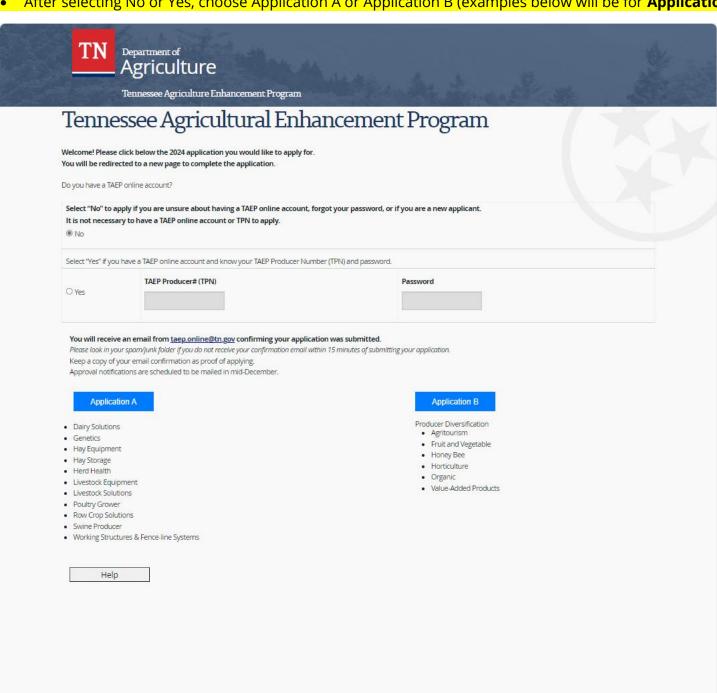
TAEP Application Landing Page

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**).

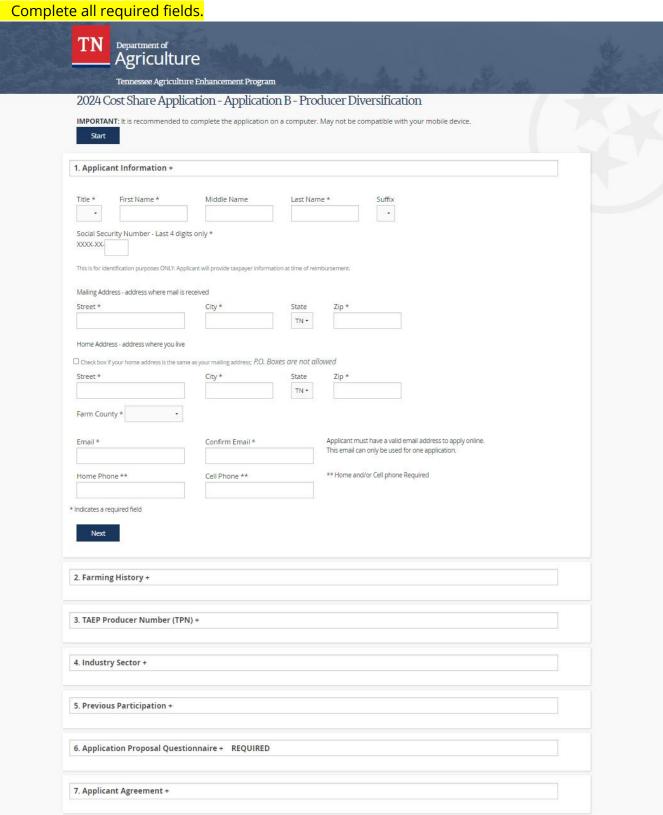


TAEP Application B

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

T	N Department of Agriculture Tennessee Agriculture Enhancement Program	
202	24 Cost Share Application - Application B - Producer Diversification	
	ORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device. Start	
1. Ap	pplicant Information +	
2. Fa	rming History +	
3. TA	EP Producer Number (TPN) +	
4. Inc	dustry Sector +	
5. Pr	evious Participation +	
6. Ap	oplication Proposal Questionnaire + REQUIRED	
7. Ap	pplicant 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.



Farming History



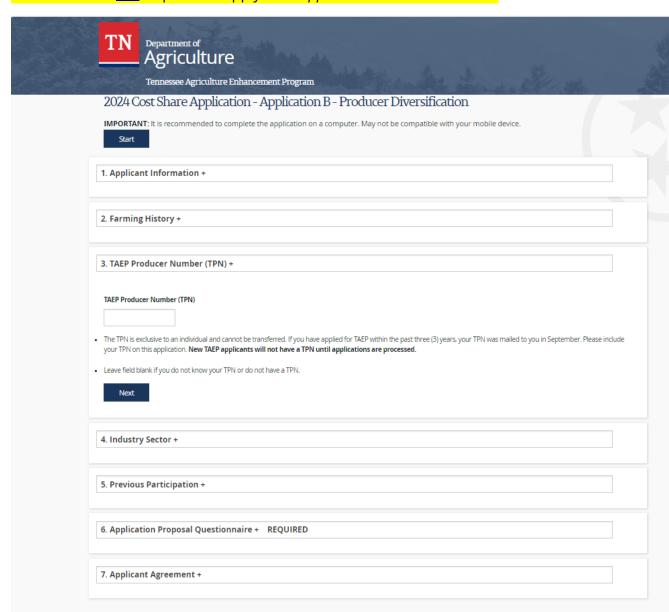
Tennessee Agriculture Enhancement Program

$2024\,Cost\,Share\,Application-Application\,B-Producer\,Diversification$

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 +	1

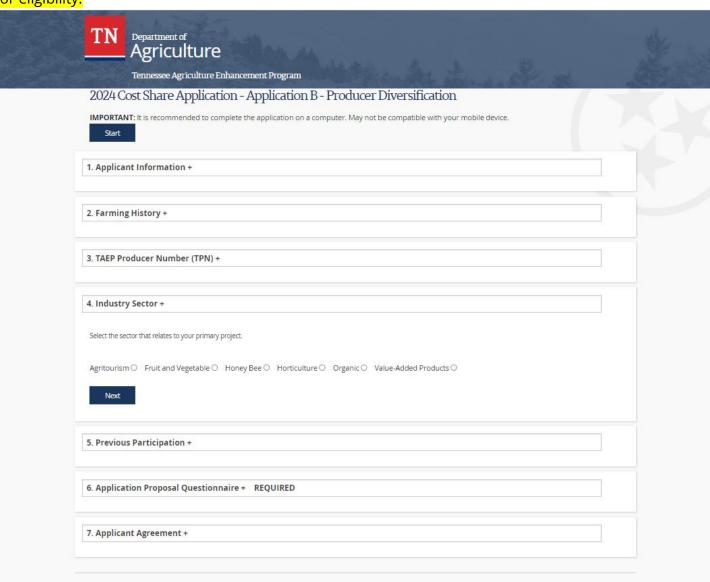
TAEP Producer Number (TPN)

This number is <u>not</u> required to apply. New applicants will not have a TPN.



Industry Sector

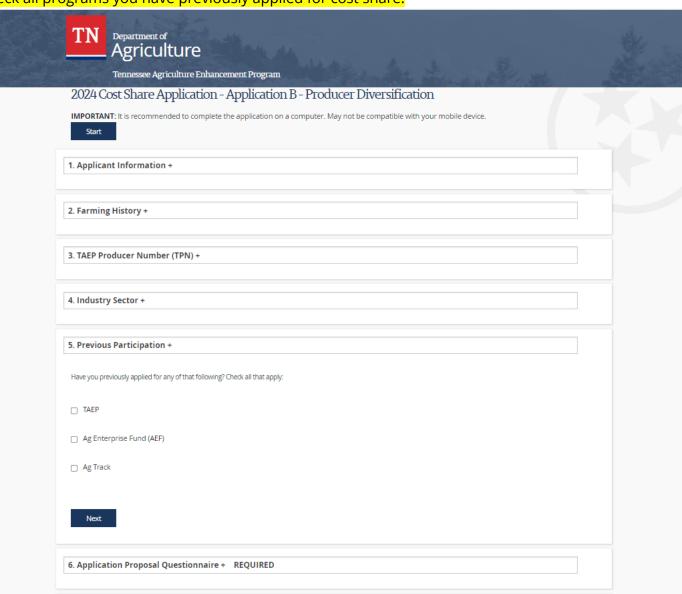
Select the sector that relates to your primary project. Make sure you have read the Sector Requirements for eligibility.



Previous Participation

7. Applicant Agreement +

Check all programs you have previously applied for cost share.



Application Proposal Questionnaire

Producer Diversification Tips

It is important to **prepare** your proposal responses, project budget, and secure your project cost quotes **PRIOR** to applying online. The online application cannot be saved and will time-out after **two hours**.

Type your responses in the proposal worksheet. This will allow you to easily **copy & paste** your responses into the proposal section of the online application. The proposal worksheet is located under Producer Programs, Producer Diversification Overview page.

Provide a comprehensive, yet concise, answer for each section of the questionnaire. *Your ability to describe your operation and justify how your project(s) will benefit your operation is important to increasing your chances of approval.*

Research all project costs and provide cost quotes. In addition to the cost and description, cost quotes must also include vendor name and contact information.

- Save each cost quote in PDF format and name for easy identification.
- Cost quotes will be uploaded into the online application from your computer.

Include additional information for complex projects (designs, diagrams, dimensions, and/or photos), if applicable.

6. Application Proposal Questionnaire + R	EQUIRED				
1. Agriculture Operation					
a. What is the name of your operation and the year	r it was established?				
	di d				
b. Describe your operation and current services it	provides.				
c. What does your operation produce? Indicate to	al number of acres in production, head of livestock, ex	isting hives. etc.			
	<i>l</i> a				
d. What facilities/structures does the operation cu	rrently have? Indicate existing facilities, structures, parl	king and restrooms.			
e. Provide approximate gross sales income genera	ted from this operation for each of the past three year	s.			
It is recommended to have at least three years of reported farm income to be considered a competitive applicant.					
2021	2022	2023			
s 0	s 0	s 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/taeg 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				
Course/Event little	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, webs	te etc.			
b. Where are your products/services currently being sold at or will be sold?				
b. Where are your products/services currently being sold at or will be sold?				
	<i>h</i>			
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 dead	line.			

- 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.

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.



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	
Iwarrant that I have carefully read and understand all requirements, guidelines, and criteria featured at www.bn.gowfaeo. 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 in denial of my application, denial of any or all reimbursement payments, repayment of cost share funds, and/or suspension from TAEP. Icertify that all information provided by me is complete, true, and accurate to the best of my knowledge and belief. Iunderstand that providing any false, fraudulent, or misleading information to the Tennessee Department of Agriculture may result in suspension of my operation from TAEP, or 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 emous of submitting your application.	ail within
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.

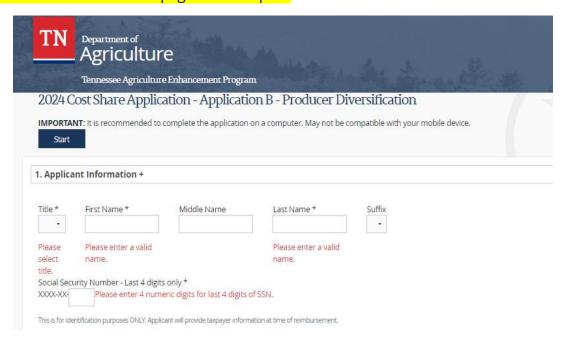
You will receive an email from **taep.online@tn.gov** confirming your application was submitted. *Please look your spam/junk folder if you do not receive this email within 15 minutes of submitting your application.*



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.