



## 2022 PROGRAM IMPROVEMENT GRANT OVERVIEW

# New Jersey Program Improvement Grant FY22 Announcement and Application

*Grant Application Deadline: March 1, 2022*

### DESCRIPTION OF NJ PROGRAM IMPROVEMENT GRANT OPPORTUNITY

FY22 NJ Department of Agriculture Program Improvement Grants are competitive. Grants (up to \$4,000) will be awarded to improve, enhance and upgrade equipment/facilities and curriculum for school-based Food, Agriculture and Natural Resources Education programs that prepare people for leadership and careers in the science, business, technology, and education of agriculture. Grant funds must be utilized by June 30, 2022 so all equipment, supplies, curriculum and/or professional development is in place or completed for the 2022-23 school year. Grant funding priorities include: 1) professional development, 2) equipment and supplies, 3) facility upgrades, and 4) curriculum.

### ELIGIBILITY

1. Available to school districts conducting approved\* FANR Education programs  
*\*approved as verified by the New Jersey Department of Education's approved program list*
2. Program must conduct the three-components of a quality FANR Education program
  - a. Relevant classroom/laboratory instruction in Food, Agriculture and Natural Resources
  - b. Appropriate Work-Based Learning (SLEs, SAEs)
  - c. Active FFA chapter in good standing with the state and national FFA
3. Have in place a Program of Study as defined by the New Jersey Department of Education

### GRANT SUBMISSION GUIDELINES

1. Applicants must complete the "2022 Program Improvement Grant Application" no later than 11:59 pm on March 1, 2022 (including all requested uploads).
2. The application can be accessed at this link: <https://form.jotform.com/NJFFA/ProgramImprovementGrant>
3. No facsimiles or email copies will be accepted.
4. The online application cannot be saved and continued later. It is recommended that narrative components be typed in a word processing program and copied into the online application when ready to submit the application. It is also recommended to gather all required uploads prior to starting the application.

### GRANT SUBMISSION CHECKLIST AND REQUIREMENTS

(Additional explanation for each section starts on page 2 of this document.)

1. **Section I** – Grant Title Page (5 points)
2. **Section II** – Course Information (15 points)
3. **Section III** – Work-Based Learning (15 points)
4. **Section IV** – FFA (15 points)
5. **Section V** – Grant Eligibility/Requirements (50 points)
6. **Section VI** – Narrative (85 points)
7. **Section VII** – Budget Detail (10 points)
8. **Section VIII** – Budget Summary Form (5 points)
9. **Signature Page**

## APPROPRIATE USE OF FUNDS

Funds may be used for

1. **Professional Development:** Registration and travel costs for content-focused and/or content specific pedagogy professional development.
2. **Equipment/Supplies:**
  - a. Instructional equipment including, but not limited to, drones; plasma cutter; 3D printer; interface device and sensors; virtual/augmented reality headsets and equipment; GPS device; animal health monitoring equipment; etc.
  - b. Supplies may include, but not limited to, instructional software (CAD; GIS; simulation and virtual labs; virtual/augmented reality; graphical analysis); models, slides, or displays; consumable supplies to support requested equipment/facility upgrades (The budget for this grant is limited to a maximum of \$750 of consumable supplies such as ink cartridges, toner, paper, etc.); etc.
3. **Facilities:** Upgrades to class/lab facilities including, but not limited to, fixtures, greenhouse environmental controls; aeroponic/hydroponic/aquaponic grow system; aquaculture tanks; animal cages and hutches; floral cooler; etc.
4. **Curriculum:** Subscriptions to online curriculum; subscriptions to online learning management systems; subscriptions to digital education tools; etc.

## GRANTEE FINAL REPORT EXPECTATIONS

Grantees will be sent a link to use for submitting the final report in the acceptance email. Final reports are due August 31, 2022. The following information will be requested:

1. **Final Report Signature Page**
2. **Final Report Narrative**
  - a. Discuss alignment the courses being supported by this grant have to rigorous academic content standards outlined in the New Jersey Student Learning Standards
  - b. Provide detail about recognized postsecondary credentials (industry-recognized certificate or certification, apprenticeship, license, and/or degree) related to the program of study. Include number of students impacted and institutions/organizations/industry offering credentials to the program.
  - c. Discuss local/state outlook for jobs/careers in pathway(s) supported by the grant.
  - d. Provide other information deemed relevant.
3. **Budget Detail Form** – Must reflect actual expenditures (itemized), including upload of invoices/receipts.
4. **Budget Summary Final Report Form** – Summarize grant funds received/spent.
5. **Professional Development Certificate** – For those utilizing funds for professional development.
6. **Photos** – 5 high-quality photos of students benefiting from the grant funds must be submitted by December 31, 2022. A link to upload photos will be provided in the acceptance email.

## EXPLANATION FOR EACH SECTION OF THE APPLICATION

1. **Section I** – Grant Title Page (5 points)
  - a. School District, School Name, Address
  - b. Project Director Name, E-mail, Telephone
    - i. This should be the primary point person for the application and will be the person who receives automatic responses when the application is submitted.
    - ii. If this person is not the FANR Teacher, the FANR Teacher will be copied on correspondences from the Office of Food, Agriculture & Natural Resources Education, but will not receive automatic responses that are created through JotForm.
  - c. Business Administrator Name, E-mail, Telephone
  - d. FANR Teacher(s)
    - i. This should be all the teachers who will be served by the grant.

2. **Section II – Course Information (15 points)**
  - a. Choose pathway(s) being supported by this grant:
    - i. Agribusiness Systems
    - ii. Animal Systems
    - iii. Environmental Service Systems
    - iv. Food Products & Processing Systems
    - v. Natural Resources Systems
    - vi. Plant Systems
    - vii. Power, Structural & Technical Systems
  - b. Identify all courses being supported with this grant and share projected enrollment numbers for 2022-2023 school year.
  - c. Show how course(s) fit into a coherent sequence (grant supported courses must fit into a coherent sequence, but not all courses of the sequence need to be supported by the grant)
  
3. **Section III – Work-Based Learning (15 points)**
  - a. List how many students have Work-Based Learning Experiences in your whole program.
  - b. Describe at least one experience (including employer and transferable knowledge and skills) in each of the selected pathways supported in this grant.
  - c. Show evidence of graduates entering the workforce or continuing their education in the content area being supported by the grant.
  - d. Discuss how SAE for All is being utilized in your program. If it is not, please explain why and discuss plans for implementation.
  
4. **Section IV – FFA (15 points)**
  - a. Checklist of completed chapter charter requirements
    - i. Submitted Program Affiliation Contract & Payment
    - ii. Submitted Chapter Officer List
    - iii. Submitted Program of Activities
    - iv. Completed Roster
    - v. Submitted Constitution & By-laws
    - vi. Two delegates participated in the 2021 State FFA Convention
    - vii. Participated in (or have plans to) at least 5 State/National Events (May 1, 2021 – March 1, 2022)
  - b. Were you able to check “yes” for all boxes in the question above to indicate that your chapter is in good standing with the New Jersey FFA Association and National FFA Organization?
    - i. Yes
    - ii. No (if no, explain why not)
  - c. Discuss plans for participation in one new state event/activity in the 2022-2023 school year. (“New” can be defined as an event/activity not involved with in the last 3 school years (including the current school year).)
  
5. **Section V – Grant Eligibility/Requirements (50 points Total)**
  - a. Is your district approved by NJDOE to conduct an AFNR program/program of study?
    - i. Yes
    - ii. No (if in process, must upload a copy of the program/program of study application)
  - b. Check each box to indicate you understand the eligibility/requirements to receive Program Improvement Grant funds.
    - i. District must be approved by NJDOE to conduct AFNR program/program of study. \*If program is not approved yet, but is in process with NJDOE, please provide a copy of the program/program of study application.

- ii. FANR teacher(s) of grant funded schools will be available to attend at least one meeting with NJDA, Office of Food, Agriculture and Natural Resources Education staff.
  - iii. School district can order and/or register for all curriculum/equipment/supply items/professional development before June 30, 2022 and have everything available for the first day of school in 2022-2023.
  - iv. If instructional program is discontinued, all NJDA granted equipment must be returned to NJDA, Office of Food, Agriculture & Natural Resources Education within four months.
- c. Upload the following Documentation:
- i. Active Agricultural Education Advisory Committee Information (15 points)
    1. Attach a copy of AFNR Advisory Committee minutes from at least one meeting (that occurred after September 1, 2021) reflecting discussions to enhance program.
    2. Minutes MUST also contain a current list of advisory committee members (including title and business/organization represented) AND those in attendance at the meeting.
  - ii. Current Articulation Agreement(s) (10 points)
    1. Attach current copies of articulation agreements with one or more post-secondary institutions.
    2. Articulation agreements **must be signed** by chief administrators at each institution (secondary and post-secondary).
    3. Articulation agreements must be for the program of study for which the funds will be used.
    4. If there aren't current articulation agreements in the district, upload a statement explaining why there isn't one in place and share plans for obtaining one.
- d. Identify how the funds will be used **AND** upload the supporting documentation. (25 points)
- i. Professional Development
    1. Funds are being requested to attend a professional development conference (which can include travel).
      - a. A certified Teacher of Agriculture (or a teacher employed by the school district actively working towards certification) from the applying school must be the one registered for the professional development conference.
      - b. The conference must take place BEFORE September 1, 2022.
      - c. Upload a copy of the registration confirmation by the conference organizer. (If ability to attend is contingent on this grant, upload a copy of the conference overview/agenda (including cost).
      - d. The Office of Food, Agriculture and Natural Resources Education is not responsible for managing registrations for attendees to professional development conferences.
      - e. A Professional Development Certificate, signed by the conference organizer, must be included in the final report to NJDA to indicate the teacher completed the conference.
  - ii. Equipment/supplies
    1. Funds are being requested for equipment and supplies.
    2. Upload narrative highlighting how equipment/supplies being requested will enhance the existing course. Be sure to include whether requested equipment/supplies are new to the program, replacing outdated items within the program; and/or adding to existing items within the program.

- iii. Facility
  - 1. Funds are being requested to create or update a classroom/laboratory.
  - 2. Upload plans for creating/updating a classroom/laboratory. Be sure to include whether requested items are new to the program, replacing outdated items within the program; and/or adding to existing items within the program.
- iv. Curriculum
  - 1. Funds are being requested to purchase curriculum.
  - 2. Upload curriculum overview, including course outline(s) for courses supported by this grant.

**6. Section VI – Narrative (85 points Total)**

- a. Identify the project by name (i.e. Greenhouse irrigation system; drone equipment and curriculum; aquaponics system; etc.). (5 points)
- b. Provide a brief overview of the project (200 words max, 10 points)
- c. List the objectives of this project. (200 words max, 10 points)
- d. Discuss how this grant will improve/enhance the existing program of study. (400 words max, 20 points)
- e. Discuss collaborations with business/industry/postsecondary leaders when determining use of grant funds. (400 words max, 20 points)
- f. Discuss how the improved/enhanced program of study will prepare students to meet local and state employment demands in Food, Agriculture & Natural Resources. (400 words max, 20 points)

**7. Section VII – Budget detail (expenditures) (10 points)**

- a. Upload detailed and itemized budget for expenditures.
  - i. Create a spreadsheet that includes the following for each item:
    - 1. Course Name
    - 2. Vendor Name
    - 3. Item Name & Number
    - 4. Quantity
    - 5. Description
    - 6. Item Price
    - 7. Total Price
    - 8. Total Cost of All Materials and Supplies
- b. If professional development is being requested, please provide details regarding transportation and related costs.

**8. Section VIII – Budget Summary Form (5 points)**

- a. See page 6 for Budget Summary Form.
- b. Summarize all budget details into four (4) categories
  - i. Professional Development
  - ii. Equipment/Supplies
  - iii. Facility
  - iv. Curriculum
- c. Include FY22 Program Improvement Grant requested funds and potential matching or other funds supporting the local FANR program.

**9. Signature Page**

- a. See page 7 for Signature Page.
- b. Obtain the necessary signatures and upload.



# BUDGET SUMMARY FORM

## New Jersey Program Improvement Grant FY22

*PLEASE upload this form to the application for funds.*

School/District: \_\_\_\_\_

1 BUDGET CATEGORY		FUNDING SOURCES			
		2		3	
		FY 22 NJ Program Improvement Requested Funds		Potential matching or other funds supporting local FANR program	
A.	Professional Development		\$		\$
B.	Equipment/Supplies Summary/total only		\$		\$
C.	Facility		\$		\$
D.	Curriculum				
<b>TOTAL</b>			\$		\$

FANR Teacher (print): \_\_\_\_\_

FANR Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal (print): \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator (print): \_\_\_\_\_

Business Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## New Jersey Program Improvement Grant FY22

*PLEASE upload this form to the application for funds.*

**DURATION OF PROJECT: March 1, 2022 TO: June 30, 2022**

**MAXIMUM TARGETED AMOUNT OF FUNDS PER GRANTEE: Up to 4,000.00**

### **GRANT AND TOTAL AMOUNT SUBJECT TO THE AVAILABILTY OF STATE FUNDING**

- ❖ ONLY APPLICATIONS (AND RELATED MATERIALS) SUBMITTED VIA JOTFORM WILL BE ACCEPTED.
- ❖ NO FACSIMILES OR HARD COPIES WILL BE ACCEPTED.
- ❖ NO LATE APPLICATIONS WILL BE ACCEPTED.
- ❖ NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION.
- ❖ NO APPLICATIONS WILL BE ACCEPTED FROM SCHOOLS WITHOUT AN APPROVED FANR PROGRAM
- ❖ SUBMISSION MUST BE RECEIVED BY 11:59 PM, TUESDAY, MARCH 1, 2022.
- ❖ GRANTEES WILL RECEIVE A LINK TO SUBMIT A FINAL REPORT IN THE ACCEPTANCE EMAIL.

**\*FAILURE TO INCLUDE REQUIRED APPLICATION COMPONENTS CONSTITUTES A VIOLATION OF THE GRANT AND WILL RESULT IN THE APPLICATION BEING ELIMINATED FROM CONSIDERATION.**

**APPLICATION CERTIFICATION:** To the best of my knowledge and belief, the information contained in this application is true and correct. I further certify the requested documents are uploaded and complete:

\_\_\_\_\_  
 Signature of Food, Ag and Nat. Res. Teacher

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of District Chief School Administrator

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date