



Teacher Creativity Fellowship Program

Timeline and Budget Sample Templates

Although there is no required format for a proposal timeline or budget, the five samples below illustrate the type of information that could be useful and potential formats that applicants can consider. Applicants should develop timelines and budgets specific to their planned activities.

Timeline Sample One

Date(s)	Location	Activities
4/1 - 5/15/23	Indianapolis, IN	6-week photography course
5/28	Indianapolis, IN	Pick-up rental RV, grocery shop and pack
5/28 - 6/2	Travel	Travel by RV to Yellowstone National Park
6/2 - 6/6	Yellowstone National Park	Hike marked trails, participate in park program on park wildlife habitats, photograph sunrise, sunset, park features and wildlife, journal about experience each evening
6/7	Travel	Travel to Glacier National Park
6/7 - 6/11	Glacier National Park	Hike marked trails, participate in park program on park wildflowers, take park shuttle along "Going-to-the-Sun Road," photograph landscapes and park features, journal each evening
6/11 - 6/12	Travel	Travel to Mount Rainier National Park, one overnight stop included
6/12 - 6/17	Mount Rainier National Park	Participate in two-day volunteer experience on train maintenance. Leave RV for two nights of backcountry camping, photograph landscapes and primitive camping experience, journal each evening

6/17 -6/22	Travel	Travel home to Indianapolis by RV. Take time while traveling to enjoy additional sites, stopping at landmarks, including: Grand Teton National Park, Badlands National Park and St. Louis Gateway Arch National Park
7/1 - 7/30	Indianapolis, IN	Review journal entries, edit photos, compile photographic journal to be printed and bound for display in classroom

Timeline Sample Two

Day 1:	Drive from Marion, IN to Kansas City, MO. Spend night with family.
Days 2-3:	Drive from Kansas City, MO to Boise, ID. Spend night in hotel.
Day 3:	Check in to Art of Living Retreat Center, settle into room, tour grounds, meet one-on-one with retreat guide.
Days 4 - 14:	Participate in 10-day meditation retreat, as described in project description.
Day 15:	Check out of Art of Living Retreat Center, visit camping supply store and grocery. Spend the night in hotel.
Days 16 - 20:	Travel to Arches National Park, camp, hike, journal and continue to refine meditative practices as described in project description.
Day 21:	Leave Arches, travel to Las Vegas for overnight stay, restocking on groceries and repacking equipment.
Day 22 - 26:	Travel to Joshua Tree National Park, camp, hike, journal and continue to refine meditative practices as described in project description.
Days 27 - 30:	Travel home, staying overnight in hotels.

Budget Sample One

Item/Activity	Description/Detail	Cost
Travel	Round Trip Flights - $\$793 \times 3 = \2380 (rounded) RV Rental $\$230/\text{day} \times 14 = \3220 Gasoline = $\$325$ Camping Fees - $\$40/\text{day} \times 14 = \560 Train Tickets = $\$275$	\$6760
Activities	Museum Admission = $\$65$ National Park Pass = $\$100$ Wildlife Cruise = $\$275$ Factory Tours = $\$85$	\$525
Food	Groceries - $\$30/\text{day} \times 14 = \420 Meals Out - $\$30 \times 8 = \240	\$660
Photography Course	6-week course in spring 2023	\$1205
Gear and Equipment	Hiking boots, rain gear, hiking backpack, camera, etc. (estimated based upon current pricing)	\$1300
Lodging	2 nights, before RV pick-up and after RV drop-off	\$300
Pet Sitting	Boarding Dog - $\$250/\text{week} \times 2$	\$500
Tax Liability	Estimated at 25%	\$3750
	TOTAL	\$15,000

Budget Sample Two

Item	Cost
Passport Fees	\$180
Round Trip Flights to Barcelona (2)	\$2400
Airbnb (18 nights)	\$4500
Museum Admissions	\$450
Train Pass	\$350
Meals/Food ($\$40/\text{day}$)	\$720
Souvenirs	\$300
Tax Liability	\$2500
Living Stipend	\$1500
TOTAL	\$12,900

Combined Budget and Timeline Sample

Dates	Activities/Locations	Expenses	Budget
4/1 - 5/15	6-week photography course (Indianapolis, IN)	Camera = \$800 Class Fee = \$850 Editing software = \$125 Mileage from home (42 miles round trip x \$0.66 x 6 classes) = \$165 (rounded)	\$1940
5/15 - 5/28	Trip Preparation (Greenwood, IN)	Camping Equipment = \$450 Shoes and Clothing = \$275 Books, Journals = \$75 Parks Pass = \$120 Weekend RV Trial = \$500	\$1420
5/28 - 6/2	Travel (Greenwood, IN to Yellowstone National Park)	RV Rental (\$180 x 4) = \$720 Campsites (\$30 x 4) = \$120 Groceries (\$40 x 4) = \$160 Gas (estimate) = \$700	\$1700
6/2 - 6/6	Yellowstone National Park Hiking Park program on wildlife habitats Photographing Journaling	RV Rental (\$180 x 4) = \$720 Campsites (\$30 x 4) = \$120 Groceries (\$40 x 4) = \$160 Firewood = \$30 Souvenirs/Miscellaneous = \$50	\$1080
6/7 - 6/11	Glacier National Park Hiking Park program on wildflowers Park shuttle along "Going-to-the-Sun Road" Photographing Journaling	RV Rental (\$180 x 4) = \$720 Campsites (\$30 x 4) = \$120 Groceries (\$40 x 4) = \$160 Firewood = \$30 Gas (estimate) = \$280 Souvenirs/Miscellaneous = \$50	\$1360
6/11 - 6/17	Mount Rainier National Park 2-day volunteer experience on trail maintenance 2-night backcountry camping Photographing Journaling	RV Rental (\$180 x 6) = \$1080 Campsites (\$30 x 6) = \$180 Groceries (\$40 x 6) = \$240 Firewood = \$50 Gas (estimate) = \$350 Souvenirs/Miscellaneous = \$50	\$1950
6/17 - 6/21	Travel: (Stops to include: Grand Teton National Park, Badlands National Park, and St. Louis Gateway Arch National Park)	RV Rental (\$180 x 4) = \$720 Campsites (\$30 x 4) = \$120 Groceries (\$40 x 4) = \$160 Gas (estimate) = \$700 Souvenirs/Miscellaneous = \$200	\$1900
7/1 - 7/30	Indianapolis, IN Review journal entries, edit photos, compile photographic journal to be printed and bound for display in classroom	Printing fees (\$25 x 8) = \$200	\$200
		Tax Liability	\$3450
		TOTAL	\$15000