

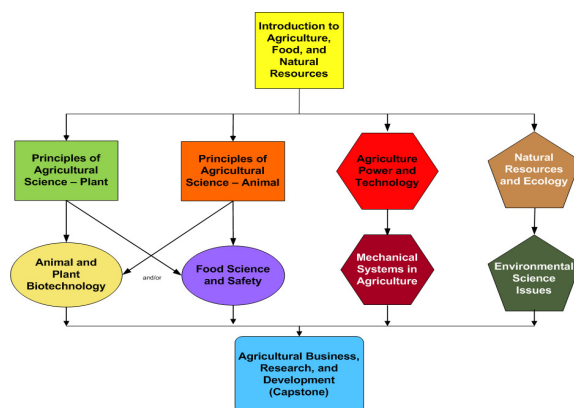
New Jersey Department of Agriculture Office of Food, Agriculture and Natural Resources Education

New Jersey CASE Grant FY 19 Announcement and Application

Description of NJ CASE Grant Opportunity

The FY 19 NJ Department of Agriculture CASE Grants are competitive. Grants (up to \$7,000) will be awarded to schools implementing a CASE program of study and meeting 100% of NJ CASE eligibility requirements. Grant funds must be utilized by June 30, 2019 so all equipment, supplies and/or professional development is in place or completed for 2019-20 school year. Grant funding priorities include: 1) professional development provided at CASE Institutes, 2) equipment and supplies identified in the CASE purchase manual 3) facility upgrades and/or 4) travel to a CASE Institute. These priorities support establishing new CASE programs and/or CASE pathways, 2) completing a CASE sequence of courses/pathway, and 3) supplementing previously funded CASE courses with equipment or facility needs.

See the diagram below or visit: <http://www.case4learning.org/index.php/curriculum/case-pathways>



The NJ CASE grants are subject to state funding. Accumulated points on applications will determine grantees. All FY 19 NJ CASE grant funds awarded to local schools must be used to implement one or more of the available CASE courses, in a sequence, leading to a CASE program of study. NJ CASE grant funds shall be used only for the purchase of items (equipment/supplies) listed in the CASE Purchase Manual (which includes upgrades to class/lab facilities) and/or for teacher professional development at a 2019 CASE Institute (CI).

<http://www.case4learning.org/index.php/usingcasepurchasemanuals>

<http://www.case4learning.org/index.php/professional-development/case-institute/case-institute-offerings>

Grant submission rules:

1. Applicants must submit one complete original hard copy of the grant application. **(Do not submit pages 1-5 of this document)**.
2. Applications must be received at the New Jersey Department of Agriculture, Office of Food, Agriculture and Natural Resources Education (2nd floor), 369 So. Warren Street, PO Box 330, Trenton, NJ 08625, by 4 pm on Thursday, January 10, 2019.
3. No facsimiles or email copies will be accepted.
4. Applications must arrive in one package; additional documentation will not be accepted after the grant application is received. (Post submission edits will NOT be accepted)!

Please note: Using the US Postal Service often does **not** guarantee timely submission of the grant application. If grant funds are important to success of your program, it is suggested that the application be delivered in person. Applications arriving after 4 pm on January 10th will not be accepted regardless of when mailed.

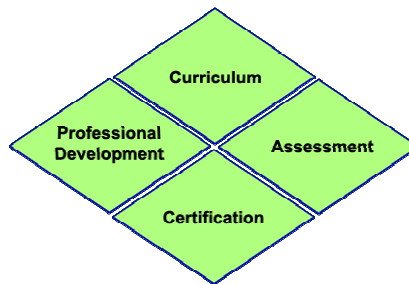
CASE Program Information

The CASE Model (excerpts below from www.case4learning.org)

The Curriculum for Agricultural Science Education™ (CASE™) project develops a structured sequence of agriculture courses and serves as a model for elevating the rigor and relevance of agricultural education.

CASE is much more than a curriculum. In fact, CASE is a system of instructional support for the classroom teacher like no other resource in agricultural education today. The CASE model provides four major areas of support to promote solid classroom instruction using rigorous and relevant lessons while enhancing student learning.

The four areas of teacher support include curriculum, professional development, assessment, and certification. Each area contributes to the validity of CASE instructional materials by ensuring that teachers are properly equipped and trained and student learning is clearly accountable.



The CASE Learning Environment

The activity, project, and problem-based approach of CASE requires a well-equipped learning environment with internet access. The ideal CASE facilities include space or areas for science laboratories, computer-based learning, and student workspace. All materials are written for a class size of 20 students. For larger or smaller classes, please plan accordingly. Some schools utilize multiple years and multiple grants to build the equipment and supply list for 20 students.

See the CASE Learning Environment link on the Purchase Manual tab of the CASE website.

<http://www.case4learning.org/index.php/usingcasepurchasemanuals>

Curriculum

CASE courses provide the teacher a comprehensive package of all teaching resources required to instruct lessons. Each lesson plan contains teacher notes, PowerPoint® presentations, student activity instructions, and assessments. Lessons are designed to provide everything the teacher needs at a click of the mouse. The philosophy behind a CASE lesson is to empower the student by providing students an active role in their learning rather than learning being a product of teacher-led instruction.

Professional Development

A CASE Institute (CI) is professional development that provides teachers training for the instruction related to a specific CASE course. Up to 80 hours of intense professional development at a CASE Institute is required for each CASE course certification. ***Successful completion of the CASE Institute is required for this New Jersey CASE funding.*** For more information about CIs, see 'Attending a CASE Institute' at:

<http://www.case4learning.org/index.php/professional-development/case-institute/case-institute-offerings>

Assessment

Assessment Philosophy and Strategies

<http://www.case4learning.org/index.php/assessment-learning-reflections/philosophy-and-strategies>

See link for materials built into the curriculum and open testing databases, national end-of-course exams, and pathway exit tools available on CASE Online. Subscriptions to CASE Online are purchased for all NJ CASE schools by NJDA, OFANRE in cooperation with NJDOE regardless of being a recipient of this grant.

Certification

The value of CASE is the overall certification of students, teachers, and programs. To ensure that high quality instructional experiences are provided to students, certification of teachers and programs is essential. Ensuring that teachers and programs are providing CASE instruction as designed is one measure of consistency for CASE learning goals across programs.

Programs that follow the CASE certification process and meet the certification requirements will provide their students a quality education and the maximum recognition for their efforts. Students may be eligible for college credit based upon meeting the certification requirements. As the program develops it is anticipated that CASE certification will influence student admission and scholarship potential for post-secondary education.

2019 CASE

CASE courses consist of a full year of lessons (150 days of 45-minute lessons) that utilize activity, project, and problem-based learning set in an inquiry-based, student-directed environment. CASE increases the rigor and relevance of agriculture subject matter and enhances core academic areas including science, mathematics, and English. CASE provides the teacher everything needed to facilitate classroom instruction except equipment and supplies, which can be provided by this grant or other funding. See the available courses below.



[Introduction to Agriculture, Food, & Natural Resources \(AFNR\)](#)

This is the first course for all CASE sequences. It introduces students to leadership, science, plants, animals, natural resources, and agricultural mechanics using the hands-on approach of activities, projects and problems. Students also develop a career portfolio as they investigate their personal interests and careers in Agriscience. *Foundational courses such as Principles of Agricultural Science – Animal (ASA), Principles of Agricultural Science – Plant (ASP), Natural Resources and Ecology (NRE) or Agriculture Power and Technology (APT) are the next courses in the sequence followed by specialization courses Animal and Plant Biotechnology (APB), Food Science and Safety (FSS), Mechanical Systems in Agriculture (MSA) and Environmental Science Issues (ESI). The final (fourth) course in all pathways is the (capstone) Agriculture Research and Development (ARD) course.*



[Principles of Agricultural Science – Animal \(ASA\)](#)

This course follows the introductory course (AFNR) and is a foundational level (second course/sophomore) in the animal systems sequence in which students explore the world of animal agriculture and develop a management guide for an animal of their choice. Areas of study include history and domestication, handling and behavior, anatomy and physiology, nutrition, reproduction, genetics, health, selection and marketing. *The next level course (specialization) is either APB or FSS with the fourth level course (capstone) being ARD.*



Principles of Agricultural Science – Plant (ASP)

This course follows the introductory course (AFNR) and is a foundational level (second level/sophomore course) in the plant systems sequence in which the students study the production of plants while developing a grower's handbook. Areas of study include soils, hydroponics, plant anatomy and physiology, taxonomy, growing environments, sexual reproduction, asexual reproduction, insects and diseases and production and marketing. *The next level course (specialization) is either APB or FSS with the fourth level course (capstone) being ARD.*



Animal and Plant Biotechnology – (APB)

This is a third level or specialization (junior) course where students study animal and plant biotechnology concepts while utilizing a laboratory notebook. **It follows AFNR, and ASA or ASP.** Research and experimental design will be highlighted as students develop and conduct industry appropriate investigations. Areas of study include micro pipetting, bacterial cultures and transformations, Electrophoresis, and polymerase chain reaction. *The final course in the pathway is the fourth level (capstone) ARD course.*

Natural Resources and Ecology (NRE)

This course follows the introductory course (AFNR) and is a foundational level (second level/sophomore) course in the natural resources pathway sequence in which the students explore natural resources and ecology. Areas of study include but are not limited to: conservation, preservation, land issues, water, air, energy, forestry and more. *The next level course (specialization) is Environmental Science Issues (ESI) with the fourth level course (capstone) being ARD.*

Food Science and Safety (FSS)

This is a third level (junior) or specialization course where students study food science and safety concepts. **It follows AFNR, and ASA or ASP.** Areas of study include but are not limited to: food chemistry, microbiology, enzymes, preservation, fermentation, food borne illnesses, hazard analysis and critical control point (HACCP), human health and nutrition, regulation, animal and plant products, food labeling and packaging, marketing, processing, consumer concerns and preferences, careers in food science and safety and feeding the world. *The final course in the pathway is the fourth level (capstone) ARD course.*

Agriculture Power and Technology (APT)

Agricultural Power and Technology is a foundation level (second level/sophomore) course in the Ag Mechanics pathway that will teach students the fundamentals of agricultural mechanics. Students are immersed in inquiry-based exercises filled with activities, projects, and problems that focus upon the form and function of material, machines and tools used in agriculture. Students will apply technical skills while becoming competent in the process that is used to operate, repair, engineer and design agricultural tools and equipment. *The next level course (specialization) is Mechanical Systems in Agriculture (MSA) with the fourth level course (capstone) being ARD.*

Mechanical Systems in Agriculture (MSA)

Mechanical Systems in Agriculture is the specialization-level, third level, course designed to provide rigorous applications in the agricultural engineering field. Throughout the course, students apply technical skill while becoming competent in the process used to operate, repair, engineer and design agricultural tools and equipment. *The final course in the pathway is the fourth level (capstone) ARD course.*

Environmental Science Issues (ESI)

The CASE Environmental Science Issues course is a specialization-level course (junior) that enables students to research, analyze, and propose sustainable solutions to environmental issues.

Students are immersed in inquiry-based exercises filled with activities, projects, and problems, which develop data acquisition and analysis techniques, critical thinking and evaluation abilities related to environmental issues, as well as independent research and problem solving.

The final course in the pathway is the fourth level (capstone) ARD course.

Agricultural Research and Development (ARD)

Agricultural Research and Development is the final/fourth level or capstone course for all students in all pathways. ARD is designed to culminate students' experiences in agriculture, based on the pathway of study they pursued. Woven throughout the course are projects and problems based in practical applications and designed to develop and improve employability skills of students. Students will further enhance critical thinking and teamwork skills as they expand on content knowledge from previous CASE courses. Students would have taken the introductory (AFNR), a foundational *course in (ASA, ASP, NRE or APT) followed by a specialization course (APB, FSS, MSA or ESI) before taking the capstone (ARD) course.*

Agricultural Business Foundations (ABF)

Agriculture Business Foundations course is the flagship course for the new CASE AgSTEM offerings. CASE Institutes will be one day events last up to 8 hours.

Agricultural Business Foundations (ABF) introduces students to business management in agriculture. Mathematics, reading, and writing components are woven in the context of agriculture and students will use the introductory skills and knowledge developed in this course throughout subsequent CASE courses. Throughout the course are practical and engaging activities, projects, and problems to develop and improve employability skills.

The *Agricultural Business Foundations* course is an elective course from the AgSTEM menu. The course is structured to enable all students to experience an overview of agricultural business management so that students may continue through a sequence of courses through high school. The knowledge and skills students develop will be used in future courses within an AgSTEM pathway.

Students investigate, experiment, and learn about developing a business plan, solving problems, and communicating ideas to their peers and members of the professional community.

The Agricultural Business Foundations course includes:

- Starting a business
- Financial documents
- Risk management
- Writing a business plan

Grant Submission Checklist and Requirements **(Please DO NOT submit background (pages 1- 5) of grant announcement at time of application.)** **Submit Section I – VI in the order indicated below**

1. **Section I** - Grant Title Page
2. **Section II** - CASE course selection
3. **Section III** - CASE Grant Eligibility – (p. 7-8) Items A- D (50 points)
 - a. CASE Institute registration confirmation from CASE
 - b. Agricultural Education Advisory Committee Information
 - c. Articulation Agreement(s)
 - d. Identification of funds requested using part D on page 8
4. **Section IV - Narrative** – (1 page or less) (30 points)
5. **Section V - Budget detail** (expenditures) (Purchase Manual Tabs or spreadsheet) (10 points)
6. **Section VI - Budget Summary** Form/Final Report Form (10 points)

**NJ Department of Agriculture
Office of Food, Agriculture
and Natural Resources Education
New Jersey CASE Grant FY 19 Application
Title Page – Section I**

Issue date: November 16, 2018
Application due date: 1.10.19
Final Report date: 7.17.19

Section A:

Title: New Jersey CASE Grant FY 19
Division/Office: Agricultural and Natural Resources /Food, Agriculture and Natural Resources Education

Section B:

SCHOOL DISTRICT	SCHOOL NAME	
ADDRESS		
CITY	STATE	ZIP
PROJECT DIRECTOR: (print/type) _____ (sign) _____		
TELEPHONE #: (_____) _____ FAX #: (_____) _____		
E-MAIL: _____		
BUSINESS ADMINISTRATOR: (print/type) _____		
TELEPHONE #: (_____) _____ E-MAIL: _____		

DURATION OF PROJECT: March 1, 2019 TO: June 30, 2019

MAXIMUM TARGETED AMOUNT OF FUNDS PER Grantee: **Up to 7,000.00**

GRANT AND TOTAL AMOUNT SUBJECT TO THE AVAILABILTY OF STATE FUNDING

APPLICATION CERTIFICATION: To the best of my knowledge and belief, the information contained in this application is true and correct. I further certify the following documents are enclosed and complete: * **ONE ORIGINAL COPY INCLUDING TITLE PAGE, APPLICATION NARRATIVE, ASSOCIATED FORMS, BUDGET DETAIL AND SUMMARY.** Please not send additional copies.

Signature of Food, Ag and Nat. Res./CASE Teacher	Print Name	Date
Signature of District Chief School Administrator	Print Name	Date

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

APPLICATIONS MUST BE DELIVERED/SENT TO:

State Program Leader, Office of Food, Agriculture and Natural Resources Education, New Jersey
Department of Agriculture, Room 204, P.O. Box 330, 369 South Warren Street,
Trenton, NJ 08625-0330

ORIGINAL HARD COPY MUST BE RECEIVED BY: 4:00 PM, Thursday, January 10, 2019

NO FACSIMILE OR EMAIL SUBMISSIONS WILL BE ACCEPTED.
NO LATE APPLICATIONS WILL BE ACCEPTED REGARDLESS OF THE DATE POSTMARKED.
NO ADDITIONAL MATERIALS CAN BE SUBMITTED AFTER RECEIPT OF THIS APPLICATION.
NO APPLICATIONS WILL BE ACCEPTED FROM SCHOOLS WITH OUTSTANDING CASE GRANT REPORTS

Section II

2019 CASE course selection (check all boxes that apply to this grant request):

- Intro to Agriculture, Food and Natural Resources (AFNR) course
- Principles of Agricultural Science – Plant (ASP) course
- Principles of Agricultural Science – Animal (ASA) course
- Animal and Plant Biotechnology (APB) course
- Natural Resources and Ecology (NRE) course
- Food Science and Safety (FSS) course
- Agricultural Power and Technology (APT) course
- Mechanical Systems in Agriculture (MSA) course
- Environmental Science Issues (ESI) course
- Agricultural Research and Development (ARD) course
- Agricultural Business Foundations (ABF) course

Section III (50 pts.) CASE Eligibility/Requirements

Eligibility/Requirements to receive CASE grant funds:

- District must be approved by NJDOE to conduct AFNR program/program of study. See website: <http://www.nj.gov/education/cte/pubvoc.htm>
 - *If program is not approved yet, but is in process with NJDOE, please provide a copy of the program/program of study application.
- CASE teacher(s) of grant funded schools will be available to attend at least one New Jersey CASE meeting with NJDA, Office of Food, Agriculture and Natural Resources Education staff.
- School district can order all CASE equipment/supply items before June 30, 2019 and have all CASE supplies/equipment available for the first day of school in 2019-2020. (This strict requirement of the NJ CASE grant directly impacts effective delivery of the CASE program.)
- If instructional program is discontinued, all NJDA CASE granted equipment must be returned to NJDA, Office of FANR Education within four months.

A. (10 pts.) A **CASE Institute Registration** confirmation email

<http://www.case4learning.org/index.php/professional-development/case-institute/case-institute-offerings>

Please note: **1.** Attach CASE Institute confirmation email with grant application. **2.** If this is a new or developing program and a teacher has not been hired at the time this grant is submitted, please mark TBA for the name on the registration materials. **3.** A CASE Course Portfolio Checklist signed by the CASE Lead Teacher must be included in the final report to NJDA regardless of the year certification was achieved to indicate the teacher is fully certified to teach the CASE course funded by this grant. If a teacher does not attend or does not successfully complete the CI, then the entire grant must be refunded by July 17, 2019.

- B. (20 pts.) **Active Advisory Committee documentation:**
1. Approved programs: Attach a copy of Food, Agriculture and Natural Resources Education Advisory Committee minutes from at least one meeting (after September 1, 2018) reflecting discussions to conduct and expand CASE courses/program of study. Program of Study Framework: <http://www.nj.gov/education/cte/study/components.pdf>
 2. Minutes must also contain a current list of advisory committee members AND those in attendance.
 3. Schools seeking AFNR program approval: Attach a copy of anticipated advisory committee members with scheduled dates for the 2019-20 school year.
- C. (15 pts.) **Attach current copies of articulation agreements (AA) with one or more post-secondary institutions. AAs must be signed by chief administrators of each institution (secondary and post-secondary).**
- D. (5 pts.) **Funds may be used for professional development, facility and/or equipment/supplies)**
1. **Professional development:** Funds are requested to attend a CASE Institute. A certified Teacher of Agriculture from the applying school must be registered to attend a 2019 CASE Institute. Please attach a copy of registration confirmation by CASE. (If CI registration is dependent on this grant, input the words "Pending FY19 funding" in Comment Box during online registration with CASE.) *Grantees and/or non-grantees are responsible for managing this registration.* Grant funds may also be used for travel expenses to the CI.
 2. **Equipment/Supplies:** If funds are requested for equipment and supplies for previously certified course(s), please provide proof that the teacher has successfully completed the CASE Institute and is certified for the CASE course for which funding is being requested. (CI Certificate of Completion is acceptable.)
 3. **Facility:** Funds are requested to create or update a CASE class/lab. See the CASE Learning Environment tab at: <http://www.case4learning.org/index.php/usingcasepurchasemanuals?id=80>

Section IV (30 pts.) Narrative

Provide a brief narrative (1 page or less) including local objectives for participating in the CASE program of study.

Discuss:

- A. How the STEM based CASE program of study will help meet local, state and global agriculture, food and natural resource industry supply and demand.
- B. How articulation agreements are managed and how college credit for high school CASE courses is impacting your student enrollment.
- C. Use of *CASE Online* for collection of end of course assessment data. (*CASE Online* is provided to all NJ CASE programs, free of charge, by the NJDA, Office of FANRE in cooperation with NJDOE).

Section V (10 pts.) Budget Detail

Please use *one of the following two options to develop and provide budget **details for CASE expenditures***. (If professional development is being requested, please provide details regarding transportation and related costs that may be paid by other sources.)

Options:

- A. CASE website Purchase Manual (PM) Vendor tabs
Please use a separate PM tab **for each course**. Please **identify** each PM tab with course name:
<http://www.case4learning.org/index.php/usingcasepurchasemanuals>
Example: If funding is being requested for ASP, then please insert or write the course name (i.e. ASP) on the tab and submit a printout of a PM tab for each course for which funding is being requested.
- B. **OR** create a spreadsheet that includes the following for each item:

Course name - 1) Vendor Name, 2) Item Name/#, 3) Quantity, 4) Description, 5) Item Price, 6) Total Price, and 7) Total Cost of All Materials and Supplies.

Points will be deducted if all information is not provided; please review carefully!

Section VI (10 pts.) Budget Summary

Budget Summary Form - Please *total* (summarize) all budget detail into three (3) categories: 1) CASE class/lab equipment/supplies, 2) CASE Institute, and 3) Other (i.e.. Travel to CI or facility upgrades). See page 10.

NEW JERSEY DEPARTMENT OF AGRICULTURE,
 OFFICE OF FOOD, AGRICULTURE
 AND NATURAL RESOURCES EDUCATION
 CASE GRANT FY19

BUDGET SUMMARY FORM

PLEASE submit this form with the application for funds.

School/District: _____

1 BUDGET CATEGORY		FUNDING SOURCES		
		2		3
		FY 19 NJ CASE <u>Requested Funds</u>		Potential matching or other funds supporting local CASE program
A.	CASE Class/Lab Equipment/Supplies Summary/total only	\$		\$
B.	CASE INSTITUTE _____ _____ _____	\$		\$
C.	Other (please specify)	\$		\$
TOTAL		\$		\$

CASE Teacher (print): _____

CASE Teacher Signature: _____ **Date:** _____

Building Principal (print): _____

Building Principal signature: _____ **Date:** _____

Business Administrator (print): _____

Business Administrator signature: _____ **Date:** _____

FINAL REPORT COVER PAGE
FY19 NJ CASE GRANT FINAL REPORT Due: July 17, 2019
(Please submit this cover page when submitting the final report)

CASE School: _____

We are submitting the Final Report for the FY 19 CASE grant including:

- 1) Final Report Cover page (this page)
- 2) Final Report Narrative - brief narrative (**not to exceed one page**):
 - a. Describe use of CASE grant funds for: 1) CASE Institute, 2) supplies and equipment, and/or 3) Other such as CASE Learning Environment or travel to CIs. Provide extenuating circumstances, if any, in expending FY 19 CASE grant funds. Discuss sequence of courses and provide detail about the end of course CASE assessments.
 - b. Discuss articulation agreements: list student numbers, institutions offering credits, and CASE course names for which students will receive college credit.
 - c. Discuss results of *CASE Online Assessments* compared to last year.
 - d. Other information deemed relevant to the success of implementation of CASE.
- 3) CASE Institute Scope and Sequence/Portfolio copy signed by CASE Lead Teacher for any/all courses funded (regardless of year certification was achieved).
- 4) Current Articulation agreement copies with post-secondary institution(s)
- 5) Budget Detail Forms: reflect actual expenditures for the NJ CASE FY19 grant using CASE Purchase Manual tabs or a spreadsheet
- 6) Budget Summary Final Report Form: Submit (p.12), summarizing grant funds received/spent

CASE Teacher (print): _____

CASE Teacher Signature: _____ Date: _____

Principal (print): _____

Principal Signature: _____ Date: _____

Business Administrator (print): _____

Business Administrator Signature: _____ Date: _____

Submit to: State Program Leader, New Jersey Department of Agriculture, by July 17, 2019 **in one pdf document** by email to: ag.ed.registration@ag.nj.gov

For State Office Use:
Final Program Fiscal Report Review/Approval:

State Program Leader
Office of Food, Agriculture and
Natural Resources Education

Date

NEW JERSEY DEPARTMENT OF AGRICULTURE
 OFFICE OF FOOD, AGRICULTURE
 AND NATURAL RESOURCES EDUCATION
 CASE GRANT FY19

BUDGET SUMMARY FINAL REPORT FORM

(Please submit this page to reflect actual expenditure when submitting the final report. DO NOT submit this form on Jan. 10th with application for funds)

School/District: _____

1 BUDGET CATEGORY		FUNDING SOURCES		
		2	3	4
		Expenditures FY 19 NJ CASE	Matching or other funds supporting local CASE program	Total (column 2+3) (Final Expenditures)
A.	CASE Class/Lab Equipment/Supplies Summary/total only	\$	\$	\$
B.	CASE INSTITUTE _____ _____ _____	\$	\$	\$
C.	Other (please specify)	\$	\$	\$
TOTAL		\$	\$	\$

CASE Teacher (print): _____

CASE Teacher Signature: _____ Date: _____

Building Principal (print): _____

Building Principal signature: _____ Date: _____

Business Administrator (print): _____

Business Administrator signature: _____ Date: _____