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. Please use whole U.S. dollar amounts in creating the budget.

Timeline Sample One

Date(s)	Location	Activities
4/1 – 5/15/27	Indianapolis, IN	6-week photography course
5/15 - 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 trail 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

Contingent on reservation availability, I plan to complete my renewal project during June and July of 2027. If reservations are not available at the Art of Living Retreat Center in 2027, I will travel in summer 2028. Exact dates may vary slightly, but an anticipated timeline is included below.

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 Flights and train tickets are budgeted for self and for my spouse and son who will be joining me, as described in the Goals and Activities section. Other travel expenses are not impacted.	Round Trip Flights - $793 x 3 = $2380 (rounded) RV Rental $230/day x 14 = $3220 Gasoline = $325 Camping Fees - $40/day x 14 = $560 Train Tickets = $91.65 x 3 - $275	$6760
Activities Admission expenses are for self only. If travel companions join, they will pay separately.	Museum Admission = $65 National Park Pass = $80 Wildlife Cruise = $275 Factory Tours = $105	$525
Food Food expenses are budgeted for self only.	Groceries - $30/day x 14 = $420 Meals Out - $30 x 8 = $240	$660
Photography Course	6-week course in spring 2027	$1205
Gear and Equipment For self only.	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/week x 2	$500
Tax Liability	Estimated at 25%	$3750
TOTAL		**$15,000**

Budget Sample Two

Item	Cost	Total
Travel (transportation, lodging, meals, etc.)		
Round Trip Flights to Barcelona ($1200 x 2, self and spouse)	$2400	
Airbnb (18 nights x $250/night)	$4500	
Train Pass ($350 for one-month, spouse not included)	$350	
Meals/Food ($80/day x 18 days)	$1440	
Travel Total		$8690
Tax Liability (estimated 18%)	$2500	$2500
Living Stipend (lost wages due to taking the month off of tutoring job)	$1500	$1500
Educational Events (workshops, admission fees, classes) Single admission for museums listed in Project Goals and Activities section	$450	$450

Supplies, Equipment, Miscellaneous Expenses Passport Fees (application fee - $130, execution fee - $35, photo - $15) Souvenirs (memorabilia from museum to incorporate into classroom project described previously) **Supplies Total**	$180 $300	$480
TOTAL		$13,620

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 = $490 Shoes and Clothing = $275 Books, Journals = $75 Parks Pass = $80 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 (23%)	**$3450**
		TOTAL	$15000