

# Tennessee Agricultural Enhancement Program



# 2023 Application B

## Producer Diversification

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

### Application Period

### October 1 – 7, 2023

#### Application Guide

TAEP Overview .....	2	Fruit and Vegetable .....	8	Preparing Application B .....	18
Producer Diversification Overview...	3	Honey Bee .....	10	Application B Proposal Instructions...	20
Eligibility Requirements .....	4	Horticulture.....	12	Special Requirements.....	22
Program Requirements.....	5	Organic .....	14	Reference Page .....	24
Agritourism.....	6	Value-Added .....	16	Application B Form.....	25

# TAEP Overview

The Tennessee Agricultural Enhancement Program (TAEP) was established in 2005 to provide cost share dollars to agricultural producers for the purpose of making long-term investments in Tennessee farms and communities. Participation allows producers to maximize farm profits, adapt to changing market situations, improve operation safety, increase farm efficiency, and make a positive economic impact in their communities.

More than \$246 million has been invested in 80,860 producer projects from 2005 through 2022. **Each TAEP dollar generates \$6.55 in local economies.**

## Application Period

The 2023 application period is open for seven days: October 1-7, 2023.

## Eligible Purchase Dates

Program purchases can be made starting October 1, 2023 and must be completed by the program reimbursement request deadline.

## Approval Notification

Approval notifications and reimbursement packets are scheduled to be mailed in mid-December.

## Reimbursement Request Deadlines

The reimbursement request deadline for Producer Diversification is August 1, 2024. Payments are based upon expenses incurred for eligible program items.

2023 TAEP Application B		
Sector	Reimbursement Maximum	Reimbursement Request Deadline
Agritourism Fruit & Vegetable Honey Bee Horticulture Organic Value-Added Products	\$12,000	August 1, 2024

## Important Notes

### Startup Operations

It is recommended to have at least three years of reported farm income to be considered a competitive applicant within Producer Diversification.

### Priority Projects

Priority is given to projects that focus on long-term use and on improving or increasing current farm operation production. To ensure long-term investments, items requested must be able to meet the five (5) year verification period to be considered for cost share.

### Complete Application Submission

**Incomplete submissions will be considered low priority and less competitive.** Required materials include: TAEP Application B form, proposal questionnaire, project budget, and project cost quotes. Additional information such as designs, diagrams, dimensions, and/or photos are encouraged to help further explain requested projects. *See pp. 19 – 21.*

### Attention Hemp Producers

Hemp projects are currently not eligible for TAEP cost share. Opportunities may be available in the future as this emerging market continues to develop in Tennessee.

# Producer Diversification Overview

## Producer Diversification Overview

The goal of the Producer Diversification program is to encourage agricultural producers to expand or improve their working farm/existing operation through the production of diversified agricultural products. This program provides cost share opportunities for industry sectors of Agritourism, Fruit & Vegetable, Honey Bee, Horticulture, Organic, and Value-Added Products. Project categories include farm infrastructure, marketing, and specialized equipment.

## Application Proposal, Budget, and Cost Quotes

The Producer Diversification program requires the applicant to submit an application form and a written proposal using the proposal questionnaire template. The proposal questionnaire template outlines the applicant's agricultural operation, previous TAEP history, marketing plan, proposed project(s), line-item project budget(s), and special requirement attendance – if requesting 50% cost share. Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximums.

**Applications are competitively evaluated by industry sector according to each individual project. Projects are identified primarily by the sector in which they are eligible.**

If approved, the applicant must pay for and complete all approved projects prior to submitting their cost share reimbursement request. Only be one reimbursement payment per program approval. Projects must be completed by reimbursement deadline.

## Application Evaluation

Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An onsite visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

## Proposed activities must:

- Demonstrate significant potential for increasing farm income
- Be market driven and have a viable marketing plan
- Establish something new, not maintain on-going projects
- Meet all state and local food safety and regulatory requirements
- Produce long-term benefits for the farm

## Project Examples

Project Description	Sector
Restrooms for public use	Agritourism
Retail shelters for farm produce	Agritourism
Greenhouse for growing vegetables	Fruit & Vegetable
Irrigation for farm produce	Fruit & Vegetable
Honey processor/facility	Honey Bee
Apiary expansion	Honey Bee

Project Description	Sector
Packing facility	Horticulture
Loading area/dock	Horticulture
Flail mower	Organic
Irrigation for pumpkins	Organic
Processing equipment for on-farm products	Value-Added Products
Walk-in freezer for farm-fresh meats	Value-Added Products

## Standard Producer (35%) and Master Producer (50%)

Each sector allows for two cost share percentage options – 35% and 50%. All approved applicants are eligible for 35% (Standard Producer) cost share. To be eligible for 50% (Master Producer), the approved applicant must complete the special requirements for the sector in which their project is eligible. Special requirements focus on education and include conferences, courses, events, workshops, and specific certifications. Attendance is verified and the registered name must match the approved applicant to be eligible for 50% cost share.

# Eligibility Requirements

1. Applicant must be a citizen of the United States of America or lawfully present in the United States.
2. Applicant must be at least 18 years old at time of application.
3. Applicant must be a Tennessee resident residing in Tennessee. *Documentation, including a current Tennessee Driver/Identification license, may be requested to verify applicant has established residency in Tennessee.*
4. Applicant must be operating a farm\* in Tennessee.

**\* To operate a farm means to share in the expenses, profits, and/or management of farm production.** *A farm may involve the production of multiple agricultural products and may have more than one location in Tennessee. A diversified farm with multiple species of livestock, crops, and/or multiple locations is considered a single operation regardless of tax filings or organizational structure.*

**If two or more individuals participate in the operation of the farm\*, only one individual is eligible to apply for TAEP Application B cost share.**

5. Applicant must have filed a Federal IRS Schedule F (Form 1040), Profit or Loss from Farming, within the last two years (2021 or 2022). *Applicant will not be required to submit a copy of their Schedule F at the time of application. However, applicant may be asked to submit a copy of their Schedule F prior to TAEP approval to verify their farming operation. If your operation does not file a Schedule F, please contact TAEP about alternate documentation (Schedule C or Schedule K) to verify farming status.*
6. Applicant must meet any additional requirements as indicated within each sector cost share funding is requested.
7. Applicant must have current (not expired) documentation (certificate or permit) as indicated within the sector(s) cost share is requested.

## Tennessee Department of Agriculture may:

- Accept, modify, or reject any or all applications or requests.
- Modify program criteria, approval, and payment processes.
- Request additional information from the applicant.
- Provide partial funding that may be less than the full amount requested.
- Deny payments for projects that do not meet requirements.

# Program Requirements

## Application

1. Applications must be submitted during the application period October 1 – 7, 2023.
  - Applications may be submitted by one of the following methods:
    - Mail — applications must have a postmark date ranging from October 1 - 7, 2023
    - Hand delivery between October 1 – 7, 2023 during normal business hours. Contact TAEP office prior to hand delivery in 2023.
  - Applications are not accepted by fax, email, or text.
  - Applications are ineligible if postmarked or received prior to October 1 or after October 7, 2023.
2. Application B cost share requests are evaluated on a competitive basis by industry sector.
  - Only complete applications that include sufficient information will be considered for evaluation.
  - All committee decisions are final.
3. Applicant may only submit one Application B per application period. *Refer to eligibility requirement #4 (p. 4) if two or more individuals participate in the operation of the farm.*
4. Applicant will be notified in writing of approval or disapproval. Notifications will be mailed in mid-December. **Applicant must alert TAEP office if notification is not received by mid-January.**
5. Reimbursement packet may include additional program requirements and cost share guidelines.

## Reimbursement

1. Receipts dated prior to October 1, 2023 are not eligible. **All items, regardless of backorder status, must be purchased by the program reimbursement deadline.** Backordered items may be ineligible for cost share if not delivered to the farm by the program deadline.
2. Receipts must be in the name of the applicant approved for cost share funding. Quotes and purchase orders do not represent a purchase and are not considered receipts. Proof of payment may be requested to verify purchase.
3. Receipts for in-kind services are not eligible. Trade-in value is not eligible.
4. Used equipment, used materials, and leased equipment are not eligible for cost share reimbursement unless otherwise noted.
5. Labor provided by applicant is not eligible for cost share reimbursement. Labor is for structures only.
6. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
7. Applicants cannot combine projects or attach items to another applicant's project. Applicants cannot submit multiple reimbursement requests for the same purchased item.
8. Reimbursement documentation must be postmarked or uploaded to your TAEP Online Account Portal by the reimbursement request deadline. Additional processing time is required for incomplete requests and requests submitted within one month of the program deadline. It is recommended you submit your reimbursement request as soon as your project is completed.
9. There can only be one reimbursement payment per program approval. Projects must be completed by reimbursement deadline.

## Verification

1. Applicant must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for a minimum of **five (5)** continuous years from date of purchase. Applicants who fail to comply with minimum use requirements may be required to repay any portion of or all of the funds distributed to them under TAEP.
2. Site visits relating to the performance of the project before, during, and after completion may take place. Site visits may include verification of cost share guidelines and program eligibility to ensure applicants meet eligibility and minimum livestock/acreage requirements for chosen program(s).
3. Failure to comply with all aspects of the cost share guidelines may result in denial of applicant approval, denial of reimbursement payments, repayment of cost share funds, and/or suspension from future TAEP funding cycles.
4. Providing any false, fraudulent, or misleading information may result in suspension of the applicant's operation, civil litigation, and/or criminal prosecution.

# Agritourism Sector

## Who is an Agritourism Producer?

For the purposes of TAEP, an eligible Agritourism working farm offers on-the-farm experiences relating to production agriculture of food and/or fiber for a fee and is aimed at increasing profitability of the operation.

- Farm education (tours of production agriculture)
- Farm activities (pick your own, fee-fishing)
- Farm fun (corn maze, hayrides)
- Farm purchases (retail sales of farm's agricultural products)

## Agritourism Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Agritourism projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Agritourism Special Requirements** – applicant must complete one of the following options to qualify for 50%

**Option #1:** Agritourism educational courses (2) – applicant must attend two eligible events; see special requirements list

**Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

- **Applicant must have participated in special requirements from 2020 - 2024.**
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.

## What Agritourism Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 7.

### Competitive Projects - Agritourism

- **Priority is given to projects focusing on long-term public use considerations which increase opportunities for profitability.**
- Preference will be given to projects that focus on agricultural education and production over agricultural entertainment/other. Examples of agricultural entertainment/other includes but is not limited to: weddings, concerts, bed and breakfasts, farm stays, campgrounds, canoe rentals, trail rides, playgrounds, parks, event centers, concert venues etc.
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Agritourism Sector

## Eligible Agritourism Items

- |   |   |
|---|---|
| DVD – educational, not for resale   | Restroom facilities*  |
| Educational Pavilion - educational use only                                   | Retail shelters*  |
| Hand washing stations   | Safe way areas*   |
| Handicap accessible areas*  | Seating   |
| Hayride wagon – safety or education   | Security camera system  |
| Lighting – public areas   | Signs* - <i>to promote farm operation, provide directions, farm safety, or ag education; must provide a mock up of design with dimensions</i> |
| Parking areas (new) – include dimensions and # of parking spots to be created | Tables  |
| • Gravel or pavement  | Tents   |
| • Geotextile preferred for gravel   | Website development – no fees   |
| Public address (PA) systems – safety or educational                           |   |
- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
  - All eligible items requested may not be approved due to the competitive evaluation of the program.
  - To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Agritourism Items – Most commonly requested

Advertising	Land – clearing of
Airbnb projects	Livestock
Alarm/security systems	Maintenance of – existing structures, gravel projects, equipment, items, parking lots, etc.
Arena/Barn – livestock, storage	Meeting expenses
Bed & Breakfast projects	Merchandise
Brochures	Motorized vehicles – ATV, forklift, tractor
Building – storage	Motorized rides
Building – show facility	Office equipment
Cash register/point of sale system	Permits
Campground/park projects	Park/campground projects
Chair racks/carts	Playground equipment
Computers	Printing
Concert/event venue projects	Product development
Concession stands/kitchens	Property – purchase or debt payment
Containers – bottles, pots, packaging	Renovations of existing structures
Driveways, trails, paths, roads, etc.	Replacing existing equipment, items etc.
Electrical consumption	Salaries, wages, benefits
Event/wedding pavilions and projects	Signage that is not farm related nor promoting ag education
Farm stay projects	Software
Fees – membership	Store – for resale of goods
Fencing	Table carts/racks
Flyers – promotional	Trade show expenses
Fuel	Trailers – livestock; utility
General inputs	<b>Used equipment</b>
Giveaway items	Water source creation – ponds/wells
Golf Carts	Website – annual or hosting fees
Hemp projects	Wedding/event pavilions and projects
Landscaping	

# Fruit and Vegetable Sector

## Who is a Fruit and Vegetable Producer?

For the purposes of TAEP, an eligible Fruit and Vegetable operation is involved in the production of produce for sale and is aimed at increasing profitability of the operation.

- Fruit and vegetable grower
- Pumpkin producers
- Viticulture – grape production only

## Fruit and Vegetable Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Fruit & Vegetable projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Fruit & Vegetable Special Requirements** – applicant must complete one of the following options to qualify for 50%

- **Option #1:** Fruit & Vegetable educational courses (2) – applicant must attend two eligible events; see special requirements list
- **Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy
- **Option #3:** Good Agricultural Practices (GAP) – applicant must have GAP certification and current letter of compliance at time of reimbursement
- **Applicant must have participated in special requirements from 2020 - 2024.**
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.

## What Fruit and Vegetable Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 9.

### Competitive Projects - Fruit and Vegetable

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.



# Fruit and Vegetable Sector

## Eligible Fruit and Vegetable Items

<ul style="list-style-type: none"> <li>Apple/peach liners</li> <li>Bladder press – viticulture</li> <li>Crusher/destemmer</li> <li>Cold storage*               <ul style="list-style-type: none"> <li>• Chilling units – not for AC units</li> <li>• Freezer</li> <li>• Walk-in cooler</li> </ul> </li> <li>Fan – greenhouse</li> <li>Fertilizer equipment</li> <li>Field planter</li> <li>Fruit stock - new expansion only               <ul style="list-style-type: none"> <li>• Apples</li> <li>• Blackberries</li> <li>• Blueberries</li> <li>• Grapes</li> <li>• Peaches</li> <li>• Raspberries</li> </ul> </li> <li>Gravel*               <ul style="list-style-type: none"> <li>• Foundation</li> <li>• Propagation area</li> <li>• Geotextile</li> </ul> </li> <li>Hand washing stations for workers</li> <li>Harvest bins/lugs</li> <li>Greenhouse*               <ul style="list-style-type: none"> <li>• Hydroponic</li> <li>• Overwintering</li> <li>• Production</li> <li>• Shade system</li> </ul> </li> <li>Heater – greenhouse</li> </ul>	<ul style="list-style-type: none"> <li>High tunnel/hoop-house*</li> <li>Irrigation               <ul style="list-style-type: none"> <li>• Controller system</li> <li>• Fertigation system</li> <li>• Filter system</li> <li>• Frost protection</li> <li>• Overhead</li> <li>• Pivot</li> <li>• Pond liner</li> <li>• Pump</li> <li>• Storage tanks</li> </ul> </li> <li>Lighting – not for aesthetics               <ul style="list-style-type: none"> <li>• Greenhouse*</li> <li>• Pavilion/retail shelter*</li> </ul> </li> <li>Loading area/dock*</li> <li>Mechanical harvesters</li> <li>Mulch machine</li> <li>Must pump – fruit juices only</li> <li>Packing facility*               <ul style="list-style-type: none"> <li>• Structure</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• Packing line/washing equipment</li> </ul> </li> <li>Permanent restroom facilities for workers               <ul style="list-style-type: none"> <li>• Standalone structure from packing facility</li> <li>• Sinks/toilets</li> <li>• Electrical</li> <li>• Plumbing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Pest control               <ul style="list-style-type: none"> <li>• Bird control netting</li> <li>• Sprayer</li> <li>• Wildlife barriers</li> </ul> </li> <li>Plastic mulch layer/lifter</li> <li>Plastic pallets (food grade only)</li> <li>Production line equipment</li> <li>Pruner – mechanical</li> <li>Signs*</li> <li>Sink – produce washing</li> <li>Soil mixer</li> <li>Spray equipment</li> <li>Sprayer</li> <li>Thermostat – greenhouse</li> <li>Trellis materials – berries and vines</li> <li>Vineyard hoe</li> <li>Website development – no fees</li> <li>Wood boiler</li> </ul>
---	--	---

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Fruit and Vegetable Items – Most commonly requested

<ul style="list-style-type: none"> <li>Advertising</li> <li>Brochures</li> <li>Building – storage</li> <li>Chemicals</li> <li>Computers</li> <li>Concession stands/kitchens</li> <li>Containers – bottles, pots, packaging</li> <li>Drip tape</li> <li>Driveways, trails, paths, roads, etc.</li> <li>Electrical consumption</li> <li>Fees – membership</li> <li>Fencing</li> <li>Fertilizer</li> <li>Fuel</li> <li>Giveaway items</li> <li>Golf cart</li> <li>Growing buckets/pots</li> <li>Hand tools</li> </ul>	<ul style="list-style-type: none"> <li>Hemp projects</li> <li>Insecticides</li> <li>Labor – applicant</li> <li>Landscaping</li> <li>Land – clearing of</li> <li>Maintenance of existing structures, equipment, items, replacing existing/damaged/aged fruit/plant stock, etc.</li> <li>Meeting expenses</li> <li>Merchandise</li> <li>Motorized vehicles – ATV, forklift, tractor</li> <li>Mower</li> <li>Office equipment</li> <li>Paper chain pots</li> <li>Permits – or certifications</li> <li>Pesticides</li> <li>Plants – liners/plugs</li> <li>Product development</li> </ul>	<ul style="list-style-type: none"> <li>Property – purchase or debt payment</li> <li>Replacement of existing/damaged/aged fruit/plant stock</li> <li>Replacement of equipment/irrigation/ existing items or structures</li> <li>Renovations of existing structures</li> <li>Seeds – produce, nursery, flowers, etc.</li> <li>Software</li> <li>Soil/mediums</li> <li>Store – general</li> <li>Trade show expenses</li> <li>Trailers – livestock; utility</li> <li><b>Used equipment</b></li> <li>Water source creation – ponds, wells</li> <li>Website – annual or hosting fees</li> <li>Winemaking equipment - see <i>Value-Added Products sector pp. 16 - 17</i></li> </ul>
--	--	--

# Honey Bee Sector

## Who is a Honey Bee Producer?

For the purposes of TAEP, an eligible Honey Bee producer must meet the minimum requirements of beekeeping experience and number of existing colonies as outlined below in Honey Bee Applicant Requirements.

## Honey Bee Applicant Requirements

### Experience

- Minimum experience of five (5) years and current ownership of at least fifteen (15) existing colonies is required to participate.
- Minimum experience of five (5) years and current ownership of at least thirty (30) existing colonies is required to request cost share for construction of a TDA licensed and inspected Honey Processing Facility.
- Applicant must report experience and number of hives in application proposal to be eligible.
  - If the applicant has assisted other beekeepers and mentors in working directly with bees, he or she may count this hands-on experience toward the requirements. The applicant must list the beekeeper's name, contact information, and length of time spent assisting this beekeeper for this experience to be considered.
  - There is not a year requirement for ownership of hives but applicants must own required number of hives at time of application.

### TDA Consumer & Industry Services Division

- Apiaries must be registered with the State of Tennessee by the time of the application period (October 1 – 7, 2023). Contact TDA State Apiarist at 615-837-5342 for more information.
- If you pack or sell more than (150) gallons of honey per year, you must be licensed and inspected by the State of Tennessee as a food manufacturing facility. Contact TDA Consumer & Industry Services Division at 615-837-5153 for more information.

## Honey Bee Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Honey Bee projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Honey Bee Special Requirements** – applicant must complete one (1) of the following educational courses to qualify for 50%

- **UT Master Beekeeping (preferred)**
  - UT Master Farm Manager
  - UT Master Farm Health & Wellness
  - TSU New Farmer Academy
- **Applicant must have participated in special requirements from 2020 – 2024.**
  - Certificate must be in the name of the applicant applying for cost share funding.
  - **Applicants are encouraged to participate in the UT Master Beekeeping course before taking other educational courses.**
  - Visit [ep.tennessee.edu/masterbee/](http://ep.tennessee.edu/masterbee/) for more information about the UT Master Beekeeping.

## What Honey Bee Projects Qualify for TAEP?

The proposed activity must encompass quality expansion or improvement of pollination or honey production. The eligible categories are: apiary expansion, honey processing equipment, pollination services, and honey processing facility. Examples of eligible and ineligible items are provided on p. 11.

### Competitive Projects - Honey Bee

- **Priority is given to long-term projects that focus on improving or increasing production of honey, bees, or hive related products.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Honey Bee Sector

## Eligible Honey Bee Items

### Apiary Expansion

#### Beekeeping supplies

- Queens: one per new hive – re-queening of existing hives is not eligible
- Package bees
- Nucleus colonies – honey bees & boxes

#### Hive or super equipment

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Frames

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Foundation wax

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Hive accessories

- Telescoping covers, Western, or flat covers
- Bottom boards

- Division board feeders
- Entrance feeder
- Top feeders
- Queen excluders
- Entrance reducers
- Metal frame spacers
- Metal rabbets
- Eyelets
- Frame wire
- Pollen traps

### Honey Processing Equipment

- Band heaters
- Bottling bucket kit
- Capping scratchers
- Containers – 5 or more gallons and usually stainless steel
- Drum handling truck
- Extractors – motorized recommended
- Gates for honey storage
- Honey bottling valve
- Honey dispensing tanks
- Honey filter

- Honey refractometer
- Immersion heaters
- Strainers
- Un-cappers
- Uncapping knives
- Wax melters

### Pollination Services

All items and equipment listed in above sections are also eligible under the pollination services.  
Trailers – size cannot be larger than needed for the number of colonies.

### Honey Processing Facility\*

*Requirement-thirty (30) registered and existing colonies with five (5) years experience - see p.10*  
Building materials to construct a licensed facility.

Labor is only eligible for infrastructure projects. In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor.

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Honey Bee Items – Most commonly requested

Bee brush  
Bee escapes  
Bee go – product for moving bees out of supers  
Bee hats  
Beekeeping gloves  
Bees for resale  
Beetle boards  
Brood builder  
Comb cutters  
Corn syrup  
Coveralls  
Diagnostic kits  
Electric embedder  
Equipment for resale  
Frame/form board  
Frame cleaner  
Frame grip(s)

Frame fixers  
Frame holders  
Frames for resale  
Frame spacing tool  
Fume boards  
Grafting tools  
Hive tools  
Honey containers  
Jars and caps  
Labels  
Mailing cages  
Maxant hive tools  
Medications  
Packaging  
Plastic queen cell cups  
Observation hives  
Queen cell protectors  
Queen clipping scissors

Queen paint markers  
Replacement of equipment/bees/existing items or structures of any kind  
Ross rounds  
Section scraping tools  
Small hive beetle traps  
Smokers  
Smoker bellows  
Smoker materials  
Sting kill swabs  
Sugar  
Swarm traps  
Sweat bands  
**Used equipment**  
Used materials  
Veils

# Horticulture Sector

## Who is a Horticulture Producer?

For the purposes of TAEP, an eligible Horticulture operation is involved in the production of tree/plant stock for sale and is aimed at increasing profitability of the operation.

- Tree farms
- Nurseries
- Plant farms

## Horticulture Applicant Requirements

### Experience

- The applicant's business must produce the majority of their plants from seed or cutting to finished product.
  - Businesses who make the majority of their gross sales from plants purchased for resale are not eligible.

### TDA Consumer & Industry Services Division

- Producers must meet all state and local regulatory requirements at time of application submission (October 1 – 7, 2023).
- Applicants producing nursery stock, greenhouse plants, turf grass, etc. must be licensed by the State of Tennessee.
  - Contact the TDA Consumer and Industry Services Division at 615-837-5137 for more information on required permits.

## Horticulture Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Horticulture projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Horticulture Special Requirements** – applicant must complete one (1) of the following educational courses to qualify for 50%

- **UT Master Nursery Producer (preferred)**
  - UT Master Farm Manager
  - UT Master Farm Health & Wellness
  - TSU New Farmer Academy
- **Applicant must have participated in special requirements from 2020 – 2024.**
  - Certificate must be in the name of the applicant applying for cost share funding.
  - **Applicants are encouraged to participate in the UT Master Nursery Producer course before taking other educational courses.**
  - Visit [ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx](http://ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx) or call UT TMNP Coordinator's office at 865-974-7152 for more information about the UT Master Nursery Producer course.

## What Horticulture Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 13.

### Competitive Projects - Horticulture

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Horticulture Sector

## Eligible Horticulture Items

Aeration system – flowers	Heater – greenhouse	Sod harvester
Cold frames*	High tunnel/hoop house*	Soil mixer
Cold storage*	Irrigation	Spray equipment
• Walk in cooler	• Controller system	Sprayer
• Components	• Filter system	Thermal tag printer – horticulture only
Container production area*	• Overhead/drip	Thermostat – greenhouse
Drying house – flowers*	• Pivot	Tree baler – standing
Fan – greenhouse	• Pond liner	Tree claw
Fertilizer equipment	• Pump	Tree lifter/shaker
Field planter	Lighting – not for aesthetics	Tree hauling wagons
Gravel – geotextile preferred	• Greenhouse*	Tree spade
• Foundation*	Loading area/dock*	Tree transplanter
• Propagation area*	Packing facility*	Tree trimmer
• Container production	Packing line equipment	Water level control
Greenhouse *	Potting building*	Water storage tanks
• Covering	Potting wagon	Website development – no fees
• Overwintering	Propagation building*	Wood boiler
• Shade system	Propagation mats	
• Structure	Rolling carts	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Horticulture Items – Most commonly requested

Advertising	Insecticides	Replacement of existing/damaged/aged nursery/tree/plant stock
Brochures	Labor – applicant	Replacement of equipment/irrigation/ existing items or structures
Building – storage	Landscaping	Renovations – of existing structures
Catalogs	Land – clearing of	Seeds – produce, nursery, flowers, etc.
Chemicals	Livestock	Software
Computers	Maintenance of existing structures, equipment, items, etc.	Soil/mediums
Containers – bottles, pots, packaging	Meeting expenses	Solar power equipment
Drip tape	Merchandise	Store – general
Driveways, trails, paths, roads, etc.	Motorized vehicles – ATV, forklift, tractor	Trade show display and expenses
Electrical consumption	Mower	Trailers – livestock; utility
Fees – membership	Office equipment	<b>Used equipment</b>
Fencing	Paper chain pots	Water source creation – ponds/wells
Fertilizer	Permits	Website – annual, domain, or hosting fees
Fuel	Pesticides	
Giveaway items	Plants – liners/plugs	
Golf cart	Product development	
Growing buckets/pots	Property – purchase or debt payment	
Hemp projects		

# Organic Sector

## Who is an Organic Producer?

For the purposes of TAEP, an eligible Organic operation is involved in the production and sale of certified USDA Organic products (fruits, vegetables, and meats) and is aimed at increasing profitability of the operation. Applicant must be certified USDA Organic or working towards certification to qualify. Certification must be current at the time of reimbursement request.

- Organic fruit producer
- Organic viticulture producer
- Organic vegetable producer
- Organic farm fresh meat producer

## Organic Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Organic projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The registered name for the certificate/letter must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**USDA Organic Certification** – applicant must be certified USDA Organic (certificate and current letter of compliance) at time of reimbursement to be eligible for 50% cost share. *See p. 24 for contact information regarding organic certification agencies near Tennessee.*

## What Organic Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 15.

### Competitive Projects – Organic

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

TAEP staff will coordinate with UT Extension and USDA to verify organic compliance. Applicants need to send a copy of their USDA Organic certificate and most current letter of compliance for TAEP records.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Organic Sector

## Eligible Organic Items

Fan – greenhouse	Heater – greenhouse	Roller crimper
Fertilizer equipment	High tunnel/hoop house*	Signs*
Field planter	Irrigation	Sink – produce washing
Flail mower	• Controller system	Soil mixer
Fruit stock - new expansion only	• Filter system	Spader
• Apples	• Overhead	Spray equipment
• Blackberries	• Pivot	Sprayer
• Blueberries	• Pump	Thermostat – greenhouse
• Peaches	• Water level control	Trellis materials
• Grapes	• Water storage tanks	Walk in cooler*
• Raspberries	Lighting – not for aesthetics	Website development – no fees
Gravel – geotextile preferred	• Greenhouse	Wood boiler
• Foundation	Loading area/dock*	
• Propagation area	Mulch machine	
Greenhouse*	Mulch layer/lifter	
• Structure	Packing facility*	
• Hydroponic	Packing line equipment	
• Overwintering	Pond liner – irrigation system	
• Shade system	Production line equipment	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program. To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Organic Items – Most commonly requested

Advertising	Hemp projects	Product development
Alcohol production equipment	Insecticides	Property – purchase or debt payment
Brochures	Labor – applicant	Replacement of existing/damaged/aged fruit/plant stock
Building – storage	Landscaping	Replacement of equipment/irrigation/ existing items or structures
Certifications through TDA	Land – clearing of	Renovations – of existing structures
Chemicals	Livestock	Seeds – produce, nursery, flowers, etc.
Computers	Maintenance of existing structures, equipment, items, replacing existing/ damaged/aged fruit/plant stock, etc.	Software
Containers – bottles, pots, packaging	Meeting expenses	Soil/mediums
Drip tape	Merchandise	Store – general
Driveways, trails, paths, roads, etc.	Motorized vehicles – ATV, forklift, tractor	Trade show expenses
Electrical consumption	Mower	Trailers – livestock; utility
Fees – membership	Office equipment	<b>Used equipment</b>
Fencing	Paper chain pots	Water source creation – ponds/wells
Fertilizer	Permits	Website – annual, domain, or hosting fees
Fuel	Pesticides	
Giveaway items	Plants – liners/plugs	
Golf cart		
Growing buckets/pots		



# Value-Added Products Sector

## Who is a Value-Added Products Producer?

For the purposes of TAEP, an eligible Value-Added business produces products for sale that use raw foods or fibers produced by their agricultural operation. Applicants must use agricultural products that have been grown on their farm as primary source of the value-added product. Businesses within the sector include a variety of products such as:

- Cheese
- Clothing
- Crafts
- Farm fresh meats
- Ice cream
- Jams
- Jellies
- Relishes
- Salsa
- Wine
- Other

## TDA Consumer & Industry Services Division Requirements

- Applicants producing processed foods, meats, dairy, and related products must be licensed and inspected by the State of Tennessee as a food manufacturing facility if applicable.
- Farm based retail sale of meat requires a current Retail Meat Sales Permit and an inspection by the Tennessee Department of Agriculture prior reimbursement.
- Contact the TDA Consumer and Industry Services Division at 615-837-5125 for more information on state regulations.

## Value-Added Products Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Value-Added Products projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2024. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Value-Added Special Requirements** – applicant must complete one of the following options to qualify for 50%

**Option #1:** Value-Added educational courses (2) – applicant must attend two eligible events; see special requirements list

**Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

- **Applicant must have participated in special requirements from 2020 – 2024.**
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23..

## What Value-Added Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 17.

### Competitive Projects – Value-Added Products

- Priority is given to long-term projects that focus on improving or increasing production.
- **Producers that are producing 100% of the raw food or fiber product(s) to be used in their value-added enterprise are given priority over off-farm sourcing of raw product.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.



# Value-Added Products Sector

## Eligible Value-Added Items

Cold storage*	Loading dock*	Refrigerators
E-Commerce development	Packaging equipment	Refrigerated trailers (enclosed trailer only)
Freezers*	Pasteurizers	Retail shelter*
• Walk-in	Processing areas*	Website development – no fees
• Chest	Processing equipment	Winemaking equipment
Hand washing areas* – for food safety	Range/stove	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Value-Added Items – most commonly requested

Advertising	Hemp projects	Packaging
Brochures	Ingredients	Permits
Building – storage	Items for resale	Product development
Chemicals	Kitchen utensils	Property – purchase or debt payment
Computers	Labels	Replacement of equipment/existing items or structures of any kind
Containers – bottles, pots, packaging	Labor – applicant	Renovations – of existing structures
Driveways, trails, paths, roads, etc.	Landscaping	Rent
Electrical consumption	Land – clearing of	Software
Fees – membership	Livestock	Store – general
Fencing	Maintenance of existing structures, equipment, items, etc.	Trailers – livestock; utility
Fertilizer	Merchandise	<b>Used equipment</b>
Fuel	Motorized vehicles – ATV, forklift, tractor	Water source creation – ponds/wells
Giveaway items	Office equipment	Website – annual, domain, or hosting fees
Golf cart		

## Tennessee Department of Agriculture – Farm Based Retail Meat Sales Guidelines

Requires a \$50 retail meat sales permit and CIS inspection. Product must be on-site for the initial inspection. The permit must be visually posted where meat sales occur.

This permit is acceptable for “retail meat” sales only. Meat must be processed at a USDA inspected facility which is examined prior to being processed. Labels, at a minimum, should include: 1) common product name, 2) inspection legend and establishment number; 3) handling statement, 4) net weight, 5) ingredients statement, 6) address line, 7) nutrition facts, 8) safe handling statement, and 9) name and address of the seller.

Meat must be transported in a secure manner either with a freezer or refrigerator operated by inverter. Cooler/refrigerator/freezer units used for the storage or transportation must be clean, sanitary, well maintained and in good repair. The storage of meat in the cooler/refrigerator/freezer units must be dedicated to the meat offered for sale. It is to be kept in a secure area away from potential sources of contamination and accessible for inspection by TDA. Thermometers are required for all coolers/refrigerators to verify temperatures are maintained at less than 41°F. All poultry meat (if not maintained frozen) must be stored in a separate cooler/refrigerator to prevent cross-contamination with meats of other species.

No re-freezing of product, if the product is acquired frozen from the processor it must be maintained in a frozen state from the processing facility to the consumer – refrigerated product must be maintained under 41°F. from the processing facility to the consumer. Hands and outer clothing must be kept clean when handling meat being offered for sale. Records of source animal and consumer or place of consumer purchase should be maintained for traceability purposes.

Contact TDA Consumer and Industry Services at 615-837-5193 for additional information on retail farm-based meat permits.

# Preparing Application B

## Things to Consider Before Applying

### Know what to expect

Read the Producer Diversification Overview (p. 3) which highlights the key aspects of the program.

### Determine if you are eligible to apply

Basic eligibility requirements and rules are featured on pp. 4 & 5. Review criteria for each sector. Each sector has a definition of who qualifies as a producer and sector specific applicant requirements.

### Determine if there is opportunity within this cost share program for your operation

One key element of this program is that it allows the producer to customize their project(s) according to the needs of their operation. Think about what improvement or expansions are needed to assist in increasing your farm income. Determine if this project is eligible for cost share within the program guidelines.

If the project is eligible, research the cost of the project and decide if your operation can afford to do this project. Your project may be eligible for cost share if approved, but the financial liability of completing the project is your responsibility. Approved projects must be completed prior to requesting reimbursement. **Cost share funding is not provided prior to project completion.**

The program timeline is another factor to consider. You will apply for cost share during the application period (October 1 – 7, 2023). Approval notifications and reimbursement packets are scheduled to be mailed in mid-December. **If you plan to complete the project regardless of whether it is approved for cost share, the earliest you may start your project is October 1, 2023.** Invoices dated prior to October 1, 2023 are not eligible.

The reimbursement request deadline is August 1, 2024. Your approved project(s) must be fully completed and reimbursement materials submitted by this deadline to be considered for cost share funding. **It is recommended you submit your reimbursement request as soon as your project is complete.** It is not necessary to wait until the reimbursement request deadline. Processing payments can take longer at deadline time due to the high volume of requests received.

### Make the most of application tools to maximize your chances of approval

This program is competitive by industry sector. Each application will be reviewed by a committee and compared to other proposals within each sector. Your ability to describe your operation and justify how your project(s) will benefit your operation is important to increasing your chances of approval.

Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An on-site visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

**It is recommended to secure a digital copy of the proposal questionnaire template** (see p. 19 – required materials). This template provides the format and questionnaire required for your proposal. The proposal instructions (pp. 20 – 21) give key points to address within each question. Remember that the proposal is your opportunity to share who you are, what you do, and how your operation will benefit from cost share assistance.

Provide a comprehensive, yet concise, answer on each section of the questionnaire. Research all project costs and provide cost sources along with cost estimates. **Incomplete information is the number one reason for not receiving cost share funds.** Ask someone to review your application materials for completeness. Please note that TDA staff cannot review proposals prior to submission.

Communication is the key to success. Please contact TAEP directly if you have any questions or concerns by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov). The reference list on p. 24 provides additional resources.

# Preparing Application B

## Required Application Materials

### 1. Application B Form (pp. 25 – 26)

- Complete all sections of the form, date, and sign
- Special requirements for 50% cost share must be in the name of the individual applying for cost share

### 2. Proposal (pp. 20 – 21)

- Download a copy of the application proposal template online at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification. A copy may also be requested by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).

This template provides the required format for preparing your written proposal. It outlines your agricultural operation, marketing plan, proposed project(s), and line-item budget(s).

### 3. Project budget and cost quotes (p. 21)

- Research all costs associated with each project
- Secure cost quotes for each project request - from potential vendors (weblinks will not be accepted)
- Outline project costs in a line-item budget format

Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. **Weblinks will not be accepted** as quotes. Links may expire or are broken and the committee is unable to see the items proposed.

Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximum.

### 4. Other support materials (p. 21) – if applicable

- Designs – required for infrastructure projects; *must include designs and dimensions*
- Pictures – “before” pictures are helpful to illustrate why expansion or enhancement is needed
- Graphic mock ups/examples - required for signage/marketing projects; *must include design with dimensions*

## How to Submit

### Make a copy of your application materials for your records and submit the original by mail.

Please consider using a traceable method of delivery if mailing your application. For example, USPS Certified Mail with Return Receipt method will provide the sender with evidence of delivery (to whom the mail was delivered and date of delivery).

- Applications are not accepted by fax, email, or text.
- Applications are ineligible if postmarked or received prior to October 1 or after October 7, 2023.
- Hand delivery between October 1 -7, 2023 during normal business hours. Contact TAEP office prior to hand delivery in 2023.

## Mailing Address

TN Dept of Agriculture, TAEP 2023 – App B, P.O. Box 40627, Nashville, TN 37204

## Review Process

Application B cost share requests are evaluated on a competitive basis by industry sector. Committee reviews begin once all applications are received and processed for evaluation. Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An on-site visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Application B - Proposal Instructions

- Typing your proposal is strongly recommended and preferred.
- Secure a digital copy of the proposal template:
  - Download the proposal template at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification
  - Request an electronic copy by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov)
- Answer each section of the proposal questionnaire as completely as possible.
- Submit a complete application. Required materials include:
  - TAEP Application B Form
  - Proposal Questionnaire
  - Project Budget
  - Project Cost Quotes
  - Additional information (designs, diagrams, dimensions, and/or photos), if applicable.
- **Only complete applications that include sufficient information will be considered for evaluation.**
- Contact TAEP if you have any questions about completing the proposal.

## 2023 Producer Diversification Proposal Questionnaire - REQUIRED

### 1. Agriculture Operation

- What is the name of your operation and the year it was established?
- Describe your operation and the current services it provides.
- What does your operation produce?  
*Indicate total number of acres in production, head of livestock, existing hives, etc.*
- What facilities/structures does the operation currently have?  
*Indicate existing facilities, structures, parking, and restrooms.*
- 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.*

2020	2021	2022
\$	\$	\$

### 2. Marketing Plan

- How do you promote your operation?  
*Provide examples – print, radio/tv, social media, website, etc.*
- Where are your products/services currently being sold at or will be sold?

### 3. Proposed Project(s)

- Describe each proposed project in detail.
- Explain how each project will improve or expand your operation.
- Describe the timeline of your project(s).  
*Project completion is required by the August 1 deadline.*

----- proposal continued next page -----

# Application B - Proposal Instructions

## 4. Proposed Budget, Cost Quotes, & Additional Information

- a. **Budget** – provide a detailed, line-item budget for each proposed project using the template below
- b. **Cost quotes** – attach copies of cost quotes for each item listed in the budget.
  - **Weblinks will not be accepted as quotes.** Links may expire or become broken.
  - Screenshot of prices online are acceptable.
- c. **Additional information** – include support materials to further illustrate your project (designs, diagrams, dimensions, graphics, and/or photos), if applicable

**Example of a Proposed Budget for Master Producer**

Item Description	List Source of Cost Quote Attach Cost Quote	QTY	Total Cost	%	Amount Requested
Peach tree liners	The Peach Seed Co.	300	\$9,000	50%	\$4,500
Fruit press	Jacto, Inc.	1	\$2,500	50%	\$1,250
TOTAL			\$11,500		\$5,750

**Example of a Proposed Budget for Standard Producer**

Item Description	List Source of Cost Quote Attach Cost Quote	QTY	Total Cost	%	Amount Requested
Retail shelter	ABC Builders	20'x20'	\$31,000	35%	\$10,850
Safe way area	Safety First LLC	4	\$1,400	35%	\$490
TOTAL			\$32,400		\$11,340

- The amount of your cost share allocation will be based upon cost quotes for items approved.
- Requested amount cannot exceed program maximum of \$12,000.
- Any purchase made prior to October 1, 2023 is not eligible for cost share.
- Used equipment, used materials, and leased equipment are not eligible.

**Do not write answers on these application booklet pages. Secure a digital copy of the proposal template per instructions above. If submitting a handwritten proposal, use the template outline and write out each question along with the answer on separate sheets of paper.**

# Special Requirements for 50%

To be eligible for 50% cost share, the approved applicant must complete special requirements **prior** to the program reimbursement request deadline (August 1, 2024). Special requirements focus on education and include conferences, courses, events, workshops, and specific certifications. **The applicant must have participated in educational programs or recertification from 2020-2024.** The name registered for the special requirement must be the same name as the individual approved for cost share funding.

## Special Requirements by Sector

### Agritourism

**Option #1:** Agritourism educational courses (2) – applicant must attend two eligible events

**Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

### Fruit & Vegetable

**Option #1:** Fruit & Vegetable educational courses (2) – applicant must attend two eligible events

**Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

**Option #3:** GAP certification – applicant must provide certificate and current letter of compliance of time of reimbursement

### Honey Bee

**UT Master Beekeeping (preferred),** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

### Horticulture

**UT Master Nursery Producer (preferred),** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

### Organics

USDA Organic certification – applicant must provide USDA Organic certification and current letter of compliance at time of reimbursement

### Value-Added Products

**Option #1:** Value-Added educational courses (2) – applicant must attend two eligible events

**Option #2:** UT Master Farm Manager, UT Master Farm Family Health & Wellness, or TSU New Farmer Academy

## Special Requirements List

This list features eligible courses and events from 2020 - 2024 for the Agritourism (Agri-T), Fruit & Vegetable (F&V), and Value-Added Products (VAP) sectors. This list posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and is updated when new courses are added. See p. 23.

### How to register for special requirement courses?

Contact your local UT/TSU Extension office to inquire about educational course (UT Master Beekeeping, UT Farm Manager, UT Master Farm Family Health & Wellness, UT Master Nursery Producer, or TSU New Farmer Academy) offerings. Visit [utextension.tennessee.edu](http://utextension.tennessee.edu) or [tnstate.edu/extension](http://tnstate.edu/extension).

The University of Tennessee Institute for Agriculture's **Center for Profitable Agriculture (CPA)** administers many of the courses offered. Visit [cpa.utk.edu](http://cpa.utk.edu) and click on workshops under the educational events tab.

**Cornell University** offer GAPs Online Produce Safety Training course. Visit [gaps.cornell.edu](http://gaps.cornell.edu) for more information.

**Produce Safety** Alliance Grower Training Workshop is held yearly. Visit [vegetables.tennessee.edu/food-safety/](http://vegetables.tennessee.edu/food-safety/) for more information.

**It is the applicant's responsibility to ensure courses are eligible for TAEP special requirements.**

*The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.*

Please contact [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov) for more information on special requirements.

# Special Requirements for 50%

## Producer Diversification - Special Requirements List

Sector	Event	Month	Year
Agri-T, F&V, VAP	CPA - Considerations for Growing and Marketing Grapes in TN	January	2020
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	January	2020
Agri-T, F&V, VAP	CPA - Got Farm Records...Now What?	Jan/Feb	2020
VAP	CPA - Developing Value - Added Agriculture Businesses	Jan/Feb	2020
Agri-T, F&V, VAP	CPA - Considerations for Growing and Marketing Grapes in TN	February	2020
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2020
F&V	Produce Safety Alliance Grower Training	February	2020
Agri-T, F&V, VAP	CPA - Farmers Market Boot Camp	March	2020
Agri-T, F&V, VAP	TFVA - Small Farm & Producer Food Safety Workshop	March	2020
F&V	UT - Undercover Tomato Production Short Course	March	2020
Agri-T, F&V, VAP	CPA - Considerations for Growing and Marketing Grapes in TN	April	2020
F&V	Produce Safety Alliance Grower Training	April	2020
Agri-T, F&V, VAP	Appalachian RC&D Council's Field School	Summer/Winter	2020
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	November	2020
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	December	2020
Agri-T, F&V, VAP	CPA - MarketReady Virtual Workshop Series	December	2020
Agri-T, F&V, VAP	CPA - MarketReady Virtual Workshop Series	January	2021
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	January	2021
F&V	Produce Safety Alliance Grower Training	January	2021
F&V	Produce Safety Alliance Grower Training	February	2021
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	March	2021
F&V	Produce Safety Alliance Grower Training	March	2021
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	April	2021
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	April	2021
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	May	2021
Agri-T, F&V, VAP	CPA - MarketReady Virtual Workshop Series	June	2021
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	June 22 & 23	2021
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	July 20 & 21	2021
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	July 7 & 8	2021
Agri-T, F&V, VAP	Appalachian RC&D Council's Field School	Summer/Winter	2021
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	August	2021
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	August	2021
VAP	CPA - Developing Value - Added Agriculture Businesses	January	2022
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2022
F&V	Produce Safety Alliance Grower Training	February	2022
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	June 20 & 21	2022
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	June 27 & 28	2022
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	June 30 & July 1	2022
Agri-T, F&V, VAP	Appalachian RC&D Council's Field School	Summer/Winter	2022
Agri-T, F&V, VAP	CPA - Farmers Market Bootcamp	March	2022
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2023
Agri-T, F&V, VAP	CPA - Farmers Market Vendor Bootcamp	Jan/Feb	2023
VAP	CPA - Value-Added Producer Grant Training Workshop	January	2023
Agri-T, F&V, VAP	CPA - ValueAg Bootcamp	Mar/Apr	2023
Agri-T, F&V, VAP	CPA - Biosafety Safari	April	2023
Agri-T, F&V, VAP	CPA - Dair-ing To Learn Value Added	May	2023
Agri-T, F&V, VAP	Appalachian RC&D Council's Field School	Summer/Winter	2023
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	July 18	2023
Agri-T, F&V, VAP	UT - Quickbooks Financial Record Keeping (Dallas Manning)	July 20	2023
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2024

List current as of August 2023

# References

TAEP Producer Diversification .....	615-837-5347
	615-837-5346
TDA State Apiarist .....	615-837-5342
UT Master Beekeeping Program .....	<a href="http://epp.tennessee.edu/masterbee/">epp.tennessee.edu/masterbee/</a>
UT Center for Profitable Agriculture (CPA) .....	931-486-2777 <a href="http://cpa.utk.edu">cpa.utk.edu</a>
UT/TSU Extension .....	865-974-7114 <a href="http://utextension.tennessee.edu">utextension.tennessee.edu</a> or <a href="http://www.tnstate.edu/extension">www.tnstate.edu/extension</a> for your local UT/TSU Extension Office
UT Master Nursery Producer Program (TMNP) .....	865-974-7152 <a href="http://plantsciences.tennessee.edu/tennessee-master-nursery-producer-program/">plantsciences.tennessee.edu/tennessee-master-nursery-producer-program/</a>
UT Organics .....	865-974-7324 <a href="http://organics.tennessee.edu">organics.tennessee.edu</a>
Good Agricultural Practices (GAP) Certification .....	865-974-7274
Pick TN Products .....	<a href="http://picktnproducts.org">picktnproducts.org</a>

## **Organic Certification Agencies near Tennessee:**

Quality Certification Services (QCS) .....	352-377-0133 <a href="http://www.qcsinfo.org">www.qcsinfo.org</a>
Georgia Crop Improvement Association (GCIA) .....	706-542-2351 <a href="http://www.georgiacrop.com">www.georgiacrop.com</a>
USDA National Organic Program (NOP) .....	202-720-3252 <a href="http://www.ams.usda.gov/NOP">www.ams.usda.gov/NOP</a>
Tennessee Small Business Development Center .....	877-898-3900 <a href="http://www.tsbdc.org">www.tsbdc.org</a>





# 2023 TAEP Cost Share - Application B

## Producer Diversification

Official Use Only

Important! This form will be scanned. Please complete in CAPITAL LETTERS using a black or dark blue ink pen. Do not use a felt tip pen, pencil, or marker. Leave boxes blank to indicate spaces. Please do not write outside the boxes.

### 1. APPLICANT INFORMATION

Last Name: [Grid]

First Name: [Grid]

Middle Name: [Grid]

Title:  MR  MRS  MS  MISS Suffix:  JR  SR  II  III  IV

Social Security Number - Last four digits only: X X X - X X - [Grid]

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

Mailing Address: [Grid]

City: [Grid]

State: [Grid] Zip: [Grid] Farm County: [Grid]

Home Address: [Grid]

City: [Grid]

State: [Grid] Zip: [Grid]

Home Phone: [Grid] - [Grid] - [Grid] Cell Phone: [Grid] - [Grid] - [Grid]

Email: [Grid]

2. FARMING HISTORY: List the year you started farming your operation: [Grid]

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

3. TAEP PRODUCER NUMBER (TPN): [Grid] New TAEP applicants will not have a TPN until applications are processed.

4. INDUSTRY SECTOR: Indicate sector(s) that apply to your cost share projects.

Agritourism  Fruit & Vegetable  Honey Bee  Horticulture  Organic  Value-Added Products

5. COST SHARE REQUEST AMOUNT: \$ [Grid], [Grid]

Requested amount cannot exceed program maximum of \$12,000.

## 6. SPECIAL REQUIREMENTS for 50% cost share

Special requirements are only required if seeking 50% cost share. If only seeking 35%, please skip to #7.

Please indicate the special requirements you have met or plan to meet before the reimbursement deadline of August 1, 2024. Refer to the sector you are applying for (in the application or online) to find which requirements are needed to be eligible for 50% cost share.

SPECIAL REQUIREMENTS			
Project Sector	Course/Event Title	Date	Location

The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.

## 7. PREVIOUS PARTICIPATION

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

TAEP    Ag Enterprise Fund (AEF)

## 8. APPLICATION B CHECKLIST

Submit a complete application which includes:

- TAEP Application B Form
- Proposal Questionnaire
- Project Budget
- Project Cost Quotes - from potential vendors (weblinks will not be accepted)
- Additional information (diagrams, dimensions, designs, and/or photos), if applicable

## 9. APPLICANT AGREEMENT

- I warrant that I have carefully read and understand this application booklet and all requirements, guidelines, and criteria contained therein.
- 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.

Print Name:

Date:  /  /       Signature:

## 10. HOW TO SUBMIT

- Applicant will be notified in writing of approval or denial of application by mid-December
- It is recommended to make a copy and mail the original using a traceable method of delivery
- Paper applications must have a postmark date ranging from October 1 - 7, 2023
- Mail to: **TDA, TAEP 2023 – App B, P.O. Box 40627, Nashville, TN 37204**

# Additional Information

The following cost share programs are also offered by TAEP.

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

Please contact [taep.online@tn.gov](mailto:taep.online@tn.gov) for additional information.

## **Taxable Income**

Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for reimbursement payments over \$600.00.

## **Nondiscrimination**

The Tennessee Department of Agriculture prohibits discrimination against persons based on their race, color, national origin, sex, age or disability. Any person alleging discrimination based on a prohibited basis has a right to file a complaint within 180 days of the alleged discrimination with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. For more information contact TDA's Human Resources office at 615-837-5116.

## **Public Disclosure**

Under Tennessee's Public Records law, information provided to the state becomes public record and is open to public inspection unless otherwise protected by state or federal law.

A public record is defined as all documents or materials, regardless of physical form or characteristics made or received in connection with the transaction of official business by any governmental agency. Please be aware that information collected by the Tennessee Department of Agriculture could be made available to the public upon request by any citizen of the state. Requests for public records will be examined for compliance with public record laws.

# TAEP Contact Information

dairy.solutions@tn.gov  
hay.equipment@tn.gov  
herd.health@tn.gov  
livestock.equipment@tn.gov  
livestock.genetics@tn.gov  
livestock.solutions@tn.gov  
poultry.grower@tn.gov  
producer.diversification@tn.gov  
rowcrop.solutions@tn.gov  
swine.producer@tn.gov  
working.structures@tn.gov  
taep.online@tn.gov

## Tennessee Agricultural Enhancement Program

Tennessee Department of Agriculture • Ellington Agricultural Center  
P.O. Box 40627 • Nashville, TN 37204

## Information Line

# 1.800.342.8206



Physical Address:

Ellington Agricultural Center • Holeman Building • 424 Hogan Road • Nashville, TN 37220



Tennessee Department of Agriculture. Authorization No. 325439,  
5,000 copies, July 2023. This public document was promulgated at a  
cost of \$1.09 per copy.