TAEP Application Landing Page

This screen will appear after clicking on the live application link (big red button).

- Select "No" if you are unsure if you have a TAEP Online Account Portal, forgot your password, or if you are a new applicant.
- Select "Yes" if you have a TAEP Online Account Portal and know your TPN and password.
- After selecting No or Yes, choose Application A or Application B (examples below will be for **Application B**).

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

Tennessee Agricultural Enhancement Program

Welcome! Please click below the 2024 application you would like to apply for.
You will be redirected to a new page to complete the application.

Do you have a TAEP online account?

Select "No" to apply if you are unsure about having a TAEP online account, forgot your password, or if you are a new applicant.
It is not necessary to have a TAEP online account or TPN to apply.

◉ No

Select "Yes" if you have a TAEP online account and know your TAEP Producer Number (TPN) and password.

○ Yes	**TAEP Producer# (TPN)**	**Password**

You will receive an email from taep.online@tn.gov confirming your application was submitted.
Please look in your spam/junk folder if you do not receive your confirmation email within 15 minutes of submitting your application.
Keep a copy of your email confirmation as proof of applying.
Approval notifications are scheduled to be mailed in mid-December.

Application A	**Application B**

Application A
- Dairy Solutions
- Genetics
- Hay Equipment
- Hay Storage
- Herd Health
- Livestock Equipment
- Livestock Solutions
- Poultry Grower
- Row Crop Solutions
- Swine Producer
- Working Structures & Fence-line Systems

Application B
Producer Diversification
- Agritourism
- Fruit and Vegetable
- Honey Bee
- Horticulture
- Organic
- Value-Added Products

Help

After selecting Application B, the following screen will appear. Click the start button to continue.

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

1. Applicant Information +

2. Farming History +

3. TAEP Producer Number (TPN) +

4. Industry Sector +

5. Previous Participation +

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

- Each section will open when you click the next button at the bottom of the page.
- Sections can also be opened by clicking on the section title.
- Complete all required fields.

TN Department of Agriculture
Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

---

1. Applicant Information +

Title *	First Name *	Middle Name	Last Name *	Suffix
▾				▾

Social Security Number - Last 4 digits only *
XXXX-XX- [____]

This is for identification purposes ONLY. Applicant will provide taxpayer information at time of reimbursement.

Mailing Address - address where mail is received

Street *	City *	State	Zip *
		TN ▾	

Home Address - address where you live

☐ Check box if your home address is the same as your mailing address; *P.O. Boxes are not allowed*

Street *	City *	State	Zip *
		TN ▾	

Farm County * [____ ▾]

Email *	Confirm Email *	
		Applicant must have a valid email address to apply online. This email can only be used for one application.
Home Phone **	Cell Phone **	** Home and/or Cell phone Required

* Indicates a required field

Next

---

2. Farming History +

3. TAEP Producer Number (TPN) +

4. Industry Sector +

5. Previous Participation +

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

---

1. Applicant Information +

---

2. Farming History +

List the year you started farming your operation. *

Farm Operation Participation - only one person from your farming operation may apply for Application B.

* Indicates a required field

Next

---

3. TAEP Producer Number (TPN) +

---

4. Industry Sector +

---

5. Previous Participation +

---

6. Application Proposal Questionnaire +   REQUIRED

---

7. Applicant Agreement +

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

1. Applicant Information +

2. Farming History +

3. TAEP Producer Number (TPN) +

TAEP Producer Number (TPN)

- The TPN is exclusive to an individual and cannot be transferred. If you have applied for TAEP within the past three (3) years, your TPN was mailed to you in September. Please include your TPN on this application. **New TAEP applicants will not have a TPN until applications are processed.**

- Leave field blank if you do not know your TPN or do not have a TPN.

Next

4. Industry Sector +

5. Previous Participation +

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

Industry Sector

Select the sector that relates to your primary project. Make sure you have read the Sector Requirements for eligibility.

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

1. Applicant Information +

2. Farming History +

3. TAEP Producer Number (TPN) +

4. Industry Sector +

Select the sector that relates to your primary project.

Agritourism ○   Fruit and Vegetable ○   Honey Bee ○   Horticulture ○   Organic ○   Value-Added Products ○

Next

5. Previous Participation +

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

TN Department of
Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

[Start]

1. Applicant Information +

2. Farming History +

3. TAEP Producer Number (TPN) +

4. Industry Sector +

5. Previous Participation +

Have you previously applied for any of that following? Check all that apply:

☐ TAEP

☐ Ag Enterprise Fund (AEF)

☐ Ag Track

[Next]

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

---

6. Application Proposal Questionnaire +   REQUIRED

1. Agriculture Operation

a. What is the name of your operation and the year it was established?

b. Describe your operation and current services it provides.

c. What does your operation produce? Indicate total number of acres in production, head of livestock, existing hives, etc.

d. What facilities/structures does the operation currently have? Indicate existing facilities, structures, parking and restrooms.

e. Provide approximate gross sales income generated from this operation for each of the past three years.
It is recommended to have at least three years of reported farm income to be considered a competitive applicant.

2021	2022	2023
$ 0	$ 0	$ 0

2. Educational Requirements

If approved for Producer Diversification, the applicant will be required to have a current eligible master certification or special requirement equivalent for Producer Diversification at time of reimbursement – not at time of application – be considered for cost share reimbursement. See "Educational Requirements" at www.tn.gov/taep for more information.

Please indicate the educational requirements you have met or plan to meet before the reimbursement deadline of August 1.

Course/Event Title	Date (YYYY)	County/City/Virtual	
			Delete

Add a Line

3.Marketing Plan

a. How do you promote your operation? Provide examples - print, radio/tv, social media, website etc.

b. Where are your products/services currently being sold at or will be sold?

4. Proposed project(s) - list each project seperately.

a. Describe each proposed project in detail.

b. Explain how each project will improve or expand your operation.

c. Describe the timeline of your project(s). Project completion is required by the August 1 deadline.

5. Proposed Budget, Cost Quotes & Additional Information

a. Budget - provide a detailed, line-item budget for each proposed project using the template below.

Item Description	Source of Cost quote	Quantity	Total Cost	%	Amount Requested	
		0		50	0	Delete

Add a Line

Total			0.00		0.00	

- Any purchase made prior to **October 1** is not eligible for cost share.
- Used equipment, used materials, and leased equipment are **not eligible**.

Cost Quotes - attach copies of cost quotes for each item listed in the budget. (Required, limit 5MB) **?** To remove a file click the "X" at the end of the file name.

Choose File(s)

Additional Supporting Documents (limit 20MB total) - include support materials to further illustrate your project (designs, diagrams, dimensions and/or photos if applicable.

(Required, limit 20MB)) Use the left control key while left clicking multiple files to select more than one at a time. **?** To remove a file click the "X" at the end of the file name.

Choose File(s)

Next

Applicant Agreement

Review and click the box to acknowledge you have read and understand the applicant agreement. Click the submit button.

TN Department of
Agriculture
Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application B - Producer Diversification

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start

1. Applicant Information +

2. Farming History +

3. TAEP Producer Number (TPN) +

4. Industry Sector +

5. Previous Participation +

6. Application Proposal Questionnaire +   REQUIRED

7. Applicant Agreement +

- I warrant that I have carefully read and understand all requirements, guidelines, and criteria featured at _www.tn.gov/taep._
- I understand that it is solely my responsibility to ensure my project is eligible for TAEP funding and that failure to comply with all TAEP requirements, guidelines, and criteria may result in denial of my application, denial of any or all reimbursement payments, repayment of cost share funds, and/or suspension from TAEP.
- I certify that all information provided by me is complete, true, and accurate to the best of my knowledge and belief.
- I understand that providing any false, fraudulent, or misleading information to the Tennessee Department of Agriculture may result in suspension of my operation from TAEP, civil litigation, and/or criminal prosecution.

IMPORTANT:
If all required fields are completed, you will be directed to another screen after clicking the submit button.

You will receive an email from taep.online@tn.gov confirming your application was submitted. _Please look your spam/junk folder if you do not receive this email within 15 minutes of submitting your application._

Your confirmation email will list your program selection. If you selected the wrong program or need to make a correction on your application, contact TAEP (taep.online@tn.gov) within 24 hours of submitting your application to make any change request. The system will not let you edit your application once it is submitted.

You will not be able to change your cost share request after the application period ends (October 7th).

Contact TAEP (taep.online@tn.gov) within 24 hours if you notice a discrepancy on your application or did not receive a confirmation email.

☐ I have read and understand the applicant agreement

Submit   If all required fields are completed, you will be directed to another screen after clicking the submit button.

Complete Application?

After successfully submitting your application, the screen will change and you will have the option to print a copy of your application.

You will receive an email from **taep.online@tn.gov** confirming your application was submitted. *Please look your spam/junk folder if you do not receive this email within 15 minutes of submitting your application.*

Incomplete Application?

If the screen above does not appear after clicking the submit button, your application may be incomplete.

- ✓ Fields with red text will alert you something is missing.
- ✓ Error messages may also appear at the bottom of the application.
- ✓ See screenshot on the next page for examples.

5. Proposed Budget, Cost Quotes & Additional Information
   a. Budget - provide a detailed, line-item budget for each proposed project using the template below.

Item Description	Source of Cost quote	Quantity	Total Cost	%	Amount Requested	
		0		50	0	Delete
		Qty is required				

Add a Line

Total		0.00		0.00	

Please enter Budget information.
- Any purchase made prior to **October 1** is not eligible for cost share.
- Used equipment, used materials, and leased equipment are **not eligible**.

Cost Quotes - attach copies of cost quotes for each item listed in the budget. (Required, limit 5MB) ?

Choose Files No file chosen

Please upload Cost Quotes document.

Additional Supporting Documents (limit 20MB total) - include support materials to further illustrate your project (designs, diagrams, dimensions and/or photos if applicable. (Required, limit 20MB)) Use the left control key while left clicking multiple files to select more than one at a time. ?

Choose Files No file chosen

Next

---

7. Applicant Agreement +

Please enter all required information.