2024 TAEP Online Application B – Instructions

⇨ Visit the **TAEP** **webpages** at www.tn.gov/taep to review program options and requirements prior to applying.

⇨ The online applications will be available as a **live link** on the main page during the application period (October 1-7).

⇨ Click on the big **RED BUTTON** graphic to reach the online applications. You will be directed to the **TAEP Application Landing Page.**

⇨ You will be asked if you have a TAEP online account. *The default is "No".* **It is not necessary to have an account to apply.** *New applicants will not be able to create an account.*

⇨ **Select "No"** unless you have a TAEP online account and know your TPN and password.

⇨ Click on **Application B** button to proceed to the online application.

2024 TAEP Application B

1. APPLICANT INFORMATION
- **Name** – enter your full legal name and indicate your title and any suffix you may have
- **Social Security Number – last 4 digits only** — list only the last four digits of your social security number; additional taxpayer information will be collected at time of reimbursement; participants will receive Form 1099-G for payments over $600
- **Mailing Address** — enter the address where you receive your mail; TAEP documentation and payment will be sent to this address
- **Farm County** — enter the county where your TAEP project will be located
- **Home Address** — enter the address where you live; the home address may be the same as your mailing address; *P.O. Boxes are not accepted as a home address*
- **Home Phone & Cell Phone** — enter available phone numbers; at least one is required
- **Email** — enter your valid email address; this email can only be used for your application

2. FARMING HISTORY
List the year you started farming your operation. Example - 2005

3. 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 years, your TPN will be mailed to you in September. Please include your TPN on the application form and any other TAEP correspondence.
- New applicants will not have a TPN until their first application is processed
- **Leave field blank if you do not know your TPN or do not have a TPN**

4. INDUSTRY SECTOR
Select the sector that relates to your primary project.

5. PREVIOUS PARTICIPATION

Check if you have previously applied for TAEP, Ag Enterprise Fund, and/or Ag Track.

6. APPLICATION PROPOSAL QUESTIONNAIRE

Download the **2024 TAEP Producer Diversification Worksheet** from Producer Diversification Overview webpage.

- 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.*
- **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.

7. APPLICANT AGREEMENT

This section features several important bullet points regarding program participation and compliance.

- Review Applicant Agreement
- Review all required fields for completeness.
- Check the box acknowledging you have read and understand the applicant agreement.
- Click submit button – *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 sector and amount requested.
    - If you 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.
- Keep confirmation email for your records as **proof of applying**.