

Application Form

Instructions:

Please complete this page and press save.

Required fields are marked with an *

Qualifiers

Age of applicant as of deadline *

State issued id for proof of age and residence *

Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFE Board? *

See RFA for additional details.

Yes

No

Operation Information

City and county of agricultural operation: *

City

County

How long have you **owned** or **controlled** the operation for which this project will impact? *

have not bought or leased yet

less than 1 year

2-5 years

6-9 years

10 or more years

Please provide the total acreage: *

Leased:

Owned:

Do you consider your agricultural operation to be a full-time or part-time occupation? *

Full-time

Moving to full-time within next three years

Part-time

Do any of the following apply to your operation? *

Veteran-owned

Disabled Veteran-owned

Women-owned

Financial Information

TDA, in its sole discretion as administrators of the TAFE Young Farmer grant program may deem an application ineligible if the applicant does not provide sufficient and reasonable information.

IRS Farm Income Documentation: *

Schedule F Profit or Loss From Farming is attached

Form 4835 for Farm Rental Income is attached

Other IRS Form filed and attached showing farm income

Describe here:

I did not file a Schedule F or other Form for my farming income.

Please upload the form that corresponds with your Income Documentation selection: *

Provide a detailed explanation of why you did not submit a Schedule F: *

Check the level of gross agricultural income based on previous year tax form. *

\$0 \$1-\$50,000 \$50,001-\$150,000 \$150,001-\$250,000 \$250,001-\$350,000 Over \$350,000

If the IRS Form that describes your farm income does not match the name provided on the YFG application please provide that IRS Form and a detailed explanation as to why it is different.

Adjusted Gross Income:

Please check one of the following that applies for how you filed your taxes for the previous year:

Single Filing Status

Married Filing Jointly

Married Filing Separately

Head of Household

Please state your Adjusted Gross Income (AGI) from the IRS 1040 Form indicated on your most recent U.S. tax return. If you filed jointly, please indicate the principal occupation for both filers.

Amount: \$ _____ \$ _____

Tax Return Year:

Applicant's primary occupation

Joint filer's primary occupation

Young Farmer Application History

Have you ever **applied** for a TAFE young farmer grant? *

Yes

No

Please indicate the years you applied. *

Have you ever **received** a TAFE young farmer grant? *

Yes

No

Please indicate the year(s) you received a grant. *

Has your Business Partner/Significant Other/Family member ever **received** a TAFE young farmer grant? *

Yes

No

Please indicate the year(s) received. *

Previous Recipient Project Achievements

If you were a previous recipient of a Young Farmer Grant, describe how the Young Farmer Grant benefited your operation. Include 2-3 sentences on how you used the funds. Describe any specific results. Also, indicate how this new grant will help you achieve results beyond the previously funded project. If this section does not apply to you, enter N/A. *

If your business partner/significant/other family member has received this grant, and their project benefited a mutual operation, please describe how this project supports or enhances the work previously done. Be sure to include any results of those projects that were a direct result of Young Farmer Grant funds. If your project is different than the work previously done by a past recipient and supports your own unique enterprise, then please describe the relationship and how it is different. If this section does not apply to you, enter N/A. *

Education

Please describe any relevant education (i.e. identify college or university, degree program, and year of graduation) or other formal agricultural-related training that provided certification. *

High School

College degree, identify degree program

Some college

Professional degree, identify degree program

Certifications, name each

Other (describe)

Farming/Ranching Experience

Total years of agricultural experience. *

years agriculture experience

Describe and list your experience below. Press the 'Plus' button on the right to add new rows.

Operation or business	Position	Description of experience	Dates of experience (From Date - To Date)
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SAMPLE OF ONLINE VERSION

Proposed Project

Instructions:

Please complete this page and press save.

Required fields are marked with an *

Which of the following characterizes your agricultural project? *

Start-up

Diversification of crops, livestock, or other agricultural activities not currently in your operation

Expansion of current operation

Other (describe)

Project Type: (check all that apply)

Aquaculture

Horticulture

Apiary

Viticulture

Dairy

Wildlife

Livestock operation(list)

Crop operation (list)

Other (describe)

Does the proposed project produce any of the items that are on the "deficit commodities list for the state of Texas? *
(Please reference "[Deficit Commodities](#)" document, TexasAgriculture.gov.)

Yes

No

If yes, name the commodity(ies):

Will your project create new employment? If so, please provide details indicating how many new jobs, full time or part time, etc. *

DO NOT INCLUDE YOURSELF OR SPOUSE.

Yes

No

Indicate Number of New Jobs:

Full-time

Part-time

Proposed Project Description

In 3-5 sentences describe how the grant funds will be used and what you plan to achieve using these grant funds. *

Measurable Results

To ensure the success of the Young Farmer Grant program and to be able to determine the impact of your proposed project, please include information in the table below to detail measurable results between current operations and the proposed project. The application must show how the proposed Young Farmer Grant funds will benefit your operation by increasing your current production.

Only provide information related to the project you are applying for. For example, if you plan to use the funding to increase livestock production, to increase the number of trees planted, or the number of acres of a crop grown, only include that relevant information.

The measurable results should also tie to your budget. If you have questions, please contact the Grants Office at (512) 463-6695. Applicants that do not provide any measurable results will be disqualified during the administrative review by TDA staff.

	Current Production <i>Example: 300 acres of field corn</i>	YFG Proposed Project Production
<u>Acres</u>	Leased:	Same Increase to:
	Owned:	Same Increase to:
<u>Type of Crop / Livestock / Production in Units</u>	Please include the type and number of item you have at the time of application. Example: 50 head of angus cattle or 50 bales of cotton, 0 tons of corn, 2 apiaries	Indicate how these funds will help you expand your agricultural business or operation, or increase your production. Provide the estimated increased number. Example: 65 head of angus cattle or 75 bales of cotton, 3 tons of corn, 10 apiaries Same Increase to:

Business Plan

Operation Description: Describe the agricultural operation goals and objectives. How long you have been in business? Describe how this operation will further agriculture in the state of Texas and is not considered a hobby. *

Vision: Describe, in two to three sentences, the overarching vision and mission of your agricultural operation. What drives you? *

Business Makeup: Describe any partnership/business/family relationship(s) that will impact your agricultural production. If you have business partners in the agricultural operation please provide the names and percentage of ownership for each person controlling 20% or more of the entity. The applicant must have a substantial interest in the business to be eligible for a grant. *

Products: What products does (or will) your operation produce? Describe how this funding will be used to help you start, expand or diversify your operation. *

Production: Briefly outline how you will produce these products. *

Markets: Where and how will you sell your products, and who will buy them? What prices will you get? *

Contingencies: How will you respond to challenges, problems and other shortcomings? *

Revenue/Expenses: How much of each crop or product will you sell and how much revenue will it generate? What are your fixed and variable expenses? *

Impact: Describe your involvement in the local community (individually, through this project and/or through established organizations). Provide details describing how your project will make a positive impact on Texas agriculture. *

Supplemental Documents

Upload Description:

Upload:

SAMPLE OF ONLINE VERSION

Budget Form

Instructions:

Please complete this page and press the save button.

Use the plus button to add additional rows.

Required fields are marked with an *

Estimated Revenue and Operation Budget

Estimated future 12-Month Agricultural Revenue	Amount
Government Payments (do not include YFG grant here)	\$
Livestock (cattle, goats, chickens, etc.)	\$
Milk Production (cattle, goats, etc.)	\$
Equipment	\$
Crops (Grains, cotton, produce, etc.)	\$
CRP	\$
Custom Farming	\$
Other Agricultural Revenue Described:	\$
Total Annual Revenue	\$

Total Operation Budget

The Total Operation Budget is used by the TAFE Board during the evaluation process to better understand your current operation and determine the impact the grant will potentially make in your business. This information should encompass your entire agricultural operation.

Expense Category	Total Operating Budget
Lease Payments ONLY	
Land	\$
Equipment	\$
Personnel (Applicant's labor is not allowable)	
Employee Salary and Benefits	\$
Contract Labor	\$
Custom Hire	\$
Seed/Plants	\$
Operating Costs	
Feed	\$

Fertilizer	\$
Irrigation	\$
Fuel	\$
Other (<i>List</i>)	\$
Total	\$
Total Capital Expenditures	
Expense Category	Total Operating Budget
Livestock/Animals/Etc.	\$
Buildings/structures	\$
Equipment	\$
Total	\$

Estimated Young Farmer Project Budget

To be eligible, the requested amount in the Total YFG Requested Funds column of the budget cannot total less than \$5,000 and may not exceed \$20,000. Applicant's matching funds must be equal to or greater than the requested amount, as this grant program requires the grant recipient to spend \$1 to match each \$1 of grant funds. For example, if you ask for \$20,000 in grant funds you will be expected to show matching expenditures of at least \$20,000, for a total project budget of \$40,000. You must provide a true and accurate estimate of how much your project will cost. For example, if you need \$50,000 to complete your project, then you need to show \$20,000 in the YFG Requested Funds column and \$30,000 in the Total Applicant Matching Amount column. If you show an amount greater than the required minimum ratio of 1 :1, you will be required to document expenditures of the total amount of project budget. Applicants will be required to document expenditures for both grant funds and matching funds prior to being reimbursed by TDA for expenditure of grant funds.

Grant funds are provided on a reimbursement basis. Funds will only be distributed once the proportionate required matching funds have been expended and all payment documentation has been received and approved by TDA. Double check the amount of funds you are pledging in the matching column. Applicants that provide a higher matching amount will be required to document expenditure and payment, during the term of the grant, of the entire amount listed in the Total YFG Project Budget section of this application. Failure to meet the increased match amount will result in the holding or denial of requests for reimbursement. Matching funds pledged cannot be reduced once the grant is awarded.

Examples of permissible categories of expenditures are listed. Subject to the limitations set out in this application, you may add additional categories as needed to cover your operations and particular project's expected expenditures. Please think about your requested budget carefully. Any expense that is not itemized on your requested budget may not be considered for funding after a grant is awarded. Non-capital equipment purchases may not exceed an acquisition cost of \$5,000. Land and/or equipment loan payments are not eligible project expenses and will be denied reimbursement. Items that will be used to make improvements to land or to build or repair a permanent structure are not an eligible expense if the improvements materially increase the value or useful life of the land or structure, regardless of the amount of the expenditure.

Please indicate the source of funding for the matching portion of the budget.

Loan (**Required:** furnish a letter from the lender confirming funds will be available for this project).

Gift (**Required:** furnish a letter from the person gifting the funds that will be available for this project.)

Personal Savings

Other (describe)

Loan letter Upload:

Gift Letter Upload:

Please provide detailed information about your proposed project costs by completing the below table for your project budget. Fill out the Budget Narrative/Justification that follows the budget table in order to further explain and provide written justification of the costs associated with your grant project. As a reminder, a grant will be made only to an individual applicant that meets statutory eligibility requirements. Eligible project costs must be documented in the applicant's name, not a business or partnership – unless the applicant is a sole proprietor.

This section should outline the costs associated with the project you plan to achieve as outlined in your business plan. The requested YFG funds should correlate with your proposed activities and measurable results. Double check your math and the amount of funds you are pledging in the Column B as there is a 1:1 matching requirement. Applicants that provide a higher matching amount will be required to expend/document the amount listed in the budget section of this application during the grant term.

	A	B	C
Expense Category (Categories provided are examples. Applicant may adjust to fit their needs)	Total YFG Requested Funds* (must not exceed \$20,000)	Total Applicant Matching Amount** (Must be at least equal to the amount of YFG Requested Funds)	Total YFG Project Budget (Requested + Matching)
Lease Payments ONLY			
Land	\$	\$	\$
Equipment	\$	\$	\$
Personnel (Applicant's labor is not allowable)			
Employee Salary and Benefits	\$	\$	\$
Contract Labor	\$	\$	\$
Custom Hire	\$	\$	\$
Animals	\$	\$	\$
Seed/Plants	\$	\$	\$
Operating Costs			
Feed	\$	\$	\$
Fertilizer	\$	\$	\$
Irrigation	\$	\$	\$
Fuel	\$	\$	\$
Other (List)	\$	\$	\$
Small Equipment (unit cost less than \$5,000)	\$	\$	\$

Other (List)	\$	\$	\$
Total	\$	\$	\$

(no more than \$20,000) **If awarded, you will be required to spend this amount plus the amount requested in Column A before being reimbursed.**

*Minimum request is \$5,000 in grant funds.

**Grantee will be required to document their matching expenses equal to the amount listed here. For example, if you ask for \$20,000 in grant funds you will be required to show a match of at least \$20,000. Please confirm that column A + column B equals the total in column C.

Budget Narrative/Justification

Provide detail about what is included in each of the budget categories listed above. If applicable, a justification should be provided to help the TAFE Board understand why this expense is needed to create or expand your operation. Information should be provided only on the requested amount.

Leased Land. Describe number of acres owned/leased. If leased, provide details on the length of the lease and any special terms.

Lease/Rental Equipment. Describe the length of the lease/rental and type of equipment, and the cost for all the equipment rentals.

Personnel. Provide a description of the any personnel, benefits, contract labor, or custom hired work.

Livestock/Animals/Etc. Indicate the number, type (cow/goat/chickens/bees), and breed (if applicable) you plan to purchase. Also include any associated veterinary/medical costs.

Seed/Plants. Indicate the quantity of seed or number of plants to be purchased.

Operating Costs. Indicate detailed information about other operating costs needed to administer the project.

Small Equipment. Provide an itemized list of equipment purchases, along with a brief description on the intended use of each equipment item, and the cost for all the equipment purchases.

Other (List). Provide detailed information on all other listed purchases, along with a brief description on the intended use of each item, and the cost for these purchases.

Required Uploads

Instructions:

Please complete this page and press save.

Required fields are marked with an *

Letters of Support

At least 3 letters of support with original signature should be submitted.

- 1 letter - Personal (not parents or members of your immediate family)
- 2 letters - Professional
- The lender commitment letter does not qualify as a letter of support.

Letters must at a minimum include:

1. The relationship to the applicant.
2. Specific skills that the applicant has and why the recommender thinks the applicant will be successful with this project.
3. Any opportunities the recommender will have to interact with the applicant in relation to this project.
4. How this experience will help the applicant achieve his/her stated goals.
5. Letters must have an original handwritten signature from recommender (electronic signatures or typed names will not be accepted). You can scan a copy of the letters with signature for submission.

Personal (not Parent or members of your immediate family) *

Professional *

Lender Commitment Letter

SAMPLE OF ONLINE VERSION

Certification

Instructions:

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By signing below, Applicant:

1. Certifies all information provided in connection with this application is true and correct to the best of Applicant's knowledge;
2. Acknowledges any misrepresentation or false statement made by Applicant, or an authorized agent of Applicant, in connection with this application, whether intentional or not, will constitute grounds for denial of this application;
3. Acknowledges acceptance of funds in connection with this application acts as an acceptance of the authority of TDA and the State Auditor's Office (SAO) or any successor agency to conduct an investigation in connection with those funds, and Applicant further agrees to cooperate fully with TDA and/or SAO or its successor in the conduct of the audit or investigation, including allowing TDA and/or SAO to inspect Applicant's premises and providing all records requested;
4. Acknowledges this application and any payments owed to Applicant in connection with this application may be reduced or denied because of Applicant's owing any debt to the State of Texas, and that this application and any payments owed to Applicant in connection with this application may be denied because of delinquency in payment of a guarantee student loan and for failure to pay child support; and
5. By submission of this application, Applicant acknowledges as a condition of receipt of grant funds under this program the Applicant will be required to execute a grant agreement with the Texas Department of Agriculture, and further acknowledges that failure to timely execute the grant agreement will result in withdrawal of any grant funds awarded, and those funds will be redistributed to other qualified applicants in accordance with state law and TDA rules.

Applicant further:

1. Certifies that Applicant does not and will not knowingly employ an undocumented worker who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States. Applicant understands that if, after receiving a grant, Applicant is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the grant with interest, at the rate assigned by applicable law;
2. Certifies that no state or federal tax liens have been filed against Applicant or Applicant's property;
3. Certifies that Applicant has not been convicted of any felony or a misdemeanor involving moral turpitude;
4. Acknowledges that pursuant to the Texas Grant Management Standards (UGMS), if Applicant fails to comply with any condition, provision, or term of an award made as a result of this application, Applicant may have to make a partial or total repayment of such award;
5. Applicant authorizes TDA to review, verify and authenticate all information provided in this application; and
6. Applicant understands TDA may request further documentation supporting this application, including contacting other agencies, organizations, facilities or third parties to verify data provided by an Applicant from the records of such agencies, organizations, facilities or third parties.

Notice of Penalties: The penalty for knowingly making false statements or false entries, or attempts to secure money through fraudulent means, may include fines and/or incarceration and/or forfeiture of funds under applicable state law.

Signature of Authorized Representative

Date

After saving your signature, when you are ready to submit this application to TDA, you MUST change the status by selecting "**Submit Application**" under the Status Options heading in the navigation menu to the left.