

This is a supplement to the 2015 TAEP Cost Share Application booklet.
It is intended to assist producers with completing Producer Diversification Application B and proposal.

1. APPLICANT INFORMATION

Name

Enter your full legal name. If you are more commonly known by a nickname, please indicate it in parentheses (nickname) next to your legal name. Indicate your title and any suffix you may have.

- ✓ The name you list on Application B must match the name you list on your Form W-9. Applicant name must match name on educational certifications, permits, premises registration, and property records, where required for eligibility.

Taxpayer Identification Number (TIN)

Enter your preferred taxpayer identification number (social security number or federal tax identification number) – list only one.

- ✓ This number must match the tax number listed on your Form W-9.
- ✓ This number is NOT your TN agricultural sales tax exempt number. For information on obtaining your TN agricultural sales and use tax certificate of exemption, contact TN Dept. of Revenue by calling 1-800-342-1003, emailing Tn.Revenue@tn.gov or visiting www.tn.gov/revenue.

Federal IRS Schedule F (Form 1040) – Indicate whether you have filed a Federal IRS Schedule F (Form 1040), Profit or Loss from Farming, within the last two years (2013 or 2014). Check each year that applies to you.

- ✓ You will not be required to submit a copy of your Schedule F at the time of application. However, you may be asked to submit a copy of your Schedule F prior to TAEP approval to verify your farming operation. Please contact TAEP if you have any questions regarding this requirement.

Mailing Address

Enter the address where you receive your mail. TAEP documentation will be sent to this address. This address may be different than your home or farm address.

- ✓ This mailing address must match the address you list on your Form W-9.

Residential Address

Enter the address where you live. This address may be the same as your mailing or farm address.

Home Phone

Enter number, including area code.

Cell Phone

Enter number, including area code.

E-mail Address

Please print clearly.

2. FARM/PREMISES INFORMATION

- ❖ Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA). Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.
- ❖ The premises account number is tied to the individual; the premises ID number is tied to the farm address.
- ❖ An individual can have multiple premises ID numbers if they have multiple farm locations.
- ❖ Premises registration forms and instructions are available from TDA by calling (615) 837-5120 or by visiting www.tn.gov/taep.
- ❖ **If applicant does not have livestock on their operation, list farm address and indicate property ownership only.**

Farm Address

Enter the physical address of the farm where your project will be.

- ✓ The premises ID address must match the farm address listed on the application. If you are applying for more than one program and have multiple premises ID numbers/farm addresses, please indicate which ID/farm address will be used for each program.

Farm County

Indicate the county where your farm is located.

Premises Account Number

Enter your premises account number.

Premises ID Number

Enter your unique 7-character alphanumeric identification.

3. INDUSTRY SECTOR

Indicate sector(s) that apply to your cost share project(s).

4. APPLICATION PROPOSAL

2015 Proposal Writing Guidelines

- It is strongly recommended to submit your proposal and budget in the format outline presented below.
- **You are encouraged to request an electronic copy (available in Microsoft Word format) of the proposal questionnaire template to use in preparing your submission. Email your request for a template to Producer.Diversification@tn.gov.**
- See section on application evaluation, featured in the Producer Diversification Overview on page 3, for important criteria for preparing your proposal.
- If you are concerned about project eligibility please contact Producer Diversification Coordinator at Producer.Diversification@tn.gov or 615-837-5344.
- TDA staff cannot review proposals prior to submission.

Applicant Name:

1) Describe the agricultural operation that you are requesting cost share for:

- a. Please provide the name of the working farm/existing operation you are requesting cost share for.
- b. What sector do you consider your operation?
List the industry sector that you are primarily involved in: e.g. Agritourism, Organics, etc.
- c. How many years have you been in business?
If you have not been involved in a sector for one year or more, list the amount of time involved in months.
- d. Number of employees with this operation (include full, part-time, seasonal, volunteers)
List the number of paid employees first. If this is a family business that many family members are involved in but may not be paid employees, please list the number of those individuals separately.
- e. Number of acreage in production?
- f. How many years of experience have you achieved with this sector?
- g. If Honey Bee production:
Number of hives and years of experience?
Provide the total pounds of honey production each year from producing colonies:
- h. If involved in on farm food sales (food is prepared on your farm from on farm resources and sold to the public):
What percentage of the product is made/produced from the resources provided by your farm – if any?
List all ingredients and its percentage in the final product
- i. Sales income from this operation for the past 3 years.
List separately for the following years: 2012 – 2013 – 2014 the income generated from the agricultural operation you are requesting cost share for.
- j. Sales income from other products/services/events from this operation for the past 3 years.
List separately for the following years: 2012 – 2013 – 2014 the income generated from other products/services/events that may be sourced off-farm for resale or services that may be provided on the farm (e.g. Income from an on-farm store, Agritourism event, and secondary sectors).
- k. Describe your operation, the services it provides and how it reflects your income.
- l. Describe the current facilities of your operation – e.g. existing structures, parking, restrooms, flooring, lighting, climate control, handicap accessibility, permanent signage etc.
- m. List the types and amounts of products produced.
List any products that were part of your business in the past and what you are currently producing.
- n. Approximately how many on farm visitors does your operation see on an annual/seasonal basis?
- o. Explain any expansions and/or downsizing – past, present, future.
- p. Briefly describe the goals you have for this operation – short (3 years) and long term (5 years).

2) Describe any other agricultural operations that you currently are involved with – Mark if not applicable

- a. What is the industry/type of business?
Cattle, dairy, tobacco, crops, etc.
- b. How many years have you been in business?
- c. Number of employees with this operation.
List the number of paid employees first. If this is a family business that many family members are involved but may not be paid employees, please list the number of those individuals separately.
- d. Number of acreage in production.
- e. Sales income from the operation—based on sales for the past 3 years.
List separately for the following years: 2012 – 2013 – 2014 the income generated from production agriculture crops and/or livestock raised on your farm.
- f. Sales income from other products/services/events from this operation for the past 3 years.
List separately for the following years: 2012 – 2013 – 2014 the income generated from other products/services/events that may be sourced off farm for resale or services that may be provided on the farm (e.g. Income from an on-farm store, Agritourism event, secondary sectors).
- g. Describe your operation, the services it provides and how it reflects your income.
- h. List the types and amounts of products produced.
List any products that were part of your business in the past and what you are currently producing.
- i. Explain any expansions and/or downsizing – past, present, future.

3) Indicate if you have applied for TAEP cost share previously.

TAEP HISTORY				
Fiscal Year Applied	Program	Brief Project Description	Approval Status	\$ Allocated/\$ Paid

4) Describe the proposed cost share project(s) for this fiscal year.

- a. List each proposed project(s) in detail.
Include what the proposed project is and what products or services will be provided using that project.
- b. Explain how each project (separately) will improve or expand your operation.
Explanation must provide adequate detail as to how the project will increase your operation’s ability to generate income.
- c. List the projected increase in annual income generated for the next three years – 2016 – 2017 – 2018 as a result of your project(s).
The projected increase is the amount that you expect income to increase as a result of that project specifically. Do not list the projected total income from your entire operation.
- d. Is this projected income feasible enough to justify the total project cost? Please explain.

TAEP 2015 - APPLICATION B – General Instructions and Proposal Guide

e. Indicate whether you had any help in planning this project from your county extension agent, industry expert, specialized group or association etc.

f. In a month to month time line, outline “realistic” steps required for completing your project(s) by the program deadline May 1, 2016.

E.g. September – purchase greenhouse materials / October – materials delivered / February – concrete slab poured then construct greenhouse /March – completed project.

5) In detail summarize your marketing plan for your diversified agricultural products.

a) Explain how and where your products are currently being sold or will be sold.

List different outlets where your products are sold (wholesale, retail farm stand, farmers markets, etc).

b) Specify all marketing activities that are currently utilized in your operation.

Indicate how your business is promoted to the public. Elaborate on specific activities that you utilize in your promotions. E.g. auctions/organized sales, brochures, websites, radio, television, flyers, banners, e-commerce, print media, social media, etc.

c) Describe your competitive advantage over similar operations and what sets aside your product/service from other local or regional competitors.

This is an important business concept. Explain why customers buy your product. Is it because of your service, convenience, price, product differentiation, or other?

6) Provide a detailed, line-item budget for each proposed project using the format presented below.

BUDGET TABLE						
Project Sector	Qty.	Item Description	Source of Cost Quote	Cost	Cost Share %	Request
Total Amount of Cost Share Requested:						

7) If requesting 50% cost share, indicate what special requirements (for each sector project applied for) you have met since 2013 and what you plan to attend before reimbursement deadline (May 1, 2016). Refer to individual sector sheets to determine what special requirements must be completed for 50% cost share eligibility. Present your special requirements using this table format.

SPECIAL REQUIREMENTS – 50%			
Project Sector	Course/Event Title	Date	Location

8) Attach legible written cost estimates from each vendor/supplier. Estimates must include complete contact information (name, address, phone number, and business logo/name).

Please note that these estimates and quotes must be unpaid. Any proposed projects paid for prior to June 1, 2015 are not eligible. Used equipment, used materials and leased equipment are not eligible.

5. APPLICANT AGREEMENT

This section features several important bullet points regarding program participation. Read each line of text. Print your name and date. Sign your name.

6. HOW TO SUBMIT APPLICATION B

Application B Checklist

Organize the following application materials to submit as your 2015 TAEP Producer Diversification Application B package.

- Application B form (page 22) – completed and signed
- Form W-9 (page 26) – completed and signed
- Proposal questionnaire (pages 23-25)
- Project cost quotes
- Project dimensions, designs, and/or photos

Tips before you submit

- Ask someone to review over your application materials for completeness.
- Make a copy of your application materials for your files.
- Consider using a traceable method of delivery if mailing your application.

Ways to submit your Application B

Hand delivery

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building at the Ellington Agricultural Center. The physical address is: 424 Hogan Rd., Nashville, TN 37220.

Mail

Send Application B application materials to:

TN Dept of Agriculture
Attn: TAEP 2015-B
P.O. Box 40627
Nashville, TN 37204

Online

Application materials may be submitted electronically through TAEP Online during the application period (June 1-7, 2015). Instructions for accessing TAEP Online are available on page 19 of the application booklet. The following tips will assist you in preparing your online submission.

Preparing Application B materials for online submission

- Complete application materials listed in Application B Checklist.
- Application information featured in the paper Application B and W-9 forms will be entered online.

TAEP 2015 - APPLICATION B – General Instructions and Proposal Guide

- The following items will be uploaded to TAEP Online electronically. Have electronic (scanned) copies available prior to applying online.
 - Proposal questionnaire
 - Email your request for a the proposal questionnaire template to Producer.Diversification@tn.gov
 - Project cost quotes
 - Project dimensions, designs, and/or photos
- Your application session will time out after three hours. If you close the session without submitting your application, the information will not be saved.
- You will receive an email confirmation when your application has been received. Be sure to check your spam/junk mail folders if the confirmation is not received.

Approval Notifications

Applicants will be notified in writing of approval or denial. Allow twelve weeks for application processing.