state of Florida;
- have been employed in an instructional/administrative capacity within SCS traditional schools for three or more academic years; and
- confirm their intention to continue teaching/working in SCS traditional public schools for at least three academic years post-fellowship.

Currently, charter, private, or virtual schools and classified staff are not eligible to apply.

Key dates

April 29, 2024: Invitation to Apply

Application portal opens for 2025 TIME Fellowship.

September 30, 2024: Application Submission Deadline

Application portal closes for 2025 TIME Fellowship.

November 2024: Notification and Payment

Twenty-five applicants will be notified by November 10, 2024, of their selection as 2025 TIME Fellows and will receive further instructions regarding the Fellowship Agreement and payment.

December 31, 2025: Fellowship Completion Deadline

All fellowship projects must be completed by the end of 2025. Remember this deadline when developing your project proposal and timeline of activities.

January 30, 2026: Final Report Deadline

Final reports are due within three months of fellowship completion or no later than January 30, 2026, whichever comes first. Requirements include a fellowship summary, financial summary, and creative product documenting the fellowship experience.

How to apply

Applicants are invited to register and apply via the [TIME Fellowship online portal](#). Upon registering, users will provide contact information and complete an "eligibility quiz." If all qualifications are met, the applicant can proceed.

Before you apply

1. Attend one of two virtual information sessions (via Zoom) on May 29, 2024, at 7:30 a.m. or August 8, 2024, at 5:30 p.m. During these sessions, Foundation staff will address frequently asked questions. (Note: Attendance is not required but is encouraged.)

2. Consider personal and professional commitments to ensure that your fellowship can be completed before the deadline.
3. Consider submitting your application early. Applications received by Monday, September 9, 2024, will be reviewed for completeness, and applicants will be given the opportunity to submit/revise any missing information. (Note: This review is for application completeness only and will not address application content.)
4. Ensure that your principal or your district supervisor (if you are a principal) is willing to provide a signed letter of recommendation, which you will include upon submitting your application.

Your proposal

Successful proposals convey enthusiasm, imagination, and evidence of “personal stretch.” They demonstrate that the applicant has carefully considered the type of renewal experience they seek within the context of their proposed project’s rationale and goals. TIME Fellowships are not intended to be vacations; rather, they should be intentional experiences that restore your enthusiasm for teaching and stimulate your creativity, in turn enhancing the educational experience of your students. Our selection committee favors applications that convey the applicant’s voice, passion, and vision for potential impact within and beyond the classroom.

While the application form is online, drafting your responses in a word-processing document before entering them into the portal will allow you to thoroughly review word and character counts as well as grammar. You may also benefit from seeking feedback from trusted peers. Here is an outline of information you will include in your application, with some tips for crafting your proposal:

1. **Applicant information**
Provide details about your workplace, teaching history, and how you learned about the 2025 TIME Fellowship.
2. **Fellowship proposal information**
Include a title, total budget, and a 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**
Define your fellowship goals and planned activities, aligning them with current trends in your field and/or education as a whole.
** Group Proposals: If individual activities will vary among applicants, please indicate so on your applications.*



4. [Need for renewal and impact on teaching](#)

Explain why renewal is necessary for you at this time, professionally and/or personally. Describe what your proposal would enable you to bring back to your classroom or school community for the benefit of your students.

5. [Plan for renewal and impact on students](#)

Outline how the fellowship will stimulate your energy, enthusiasm, and creativity as an educator. Also, discuss how the fellowship will influence your teaching and your students' learning.

6. [Creative fellowship documentation](#)

Detail how you will creatively document your fellowship experience. (Note: If selected, you may choose to revise your approach during your fellowship.)

7. [Budget](#)

Prepare an itemized budget including all estimated costs that you can upload in PDF. *Follow this link to see a [sample budget](#).*

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

8. [Timeline](#)

Provide a detailed itinerary or project plan that reflects your fellowship's timeline, activities, and, if applicable, any anticipated follow-up or school-based activities. While there are no time parameters within the year for how long it takes to complete your fellowship, the project must be finished by the end of 2025, and your final report is due by January 30, 2026. If your fellowship includes travel, be sure to spend sufficient time at any proposed destination(s) to accomplish your goals. (Note: Fellowships must be completed in accordance with Sarasota County Schools' district academic calendar and should not interfere with instructional time.) *Follow this link to see a [sample itinerary for a project that includes travel](#).*

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

Upload a signed letter on school or district letterhead from your school's principal or your district-level supervisor (if you are a principal) confirming support for your fellowship. (Note: Letters must be signed to be deemed complete.) *Follow this link to see a [sample recommendation letter](#).*

10. [OPTIONAL: Letter\(s\) of recommendation – Colleague\(s\)](#)

You may include up to two signed letters from colleagues supporting your application and affirming your ability to follow through on your proposed plan. (Note: Letters must be signed and must state how the individual is associated with you.)

Fellowship requirements (once selected)

To ensure successful continuation of the TIME Fellowship, fellows must sign and abide by the TIME Fellowship Agreement, which 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 30, 2026.
- 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, videos, blogs/journals, etc.

Final report requirements (once selected and fellowship completed)

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 professional and/or personal renewal;
 - b. evidence that instruction has been or will be positively impacted; and
 - c. an honest reflection on changes made and/or regrets or lessons learned. (Note: This will benefit future recipients.)
2. Creative documentation of the fellowship—video, photo journal, piece of art, etc.
3. Required financial summary.

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.

We look forward to receiving your application and witnessing the positive impact of the TIME Fellowship on our community’s educators and the students you teach!

