



**New Jersey Department of Agriculture
Farm to School Mini Grant**

Request for Applications 2018

Announcement Date: October 16, 2017
Application Submission Deadline: December 15, 2017

**LATE OR INCOMPLETE APPLICATIONS
WILL NOT BE REVIEWED**

More information is available at www.farmentoschool.nj.gov

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2018 New Jersey Farm to School Mini Grant

Introduction

The New Jersey Department of Agriculture, Division of Food and Nutrition, will be awarding \$10,000 in competitive mini grants to schools or school districts for the purpose of enhancing the Farm to School Program across the State of New Jersey. This can include the purchase of materials to support school gardens that grow fruits or vegetables, the cost to transport and pay for class trips to New Jersey farms or the purchase of cafeteria salad bars that will increase the offering of fresh fruits and vegetables in school meals.

Funds have become available through legislation which allows private and public contributions to the New Jersey Farm to School Program and the Farm to School and School Garden Fund tax check-off.

Background

There are well over 100 types of fruits and vegetables grown here in the Garden State. Opportunities exist for New Jersey farmers to provide agricultural products to school food service departments throughout and beyond the growing season. The object of serving healthy meals in school cafeterias is to improve student nutrition and to offer nutrition education opportunities that will create lifelong, healthy choices. Farm to School Programs also include school garden activities, teaching students where food comes from by growing it themselves. Students benefit by learning the science behind farming and the nutritional values of fresh produce to gain a greater understanding and appreciation of the environment and supporting local farmers. Educators can use school garden programs to teach any subject--math, science, language arts, health and nutrition, art or social studies. In New Jersey, Farm to School Programs promote and create a sense of community for all involved.

A. Eligible Applicants

A school or school district may apply for a mini grant on behalf of a school(s) that:

- Currently participates and administers, in good standing, the USDA National School Lunch Program
- Can provide an explanation of how these funds will be utilized to increase Farm to School activities throughout the intended grant period
- Can provide a Letter of Support from the school Principal Administrator stating support for these efforts
- Can pay for expenditures prior to reimbursement

B. Grant Timeline

Date	Activity/Action
October 16, 2017	New Jersey Farm to School Mini Grant application opens
December 15, 2017	Application Deadline
January 31, 2018	Award Announcement
March 31, 2018	Fund Obligation Letter Deadline
October 1, 2018	Progress Report Deadline
December 1, 2018	Final Report Deadline

This competitive grant will be announced in October 2017 and awarded in January 2018. All grant activities and purchases must be completed by December 1, 2018. The 2018 New Jersey Farm to School Mini Grant funds will be paid to grantees on a reimbursement basis. This requires the school or school district to have funds available to cover costs of expenditures prior to reimbursement. Reimbursement will be for actual approved expenses, and only up to the award amount. Details on how to request reimbursement will be provided in the award documents.

C. Available Funding

The total available funding for this award period is \$10,000. Eligible schools may apply for an award for only one of the following categories:

Farm Tour/Field Trip: up to \$2,000

Salad Bars: up to \$1,500

School Gardens: up to \$1,000

Funds must be used to support grant activities described in the requirements section of this RFA and or included in the applicant's plan submitted in their application.

NJDA will reallocate funds not obligated by March 31, 2018 to the next eligible applicant if time permits during the grant period.

D. Mini Grant Activities & Requirements

Grantees are expected to demonstrate high levels of student participation to ensure the farm tour/field trips, salad bars and school gardens are educational and meaningful. Follow-up classroom instruction should be included in your plan.

Option 1: Farm Tour/Field Trip Required Activities:

Educational activities that show aspects of farming practices, crop harvesting, animal husbandry, etc. must be included. Hay rides and pumpkin picking are allowed but cannot be considered part of these more expansive education-required activities beyond the typical recreational farm tour. The application must clearly identify the farm and address

all associated logistics for the school visit. Grantees are expected to facilitate high levels of student participation to ensure that farm field trips are a meaningful and integrated part of the classroom setting. Follow-up activities should include standards-based hands-on instruction in the classroom, garden, and/or cafeteria.

Option 2: Salad Bar Required Activities:

A salad bar must be purchased to be utilized for school meals, encouraging demand for fresh cut, locally sourced fresh fruits and vegetables. Grantees must show commitment to purchasing produce from New Jersey farms either through distributors, produce vendor or direct from farmer or farmer representative. Marketing practices to highlight products featured that are sourced locally are given higher scoring, as well as connections to classroom instruction utilizing taste tests and nutrition education tied to the cafeteria.

Option 3: School Garden Required Activities:

Materials/equipment must be purchased to build or support an indoor or outdoor school garden that grows vegetables, herbs, fruit or other edible items with the intention of incorporating these into school-based curriculum with taste tests and lessons in the garden. Purchases are not limited to any particular technology as long as instruction using the materials/equipment incorporates connections to nutrition education and science, technology, engineering and mathematics (STEM) based learning.

E. Completing and Submitting the Application

An application must be complete and submitted by mail and postmarked by December 15, 2017 in order to be considered for an award. The following documents must be included:

- Completed New Jersey Farm to School Mini Grant application
- Completed Narrative
- Letter of Support from the Principal
- Supporting documents (garden plans, school trip information, salad bar specs, etc.)
- Letter from school district business administrator stating financial commitment to purchase items listed in grant prior to reimbursement.

F. Review Process and Scoring Criteria

Applications will be reviewed and evaluated based upon completeness, feasibility and descriptions provided and through points earned through the following scoring criteria:

Total points: 75

- 25 points: Narrative explanation for use of mini grant funds explains commitment to Farm to School practices and efforts
- 35 points: Current Farm to School impact: applications that support Farm to School activities through classroom instruction, cafeteria engagement, and school gardens
- 15 points: Coordination between stakeholders, both inside and outside of school

G. Reporting and Reimbursement Requirements

The following documents must be submitted when requesting reimbursement:

- Fund Obligation Letter due no later than March 31, 2018
- Progress Report due no later than October 1, 2018
- NJDA Invoice Form (**only 1** form required per grantee)
- Receipts, Vendor invoices
- Copies of cancelled checks or signed purchase orders for all expenditures

NJDA will implement a reimbursement process for all grantees. Costs for grant activities incurred before or after the grant period outlined in the grant agreement will not be reimbursed. Program costs must be paid by the grantee to the vendor or payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Once NJDA has fully approved applications and issued a grant award notification, grantees may then start to incur costs for allowable expenditures. To receive reimbursement for grant program expenditures, NJDA grantees must complete and submit the applicable reimbursement documentation of all purchases. Reimbursement requests missing any of the above listed documents will not be processed.

H. Government-wide Regulations

In receiving an award, the Grantee agrees to comply with all Federal, State and Local laws, rules, and regulations generally applicable to the activities in which the Grantee is engaged in the performance of this grant.

These laws and regulations include, but are not limited to the following:

1. Federal Office of Management and Budget (OMB) documents:

<http://www.whitehouse.gov/omb/circulars/>

2. New Jersey Department of the Treasury, Office of Management and Budget documents:

a) Circular Letter 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid: <http://www.state.nj.us/infobank/circular/cir0404b.htm>

b) State Grant Compliance Supplement:

<http://www.state.nj.us/treasury/omb/publications/grant/index.shtml>

3. State Affirmative Action Legal Citations:

The Grantee agrees to require its contractors to comply with the requirements of N.J.A.C. 17:27, applicable provisions of N.J.S.A 10:5, et. al., and P.L. 1975, c.127 and all implementing regulations.

Failure to comply with the laws, rules and regulations shall be grounds for termination of this grant program and potential return of funds.

Contact Information

Beth Feehan
Farm to School Coordinator
New Jersey Department of Agriculture
Division of Food and Nutrition
PO Box 334
Trenton, NJ 08625-0334
Phone: (609) 292-8747
beth.feehan@ag.state.nj.us

Melissa Ewell
Assistant Division Director
New Jersey Department of Agriculture
Division of Food and Nutrition
PO Box 334
Trenton, NJ 08625-0334
Phone: (609) 777-1850
melissa.ewell@ag.state.nj.us

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APPLICATION CERTIFICATION AND SIGNATURE

(To be completed by the School District)

Agreement No:	District Name:
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The applicant designated above hereby applies for the 2018 New Jersey Farm to School Mini Grant. The applicant certifies that the information contained in this application is true and correct to the best of their knowledge, and that the services, equipment and/or materials acquired will be used in the non-profit National School Lunch Program to better meet the nutritional needs of the students. It is understood that for any funds received through this application, the school district agrees to comply with all applicable Federal, State and Local procurement laws and regulations and any instructions or procedures covering both the programmatic and fiscal administration of the grant funds. The applicant assures that the 2018 New Jersey Farm to School Mini Grant will be administered and implemented in compliance with all program plans.

The applicant will ensure that funds are spent by the December 1, 2018 deadline in accordance with the approved application.

Superintendent

Name:		
Telephone:	E-mail:	
Signature:		Date Signed:

Business Administrator

Name:		
Telephone:	E-mail:	
Signature:		Date Signed:

School Food Service Director

Name:		
Telephone:	E-mail:	
Signature:		Date Signed:

Facilities Director (if applicable)

Name:		
Telephone:	E-mail:	