



## 2027 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 own 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 for teachers in the Sarasota County School District. Barancik Foundation annually awards 25 fellowships up to \$12,000 each to Sarasota County Schools educators for personal projects designed to reinvigorate their dedication to their students and commitment to the art of teaching. Since 2022, we have selected 125 teachers, school leaders, and instructional staff to receive TIME Fellowships in Margie's memory.

The following document outlines the application process for the **2027 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:

- Proposed projects should be **intellectually stimulating, personally meaningful, professionally relevant**, and designed to **creatively expand the educator's experiences**.
- Winning submissions detail the **impact** that the fellowship will have on the applicant's **classroom or school** and on their **peer community**.
- Proposals should be **unique**, offering opportunities for **professional inspiration** and **personal fulfillment** 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, we encourage comprehensive proposals that **maximize the funding potential** of this opportunity.

Good luck!

A handwritten signature in blue ink, appearing to read "John Annis".

John Annis  
President | CEO

### Who is eligible?

The 2027 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, and virtual schools and classified staff are not eligible to apply.

### Key dates

#### **May 1, 2026: Invitation to Apply**

Application portal opens for 2027 TIME Fellowship.

#### **September 28, 2026: Application Submission Deadline**

Application portal closes for 2027 TIME Fellowship.

#### **November 2026: Notification and Payment**

Twenty-five applicants will be notified of their selection as 2027 TIME Fellows and will receive further instructions regarding the Fellowship Agreement and payment.

#### **December 31, 2027: Fellowship Completion Deadline**

All fellowship projects must be completed by the end of 2027. Remember this deadline when developing your project proposal and timeline of activities.

#### **January 28, 2028: Final Report Deadline**

Final reports are due within three months of fellowship completion or no later than January 28, 2028, 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 our virtual information sessions** (via Zoom) on Friday June 5, or Friday, July 31, 2026. During these sessions, Foundation staff will address frequent questions. (Note: Attendance is not required to apply but is encouraged.)



2. **Consider personal and professional commitments** to ensure that your fellowship can be completed before the deadline.
3. **Aim to submit your application early.** Applications received by end of day Monday, September 7, will be reviewed for completeness, and applicants will be given the opportunity to submit/revise any missing information. (Note: This courtesy 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 complete a simple certification** confirming your current standing with Sarasota County Schools and capacity to complete the proposed project. The certification will be sent via email through the application portal. Please note that principals/district supervisors must submit their certification prior to the application deadline, or the application will be deemed incomplete. Applicants should request the certification from the principal or district supervisor who is in place at the time your application is being submitted.

### Your proposal

Successful proposals convey enthusiasm, imagination, and a clear sense of purpose. They demonstrate that the applicant has carefully considered the type of experience they seek and how it will connect to their professional growth as an educator. TIME Fellowships are not intended to be vacations; rather, they should be intentional experiences that restore your enthusiasm for teaching and stimulate your creativity, ultimately 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 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'll 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 2027 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, please indicate so in your applications.*



4. [Need for renewal](#)

Explain why this experience is important for you at this point in your professional journey.

5. [Vision for the experience and impact on students](#)

Outline how the fellowship will stimulate your energy, enthusiasm, and creativity as an educator. Describe what your proposal will enable you to bring back to your classroom or school community. How will the fellowship influence your teaching or leadership for the benefit of your students?

6. [Fellowship documentation](#)

Detail how you will creatively document your fellowship experience. Explore ways to share your knowledge and experiences with students and peers. (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.

[View a sample budget.](#)

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

8. [Timeline](#)

Provide a summary 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 2027, and your final report is due by January 28, 2028. 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.) [View a sample itinerary](#) for a project that includes travel.

9. [Certification by principal/district supervisor](#)

Applicants must request a certification from their current school principal or district supervisor (if applicant is a principal) that the applicant is in good standing with the Sarasota County School District and has the ability to complete the fellowship. This request will be generated through the TIME application portal and sent from Charles & Margery Barancik Foundation via the email address [administrator@grantinterface.com](mailto:administrator@grantinterface.com). *Please be sure that your principal/supervisor is aware of and expects correspondence from this address.*

Principals/district supervisors must submit their certification prior to the application deadline. Applications without a completed certification will be deemed incomplete. Applicants should request the certification from the principal or district supervisor who is in place *at the time the application is being submitted.*



#### 10. OPTIONAL: Letter(s) of recommendation from colleague(s)

If you feel that it will strengthen your application, you may include up to two signed letters from Sarasota County Schools colleagues (may be your principal) supporting your application and affirming your ability to complete your proposed plan. Letter(s) must be signed to be considered valid and must state how the individual is associated with you.

#### Fellowship requirements (once selected)

Fellows must sign and abide by the TIME Fellowship Agreement, which stipulates that they:

- 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 28, 2028.
- 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—e.g., 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.***



***Still need help with your application?*** Although Barancik Foundation staff cannot help you directly with your application content, we have engaged a team of volunteer “TIME Ambassadors” who are available to share advice and offer encouragement. These past TIME Fellowship recipients can help you with ideas or proofreading your application, for example. Please email [TIME@BarancikFoundation.org](mailto:TIME@BarancikFoundation.org), and we will do our best to connect you with someone to provide feedback on your proposal.

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

