



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

# Agriculture Production Resource Opportunity Grant (AgPro)



# Housekeeping

## **Webinar Information**

- This webinar will be recorded and posted on the website within one week.
- Due to the high volume of registrations, participant microphones will be disabled.

## **Questions**

- Questions may be submitted using the chat feature.
- We will respond to as many questions as possible in the chat during the webinar.
- Time permitting, we will also address selected questions verbally at the end of the session.
- Any questions not answered during the webinar will be addressed in writing and posted on the website.
- You can also submit questions via email: [grants@TexasAgriculture.gov](mailto:grants@TexasAgriculture.gov)

**TDA is seeing extremely high volume of interest. As a reminder this is a competitive grant program and TDA will not advise on specific operation scenarios.**



# PURPOSE

Supporting agriculture producers (grow/raise) who create or expand agricultural operations in Texas



# WHY IT MATTERS

Helps producers improve agricultural operations and support local business.



# PROGRAM GOALS

- Maintain agricultural production
- Help producers grow more or produce more efficiently
- Increase agricultural production capacity
- Improve efficiency through upgraded equipment and technology
- Enable producers to scale operations to meet market demand



# AgPro Information



# General Information

- Please read the **entire** Agriculture Production Resource Opportunity Grant (AgPro) Request for Grant Application (RFGA).
- The proposed budget should focus on producer/production operations.
- This is a competitive grant process.
- Max Award is \$500,000

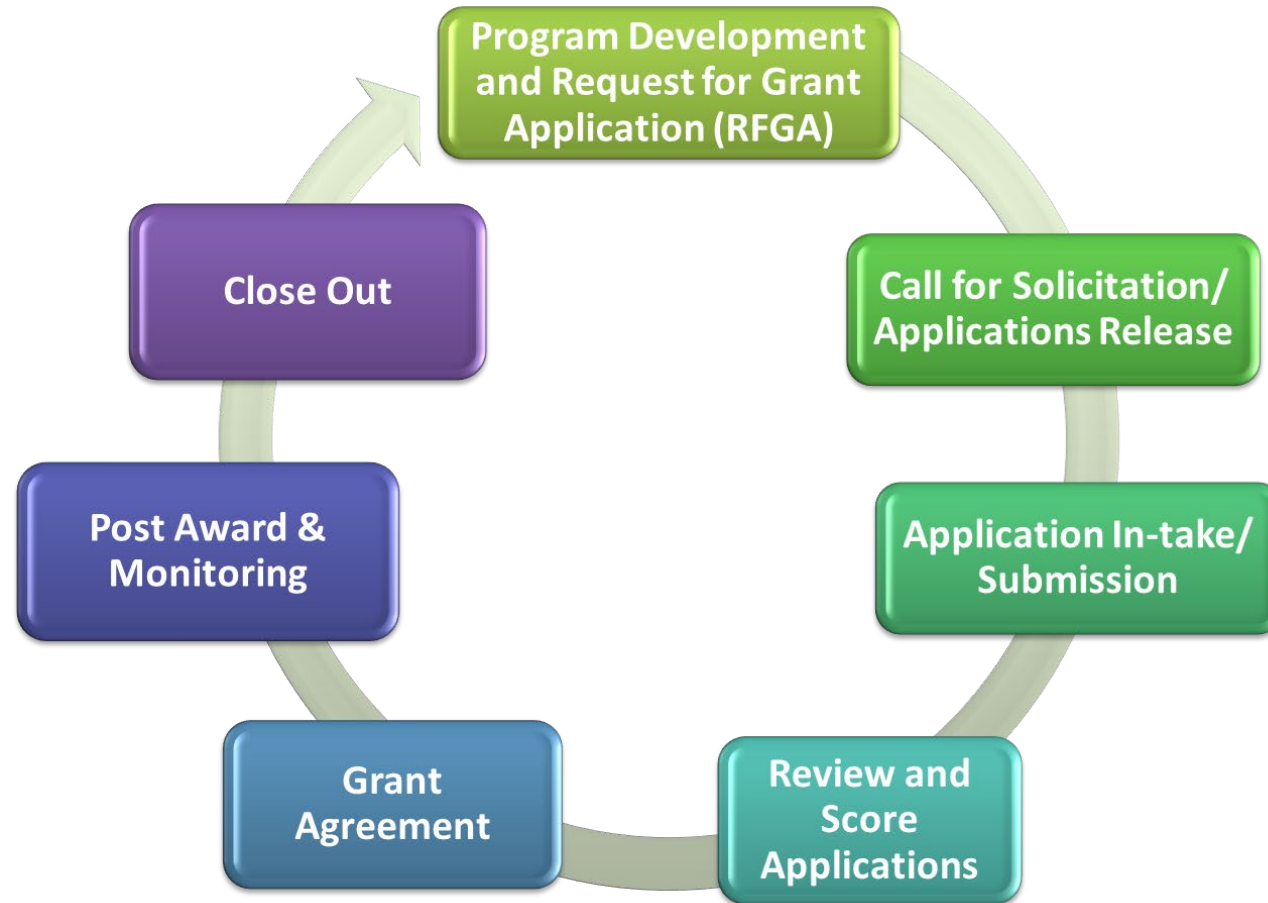




# Terms to Know

- TAFE: Texas Agricultural Finance Authority
- Grant recipient/Grantee: Individual, organization, or business entity that **receives** grant funds.
- Grant funder/Grantor: Individual, organization, or government entity that **provides** grant funds.
- TDA-GO: Online portal to access and submit applications, it is also where payments are processed, and performance reports are submitted.
- Request for Grant Applications (RFGA): Official announcement from the grantor with the instructions to apply.

# Grant Life Cycle





**Eligibility**





# Eligibility Requirements

- To qualify for AgPro, you **MUST**:
  - Be a producer of a RAW agriculture commodity (i.e. raise or grow)
  - Be directly engaged in creating or expanding agricultural production businesses
  - Be located and headquartered in Texas
    - Businesses headquartered outside of Texas, even if they have business operations in Texas, are not eligible.
  - The principal owners of a business must all be U.S. citizens or resident aliens.

\*TDA and/or TAFE reserves the right to request additional information to determine eligibility from the applicant



# INELIGIBLE APPLICANTS

- Processors or manufacturers that significantly transform raw materials into value-added products.
- General ag service providers
- Brokers, buyers, or traders
- Universities
- Food banks





**\*An applicant with a family, job, or business link to an executive, officer, or employee of TDA, or a member of the TAFE Board, cannot apply for the AgPro Program.**

<b>Consanguinity and Affinity Relationship Chart</b>				
<b>Consanguinity</b> (including individuals related by blood to the official or employee)			<b>Affinity</b> (includes an officials' or employee's spouse and individuals related to the spouse)	
<b>First Degree</b>	<b>Second Degree</b>	<b>Third Degree</b>	<b>First Degree</b>	<b>Second Degree</b>
Parents	Grandparents Grandchildren	Great-grandparents Great-grandchildren	Spouse Spouse's Parents	Spouse's Grandparents Spouse's Grandchildren
Children	Brothers & Sisters	Nephews & Nieces Uncles & Aunts	Children's Spouses Spouse's Children	Spouse's Brother's & Sisters Brothers & Sisters' Spouses



# Funding Requirements

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- The TAFA Board will make final funding decisions.
  - The Board has the right to provide full or partial funding for any grant application. **Award decisions are final.**
- Grant awards will range from \$5,000 to \$500,000 for each recipient under this program.
- Funding is on a cost-reimbursement basis:
  - Why grants use cost reimbursement?
    - Ensures **accountability** for public funds
    - Confirms money is used **only for approved purposes**
    - Reduces risk of **fraud, waste, or misuse**
  - TDA will work with grant recipients on cash flow needs, if applicable.
- Recipients will have twenty-one (21) months to finish their projects and request reimbursement for eligible expenses.



# Funding Requirements (continued)

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- Provide a cost share/match toward the total project cost
  - Match means the applicant also invests their own money into the project.
- Match the required amount of awarded funds:
  - \$5,000 - \$100,000: 10% match
  - \$100,000.01 - \$250,000: 20% match
  - \$250,000.01 - \$500,000: 30% match
- What is the purpose of matching funds?
  - Shows the application is serious and committed—not just relying on state funds.
  - Applicants are more thoughtful and realistic when they have their own money at stake.

# Example of Match Distribution

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“Match ensures we’re investing *with* producers—not just *in* them.”

Grant Award Amount	Required Match	Match Amount	Total Project Cost
\$10,000	10%	\$10,000	\$110,000
\$250,000	20%	\$50,000	\$300,000
\$500,000	30%	\$150,000	\$650,000

# Eligible Expenses

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- Personnel costs
- Equipment
  - Specialty-purpose equipment
  - Capital expenditure
  - Other capital assets
- Supplies and direct operating expenses
  - Non-capitalized equipment
- Contracts
- Other direct expenses (e.g. livestock, seed, fertilizer)



# Application Instructions & Link

- 🔑 [Request for Grant Application - Instructions](#)
- 🔑 [AgPro Allowable Expense Guidance](#)
- 🔑 [Frequently Asked Questions](#)
- 🔑 [TDA-GO Online Application System](#)
- 🔑 **UEI NUMBER - Not required for this grant (see new user instructions on PAGE 12)**

Note: Start early to ensure account setup and eligibility requirements are completed before the deadline.



**TEXAS DEPARTMENT OF AGRICULTURE**  
**COMMISSIONER SID MILLER**



**AGRICULTURE PRODUCTION RESOURCE OPPORTUNITY (AgPro)**  
**Allowable Expense Guidance**

The following table of categories represent common types of costs that may be eligible across agricultural operations. These are intended to provide a broad framework before reviewing sector-specific examples.

General Eligible Expenses	General Ineligible Expenses
<ul style="list-style-type: none"> <li>✓ Production Inputs                             <ul style="list-style-type: none"> <li>• Livestock purchases</li> <li>• Seeds, seedlings, and plants</li> <li>• Genetic inputs (e.g., artificial insemination)</li> </ul> </li> <li>✓ Equipment &amp; Tools                             <ul style="list-style-type: none"> <li>• Equipment, parts, and installation labor</li> <li>• Equipment attachments</li> <li>• Equipment rentals</li> </ul> </li> <li>Capitalized Equipment                             <ul style="list-style-type: none"> <li>• (&gt;\$10,000 and useful life &gt;1 year)</li> </ul> </li> <li>Non-Capital Equipment                             <ul style="list-style-type: none"> <li>• (&lt;\$10,000; durable, non-consumable items)</li> </ul> </li> <li>✓ Infrastructure &amp; Improvements                             <ul style="list-style-type: none"> <li>• Construction of operational structures (e.g., pens)</li> <li>• Refurbishment of existing structures (e.g., barns, wells)</li> <li>• Fencing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✗ Prohibited Goods &amp; Activities                             <ul style="list-style-type: none"> <li>• Alcoholic beverages</li> <li>• Entertainment expenses</li> <li>• Tips or gratuities</li> <li>• Contributions (charitable or political)</li> </ul> </li> <li>✗ Vehicles &amp; Transportation                             <ul style="list-style-type: none"> <li>• ATV/UTVs</li> <li>• Golf carts</li> </ul> </li> <li>✗ Licenses, Certifications &amp; Fees                             <ul style="list-style-type: none"> <li>• TDA licenses, including but not limited to:                                     <ul style="list-style-type: none"> <li>○ Agricultural Pesticide</li> <li>○ Hemp</li> <li>○ Plant Quality</li> <li>○ Grain Warehouse</li> <li>○ Seed Certification</li> <li>○ Aquaculture</li> <li>○ HMPC</li> <li>○ Egg Law</li> <li>○ Scale</li> </ul> </li> </ul> </li> </ul>

# Suggested Allowable Expense Guide



# Ineligible Expenses

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Includes, but not limited to

- Alcoholic beverages
- Contributions, charitable or political
- Controlled assets
- Depreciation
- Entertainment
- Costs from BEFORE the grant agreement date
- Expenses not listed in the application or that do not meet intent of the program
- Gift cards/certificates

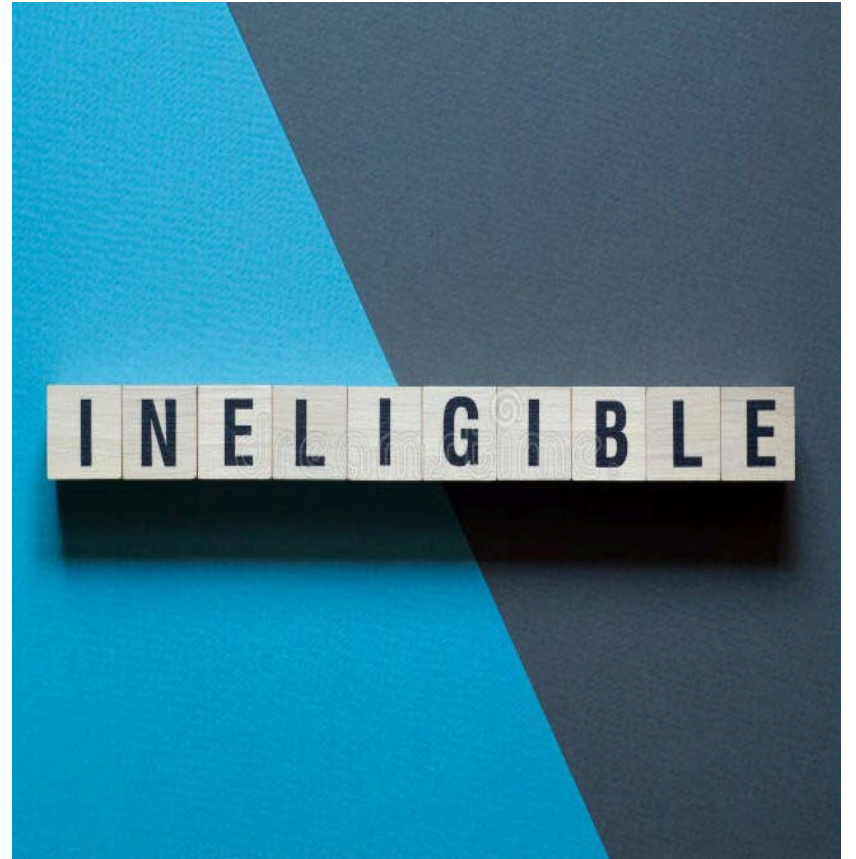




# Ineligible Expenses (continued)

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- Indirect expenses
- Purchasing land
- Payment of dividends, bonuses, or owner draws
- Refinancing costs associated with previous debt
- Tips/gratuity
- Travel—including lodging, meals, mileage, and transportation
- Expenses that would have been eligible if documented correctly.



# Important Dates





# IMPORTANT PROGRAM DATES

4/01/26

Application  
Opened

5/14/26

Before 5:00  
PM  
Application  
Deadline

7/20/26

Anticipated  
Notice of  
Award

8/01/26

Anticipated  
Start Date

4/30/28

End Date

\* Late applications will be automatically disqualified and not receive funding from this program.



# How to Apply



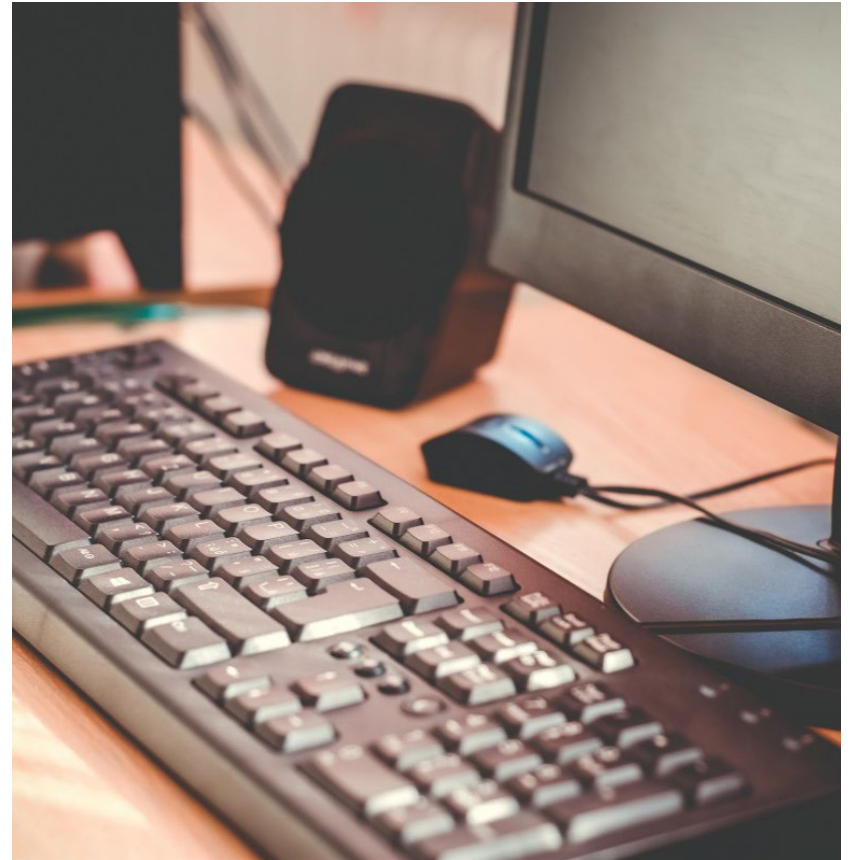


# TDA-GO

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- Account setup / login tips
- Required sections of the application
- Upload requirements
- Certification and submission steps

**DO NOT WAIT UNTIL THE LAST MINUTE**



# Reminders



**Set up TDA-GO account at MINIMUM  
5 days before the grant deadline.**

Takes 48-72 hours to be approved



**TDA-GO times out after 30 minutes  
Save your work as you go.**

Have drafts of all your writings and other documents.

# Reminders



**Review all sections before you certify and submit. Once you submit, you CANNOT edit or make changes.**



**Application must be submitted before the deadline.**

System automatically closes at the time listed, based on Central Standard (CT) time and will not accept late submissions.



**Regularly check TDA-GO account and email for updates.**



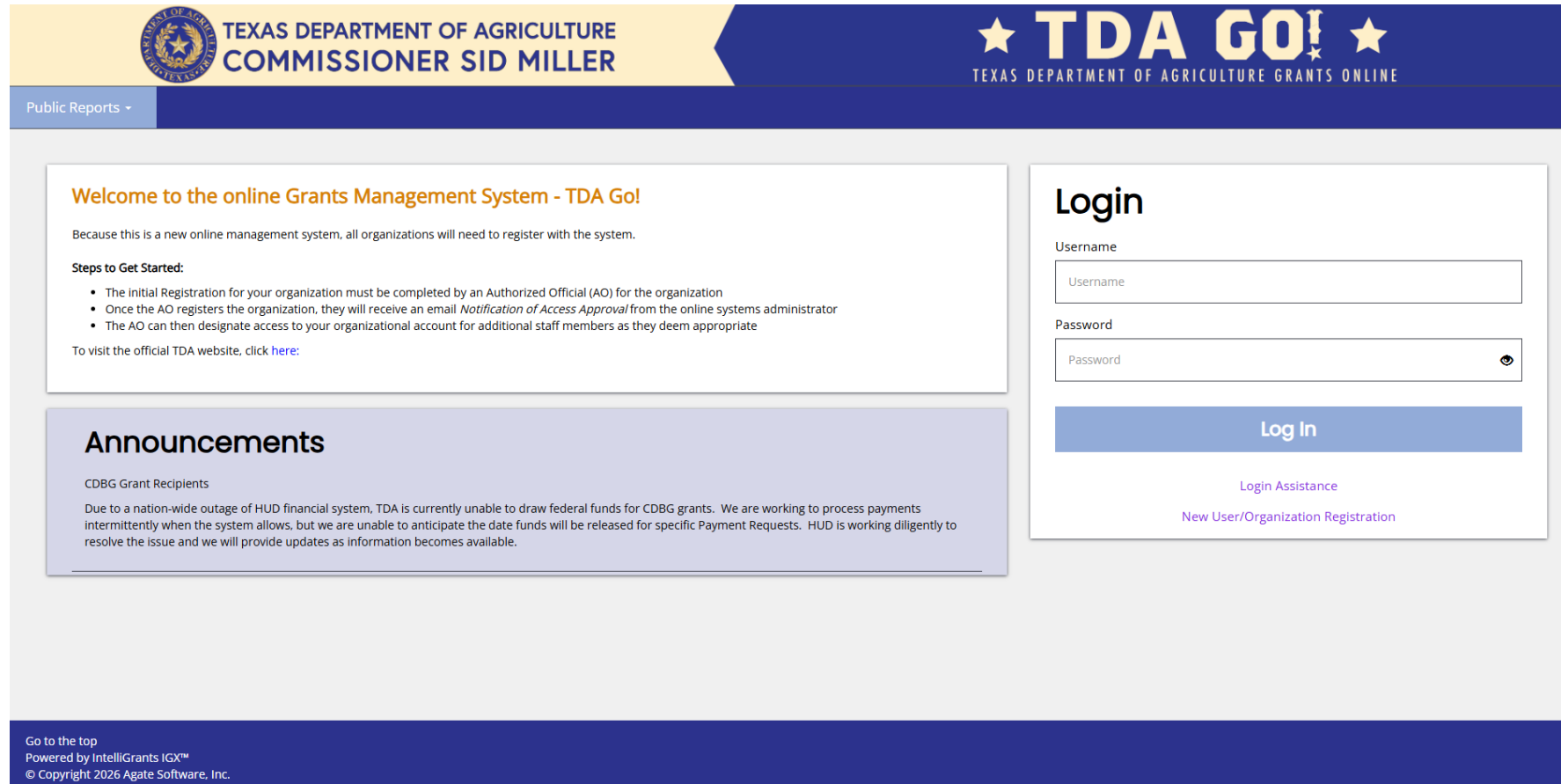
# New TDA-GO Users

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# Step#1a

- Go to TDA-Go website: <https://tda-go.intelligrants.com/>



The screenshot shows the TDA GO! website interface. At the top, there is a yellow banner with the Texas Department of Agriculture logo and the text "TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER". To the right, a blue banner features the "TDA GO!" logo with two stars and the text "TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE". Below the banners, a navigation bar includes a "Public Reports" dropdown menu. The main content area is divided into two columns. The left column contains a "Welcome to the online Grants Management System - TDA Go!" section with a brief explanation and "Steps to Get Started" (initial registration by an Authorized Official, email notification, and access designation). Below this is an "Announcements" section regarding a HUD financial system outage. The right column features a "Login" section with input fields for "Username" and "Password", a "Log In" button, and links for "Login Assistance" and "New User/Organization Registration". The footer contains a "Go to the top" link, "Powered by IntelliGrants IGX™", and "© Copyright 2026 Agate Software, Inc."



# Step#1b

- Click New User/Organization link found in the log in box on the right-hand side of the webpage

## Login

Username

Password

[Login Assistance](#)

[New User/Organization Registration](#)



# Step#1c

- Fill in the required fields and any optional fields desired.
- The Red Star is a required field ★

## Legend

First Name

Last Name

SAM/UEI/ENI - Enter 000000000000 if you do not have this number.

Organization Name: **(ENTER YOUR FIRST AND LAST NAME IF YOU ARE NOT A BUSINESS)**

Title – enter Job title

Street Address

State

Country

Zip Code

Email

Phone #

Username: **USE YOUR EMAIL**

Password

Verify password:

Notes: **ENTER “AGPro GRANT APPLICANT”**

- Click Save

New User Registration ✖

Page instructions for the registration modal

First Name ★	Middle Name
<input type="text"/>	<input type="text"/>
Last Name ★	Prefix <input type="text"/> Suffix <input type="text"/>
<input type="text"/>	<input type="text"/>
Title ★	SAM Number (UEI Number) ★ <input type="text"/> <input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>
FEIN	
<input type="text"/>	
Organization ★	Address ★
<input type="text"/>	<input type="text"/>
Address 2 ★	City ★
<input type="text"/>	<input type="text"/>
State ★	Zip Code ★
<input type="text"/>	<input type="text"/>
County ★	Email ★
<input type="text"/>	<input type="text"/>
Phone ★	Phone 2
<input type="text"/>	<input type="text"/>
Fax	Cell Phone
<input type="text"/>	<input type="text"/>
Website	Username ★
<input type="text"/>	<input type="text"/>
Password ★	Verify Password ★
<input type="text"/>	<input type="text"/>
Notes	
<input type="text"/>	



# Step#1d

- New user registration will be sent to TDA staff for approval. You will receive an email indicating approval within 48-72 hours. After approval, the New User can log on and access TDA-GO.

Mindy Fryer TDA GO! Registration Approved

TDA-GO@IntelliGrants.com(TDA-GO@IntelliGrants.com via ama)    Reply    Reply All    Forward    ...

To: Mindy Weth Fryer    Expires: 1/12/2022    Mon 12/13/2021 10:12 AM

Retention Policy    Inbox (30 days)

*The actual sender of this message is different than the normal sender. Click here to learn more.*

**WARNING: This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.**

The user Mindy Fryer has been approved for TDA GO! To access the system please navigate to <https://tda-go.intelligrants.com>.



# **How to Access Grant Application**

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# Step#1

- After logging in, your Dashboard will appear

Home   Searches ▾     ● Mary Sue ▾

## Dashboard

### My Tasks Initiate Related Document

▸ Filter

▾ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
<a href="#">ADG-2025-TGO-00001</a>	Training Application	<a href="#">Test Grantee Organization</a>	Application canceled	8/14/2024 11:37:27 AM	12/31/2024 11:59:59 AM
<a href="#">ADG-2025-TGO-00003</a>	Training Application	<a href="#">Test Grantee Organization</a>	Application canceled	8/28/2024 11:39:12 AM	12/31/2024 11:59:00 AM
<a href="#">ADP2026001</a>	Grant - Agricultural	<a href="#">Test Grantee Organization</a>	Application in Process	10/29/2025 1:22:44 PM	

### Initiate New Application

▸ Filters

▾ Initiate New Application

Name	Provider	Availability	Description
<a href="#">Grant Agricultural Development - 2026</a>	TXDOA Provider	9/1/2025 12:00:00 AM - 12/31/2026 11:59:00 PM	
<a href="#">Grant Agricultural Development - Federal 2022</a>	TXDOA Provider	5/23/2022 12:00:00 AM - Open Ended	
<a href="#">Grant Agricultural</a>	TXDOA Provider	4/26/2023 12:00:00 AM -	

### Announcements

This is an announcement from TDA Go staff.



# Step#2

- Choose the Application by scrolling down the “Initiate New Application” box and click the blue hyperlink under the name banner. Once the program launches, it will say **Grant -Agriculture Producers Resources Opportunity**

▼ Initiate New Application

Name	Provider	Availability	Description
<a href="#">Grant - Agriculture Producers Resources Opportunity</a>	TXDOA Provider JAT	11/14/2025 12:00:00 AM - Open Ended	

« 1 »

*Figure 3. Selection for new Grant Application. Please note dates are for testing purposes only.*



# Step#3

- A brief description of the project and the agreement button appears. Click **Agree**.

Grant – Agriculture Producers Resources Opportunity – 2026

Provided By:	TXDOA Provider UAT
Provided To:	Test Ag Org
Application Availability Dates:	11/14/2025 12:00:00 AM -
Due Date:	N/A

**Agreement Language:**  
As an individual authorized to initiate a grant on behalf of my organization to request funding from the Texas Department of Agriculture, I will comply with all rules and requirements as described in the Request for Applications published to [www.texasagriculture.gov](http://www.texasagriculture.gov).



# Step#4

- After clicking the Agree button, the Document Landing Page will appear. The left column has the Grant Project Number at the top, four (4) drop down menus: **Forms, Status Options, Tools, and Related Documents,**

Home    Searches ▾

AGL260003

Forms  
Status Options  
Tools  
Related Documents

New Note

## Document Landing Page

<b>Template</b> Grant - AgLink Continuity Grant -2026	<b>Instance</b> Grant - AgLink Continuity Grant -2026	<b>Process</b> Application
<b>Document Name</b> AGL260003	<b>Document Status</b> Application in Process	
<b>Organization</b> Test Grantee Organization	<b>Your Role</b> Authorized Official	

Application in Process    Application Cancelled (Not Submitted)    Application Submitted    Application Approved    Grant Agreement Executed    Closeout Submitted    Closeout Revision Required    Grant Closed



# Forms

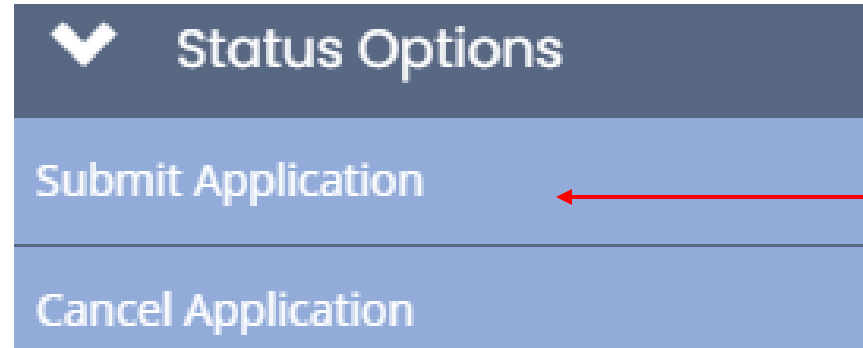
- List of required AgPro grant forms. Each one is a different section of required information to apply for the grant.

Forms	
Application	
Applicant Contact Information	<input checked="" type="checkbox"/>
Application Form	<input checked="" type="checkbox"/>
Operation Information	<input checked="" type="checkbox"/>
Project Proposal	<input checked="" type="checkbox"/>
Work Plan	<input checked="" type="checkbox"/>
Revenue and Operation Budget Details	<input checked="" type="checkbox"/>
Project Budget Costs	<input checked="" type="checkbox"/>
Required Uploads	<input checked="" type="checkbox"/>
Certification	<input checked="" type="checkbox"/>



# Status Options

- Application can be submitted or cancelled





# Tools

- Help navigating change and other information

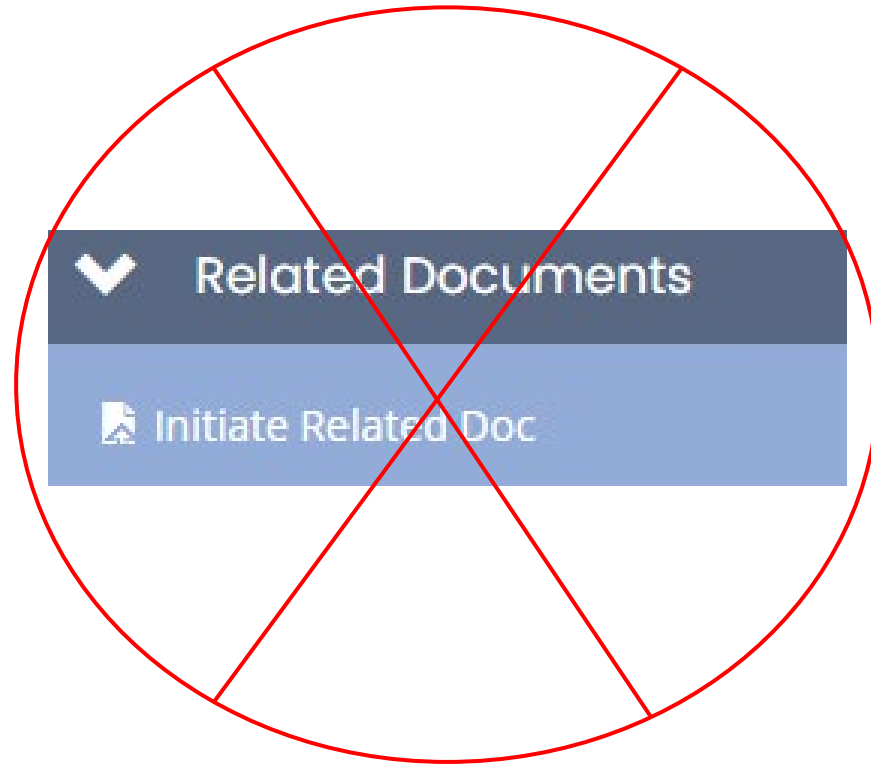
Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages



# Related Documents

- This is not needed during the application process.





# **Applicant Contact Information**

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# Step#1



- Click the Forms drop-down and then click **Applicant Contact Information**.

The screenshot shows a web application interface. On the left is a dark blue sidebar with a menu. The top of the sidebar has "Home" and "Searches". Below that is "AGP260003". Underneath are two expandable sections: "Forms" and "Application". The "Application" section is expanded, and "Applicant Contact Information" is highlighted with a red circle. Other items in the "Application" section include "Application Form", "Operation Information", "Project Proposal", "Work Plan", "Revenue and Operation Budget Details", "Project Budget Costs", "Required Uploads", and "Certification". Below these are "Status Options", "Tools", and "Related Documents".

The main content area is titled "Document Landing Page". It contains a summary of the document and a progress bar. The summary includes:

- Template:** Grant - Agriculture Producer Resource Opportunity - 2026
- Instance:** Grant - Agriculture Producers Resources Opportunity - 2026
- Process:** Application
- Document Name:** AGP260003
- Document Status:** Application Submitted
- Organization:** [Test Ag Org](#)
- Your Role:** Authorized Official

The progress bar shows eight stages: "Application in Process" (checked), "Application Cancelled (Not Submitted)", "Application Submitted" (checked), "Application Approved", "Grant Agreement Executed", "Closeout Submitted", "Closeout Revision Required", and "Grant Closed".

# Step#2



- Fill out information that is marked with a red asterisks (\*). Use the drop-down menu to select the AO for the project.

## Applicant Contact Information

**Instructions:**

Please complete this page and press the save button.

Required fields are marked with an \*

**Organization DBA**

City of Sample

**Name of Authorized Official**

(This person is authorized to enter into legal agreements on behalf of the applicant/organization. This person's name will appear on the grant agreement for signature.)

Select the Authorized Official of your organization from the drop-down list below. \*

**Prefix:**

**First Name:**

**Last Name:**

**Suffix:**

**Job Title:**

**Telephone:**

**Email:**

# Step#2



- Fill out information that is marked with a red asterisks (\*). Use the drop-down menu to select the contact for the project.

## Name of Application Preparer / Administrative Contact

(This person can answer day-to-day questions about the organization and the project.) \*

A drop-down menu with the text "Second AO" and a small downward-pointing arrow on the right side. The entire menu is circled in red.

Prefix:

First Name:

Last Name:

Suffix:

Position or Title:

Telephone:

Email:



# Step#2

- Type any other people who are involved in project but do not need to know about the grant process. This part is optional if there is no one else to add.

## Name of Additional Contact for Project

(Optional: This person may not have a role in the TDA-GO system, but is knowledgeable on the project's technical matters.)

Prefix:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Position or Title:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>



# Step#2

- Fill out information that is marked with a red asterisks (\*). Use the drop-down menu to select the county, US Congressional, Texas House, and Texas Senate Districts. Click the blue hyperlink to find that information.

Please select the county where your headquarters/main offices are located.

County \*

TDA Region

### Legislative Districts

Provide the legislative district(s) for the primary location of the project. This information is available [here](#). Press the plus button next to each option to add multiple selections. \*

US Congressional District:

 +

Texas House District:

 +

Texas Senate District:

 +



# Step#3

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and, the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

AGL260003

Forms

Application

Applicant Contact Information

## Applicant Contact Information

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

New Note | Print | **Save**



# Application Form

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# Step#1

- After saving the previous form, click **Application Form**. Fill out information that is marked with a red asterisks (\*).

A screenshot of a web application interface. On the left is a dark blue sidebar with a menu. The menu items are: Home, Searches, AGP260003, Forms, Application (highlighted), Applicant Contact Information, Application Form (circled in red), Operation Information, Project Proposal, Work Plan, Revenue and Operation Budget Details, Project Budget Costs, Required Uploads, Certification, Status Options, Tools, and Related Documents. The main content area is titled "Application Information" and contains instructions: "Please complete this page and press save. Required fields are marked with an \*". Below this is a "Qualifiers" section with two radio button options: "Agricultural Producer" (selected) and "Agricultural Service Provider". The "Agricultural Producer" option has a detailed description: "An individual or entity directly engaged in the production of agricultural products for commercial purposes, including crops (including farming); livestock (including ranching); forestry products; hydroponics; nursery stock whereby 50 percent or greater of the gross income is derived from those products." The "Agricultural Service Provider" option has a description: "An individual or entity that provides agricultural services, including but not limited to providing information, consulting, equipment, supplies or other activities to agricultural producers." At the bottom, there is a question: "Do you have a family, employment or business relationship with an executive, officer or employee of TDA or member of the TAFE Board? \* See RFGA for additional details."



- Fill out information that is marked with a red asterisks (\*).

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### Employment

Provide the number of current employees. \*

Current Full Time employee

Current Part Time employee

If your organization receives grant funding, how many employees do you expect to have in each of the following categories? (Include both full-time and part-time staff as applicable.) \*

# of Full-time employees retained:  # of New Full-time employees hired:

# of Part-time employees retained:  # of New Part-time employees hired:

Provide as many of these as you have. Enter n/a if they are not applicable.

Texas Department of Agriculture Account number * (example: grain warehouse account)	<input type="text"/>
TCEQ Permit Number*	<input type="text"/>
USDA Perishable Agricultural Commodities Act (PACA) #*	<input type="text"/>
USDA License Numbers* (example: grain warehouse account)	<input type="text"/>
Gin #*	<input type="text"/>



# Step#2

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

Application Information

New Note | Print | Save



# Operation Information

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# Step#1

- After saving the previous form, click **Operation Information**. Fill out information.

Home   Searches ▾

AGP260016

Forms

Application

Applicant Contact Information

Application Form

**Operation Information**

Project Proposal

Work Plan

Revenue and Operation Budget Details

Project Budget Costs

Required Uploads

Certification

Status Options

Submit Application

Cancel Application

## Operation Information

**Instructions:**  
Please complete this page and press save.  
Required fields are marked with an \*

Provide as many of these as you have. Enter n/a if they are not applicable.

Texas Agricultural or Timber Registration Number *	<input type="text"/>
Property ID Number(s) found on your property Tax Statement * (a unique identifier assigned by the local appraisal district)	<input type="text"/>
Texas Farm Service Agency (FSA) Farm Number *	<input type="text"/>
Texas Department of Agriculture Account Number * (example: pesticides license)	<input type="text"/>

### Property Ownership

List any person who owns 20% or more of the operation/business listed in this application. The applicant must have a substantial interest in the business to be eligible for a grant.

Penny Money ▾

New Note | Print | Save



# Step#2

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

Operation Information

New Note | Print | Save



# Project Proposal

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# Step#1

- After saving the previous form, click **Proposed Project Description**. Fill out information.

Home   Searches ▾

AGP260016

▼ Forms

▼ Application

Applicant Contact Information

Application Form

Operation Information

**Project Proposal**

Work Plan

Revenue and Operation Budget Details

Project Budget Costs

Required Uploads

Certification

▼ Status Options

Submit Application

Cancel Application

▼ Tools

## Proposed Project

**Instructions:**  
Please complete this page and press save.  
Required fields are marked with an \*

### Characteristics

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

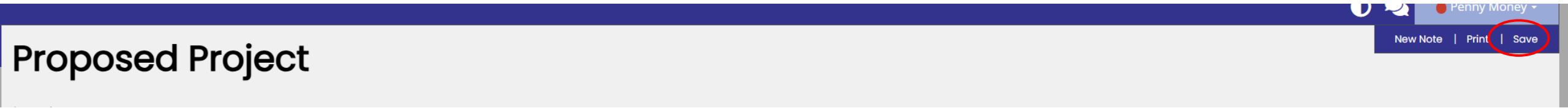
Horticulture

New Note | Print | Save



# Step#2

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.





# Work Plan

---



# Step#1

- After saving the previous form, click **Utilization of Grant Funds Plan**. Fill out information that is marked with a red asterisks (\*).

Home    Searches ▾

AGP260016

Forms

Application

Applicant Contact Information

Application Form

Operation Information

Project Proposal

**Work Plan**

Revenue and Operation Budget Details

Project Budget Costs

Required Uploads

Certification

Status Options

Submit Application

Cancel Application

Tools

Landing Page

Penny M

New Note | Print

## Work Plan

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

Detail the steps it will take to complete the project. Include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach and reporting. To add additional work plans sections, press the plus button on the right. \*

Start Date MM/YYYY	End Date MM/YYYY	Work to be Completed
<input type="text"/>	<input type="text"/>	<p>Activity:</p> <div style="border: 1px solid gray; height: 40px;"></div> <p>0 of 300</p> <p>Who:</p> <div style="border: 1px solid gray; height: 40px;"></div> <p>0 of 150</p>



# Step#2

- Click the **Plus(+)** button to add an additional row if needed.

## Utilization of Grant Funds Plan

New Note | Print | Save

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

Detail the steps it will take to complete the project, include who will complete each task and any resulting deliverable. The timeline should be progressive (including month and year) to show when each activity will start and end. Be sure to include performance monitoring, data collection, outreach and reporting. To add additional work plans sections, press the plus button on the right. \*

*(ie: First Harvest period, maintenance, processing complete)*

Start Date MM/YYYY	End Date MM/YYYY	Work to be Completed
<input type="text"/>	<input type="text"/>	<p>Activity:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>0 of 300</p> <p>Who:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>0 of 150</p>



# Step#3

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.



# **Estimated Revenue and Operation Budget**

---



# Step#1

- After saving the previous form, click **Estimated Revenue and Operation Budget**. Fill out information that is marked with a red asterisks (\*).

Home Searches - Penny Money - New Note | Print | Save

## AGP260016

Forms

Application

- Applicant Contact Information
- Application Form
- Operation Information
- Project Proposal
- Work Plan
- Revenue and Operation Budget Details**
- Project Budget Costs
- Required Uploads
- Certification

Status Options

- Submit Application
- Cancel Application

Tools

### Estimated Revenue and Operation Budget

**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**

**Goal:** The TAFE Board wants to gain an understanding of the financial and production capabilities of your project. They use the following information to review your ability to turn production into revenue and pay expenses during the estimated project period.

**Estimated future 12- Month Agricultural Revenue**  
*Instructions: The TAFE Board will use this section to estimate the impact the Grant will have on your future revenue. Indicate the estimated revenue expected in the next 12 months if this project is implemented.*

Category	Amount
Government Payments (do not include AgPro grant here)	\$ <input type="text"/>
Livestock (cattle, goats, chickens, etc.)	\$ <input type="text"/>
Milk Production (cattle, goats, etc.)	\$ <input type="text"/>
Equipment	\$ <input type="text"/>



# Step#2

- If a question has a Browse button in the answer box, it is necessary to upload the appropriate documents. Click Browse button to open file selection screen and upload file.

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 th

Loan Letter Upload:

Drag Files Here

Gift **(Required:** furnish a letter from the person gifting the funds that will be available fo

Personal Savings, by checking this box, I certify that I have the needed capital in savings

Other (describe)

Mindy - Texas Department of Agriculture > Attachments

Name	Status	Date modified	Type	Size
2023-24 LRGVWDMA(By Dist Name) 6 18 ...	🔗	3/11/2025 5:46 PM	Microsoft Word D...	27 KB
image001.png	🔗	2/19/2025 8:34 AM	PNG File	25 KB
Loop component 1.fluid	🔗 R	2/24/2023 9:30 AM	FLUID File	53 KB
Loop component.fluid	🔗 R	2/24/2023 9:25 AM	FLUID File	21 KB

file name:  All Files (\*.\*)



# Step#3

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

## Estimated Revenue and Operation Budget

New Note | Print | Save



# Project Budget Cost

---



# Step#1

- After saving the previous form, click **Project Budget Costs**. Fill out information that is marked with a red asterisks (\*).

Home Searches - Penny Money - New Note | Print | Save

AGP260016

Forms

Application

- Applicant Contact Information
- Application Form
- Operation Information
- Project Proposal
- Work Plan
- Revenue and Operating Budget Details
- Project Budget Costs**
- Required Reports
- Certification

Status Options

- Submit Application
- Cancel Application

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation

## Project Budget Costs

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

When preparing your budget, list **only the expenses that are required to carry out this project**. This should include the grant amount requested and the necessary matching funds. Any costs that are unrelated—such as general business expenses or items not connected to the project—should not be included.

Provide a description of all costs along with a justification for each item. The explanations should focus on how each budget item is required to achieve the project. Be sure to itemize the request with quantities and individual estimated costs.

**Grant Match Requirements**

- \$100,000 or less, 10% Match
- \$100,000.01 and \$250,000.00, 20% Match
- \$250,000.01 and \$500,000, 30% Match

Expense Categories	Total Funds Requested	Grant Funds Requested	Match Funds
Personnel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

BUDGET DETAILS



# Step#2

- Fill out information. Click the **Plus(+)** button to add an additional row if needed .

## Equipment

Describe any special purpose equipment that is to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$10,000 per unit.

If awarded, the grant recipient must maintain property records for equipment acquired. A physical inventory of the item will be conducted by TDA for the life of ownership.

Item Description	Rental or Purchase	Total Funds Requested
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="\$"/>
<b>Equipment Subtotal</b>		<b>\$0.00</b>

+

## Equipment Justification

For each Equipment item listed in the above table describe how this equipment will be used to achieve the completion of the project's objective(s) and outcome(s).



# Step#3

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

## Project Budget Costs

New Note | Print | **Save**



# Administrative Form Uploads

---



# Step#1

- After saving the previous form, click **Administrative Form Uploads**. Fill out information that is marked with a red asterisks (\*).

Home Searches - Penny Money - New Note | Print | Save

## AGP260016

- Forms
- Application
  - Applicant Contact Information
  - Application Form
  - Operation Information
  - Project Proposal
  - Work Plan
  - Revenue and Operation Budget Details
  - Project Budget Costs
  - Required Uploads**
  - Certificates
- Status Options
- Tools
- Related Documents
  - Initiate Related Doc

### Required Uploads

Instructions:  
Please complete this page and press save.  
Required fields are marked with an \*

Click the blue hyperlink to download the form, complete the information, sign it and reupload.

#### Administrative Forms

[Application for Texas Identification Number \\*](#)  
click to download (MUST USE THIS FORM ONLY)

Drag Files Here

This will NOT generate a new number. Information provided is used for background checks and to set up account for payment, if awarded.

[Direct Deposit Authorization \\*](#)  
click to download (MUST USE THIS FORM ONLY)

Drag Files Here

[W-9 IRS Federal Tax Form \\*](#)  
click to download (MUST USE THIS FORM ONLY)

Drag Files Here



# Step#2

- Click the blue hyperlink to download all three(3) forms. Fill in the information and sign them. Click the Browse button to upload the appropriate documents in their correct place.

## Administrative Forms

[Application for Texas Identification Number \\*](#)

click to download (MUST USE THIS FORM ONLY)

This will NOT generate a new number. Information provided is used for background checks and to set up account for payment, if awarded.

[Browse](#) Drag Files Here

[Direct Deposit Authorization \\*](#)

click to download (MUST USE THIS FORM ONLY)

[Browse](#) Drag Files Here

[W-9 IRS Federal Tax Form \\*](#)

click to download (MUST USE THIS FORM ONLY)

[Browse](#) Drag Files Here

### Supplement Upload

Add any additional documents in this section. Use the (+) or (-) to add/delete additional rows.

[Browse](#) Drag Files Here





# Step#3

- Click the Save button in the top right-hand corner before moving on to the next section. If any required fields are not filled out, an error message will appear and the application may not be submitted. A white check mark will indicate that you have saved and completed the section.

## Administrative Form Uploads

New Note | Print | Save



# Step#4

- Go back and review all eight (8) previous sections for completeness and accuracy.

Application	
Applicant Contact Information	<input checked="" type="checkbox"/>
Application Form	<input checked="" type="checkbox"/>
Operation Information	<input checked="" type="checkbox"/>
Project Proposal	<input checked="" type="checkbox"/>
<b>Work Plan</b>	<input checked="" type="checkbox"/>
Revenue and Operation Budget Details	<input checked="" type="checkbox"/>
Project Budget Costs	<input checked="" type="checkbox"/>
Required Uploads	<input checked="" type="checkbox"/>
Certification	<input checked="" type="checkbox"/>

Application	
Applicant Contact Information	<input type="checkbox"/>
Application Form	<input type="checkbox"/>
Operation Information	<input type="checkbox"/>
Project Proposal	<input type="checkbox"/>
<b>Work Plan</b>	<input type="checkbox"/>
Revenue and Operation Budget Details	<input type="checkbox"/>
Project Budget Costs	<input type="checkbox"/>
Required Uploads	<input type="checkbox"/>
Certification	<input type="checkbox"/>



# Certification

---



# Step#1

- After saving the previous sections, click **Certification**. Fill out information that is marked with a red asterisks (\*).

Home    Searches ▾    Penny Money ▾    New Note | Print | Save

## AGP260016

Application

- Applicant Contact Information
- Application Form
- Operation Information
- Project Proposal
- Work Plan
- Revenue and Operation Budget Details
- Project Budget Costs
- Required Uploads
- Certification**

Status Options

- Submit Application
- Cancel Application

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages

### Certification

**Instructions:**  
Please complete this page and press the save button.  
Required fields are marked with an \*

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 (TxGMS), 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.**

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

Signature of Authorized Representative	Title	Date
<input type="checkbox"/>		

**CERTIFICATION AND SUBMISSION INSTRUCTIONS**

To save your signature:

1. Select the **certification checkbox**.
2. Click **Save** in the upper-right corner of the page.

To submit your application:



# Step#2

- Scroll down to the bottom of the page and then click the box under Signature of Authorized Representative to certify the application.

Signature of Authorized Representative

Title

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.

# Step#3

- Click Save.



New Note | Print | **Save**

This application becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Texas Government Code, Sections 552.021, 552.023, and 559.004.)

<input checked="" type="checkbox"/>	Signature of Authorized Representative	Title	Date
<input checked="" type="checkbox"/>	Penny Money	Authorized Official	04/16/2026

#### CERTIFICATION AND SUBMISSION INSTRUCTIONS

**To save your signature:**

1. Select the **certification checkbox**.
2. Click **Save** in the upper-right corner of the page.

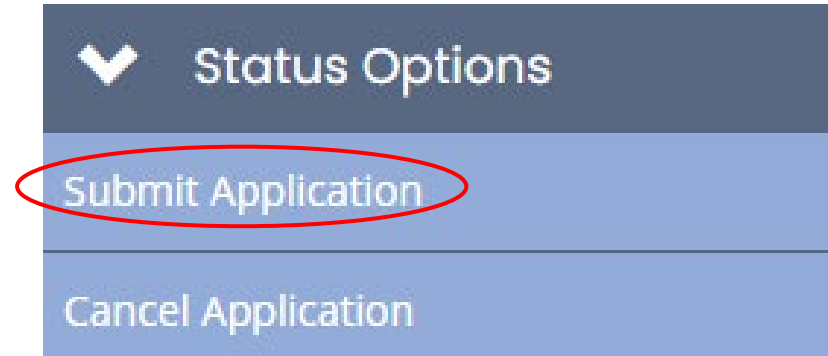
**To submit your application:**

1. In the left navigation menu, go to **Status Options** and select **Submit Application**.
2. Your application will **not** be submitted until the status is changed to **Submit Application**.



# Step#4

- After saving the previous form, click **Status Options**. Click the Submit Application to submit your application.





# Step#5

- If there are any errors, a Document Validation box will pop-up and will ask to make changes. After saving the previous form, click **Status Options**. Click the Submit Application to submit your application.

## Document Validation



Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
<a href="#">Production/Service Capacity</a>	Error(s)	Yes



# Step#6

- After submitting your application, you will receive a confirmation email. It will say Application AgLink-2026-TGO-##### for [your organization] instead of Application HDM-2021-TGO-00005 for Test Organization.

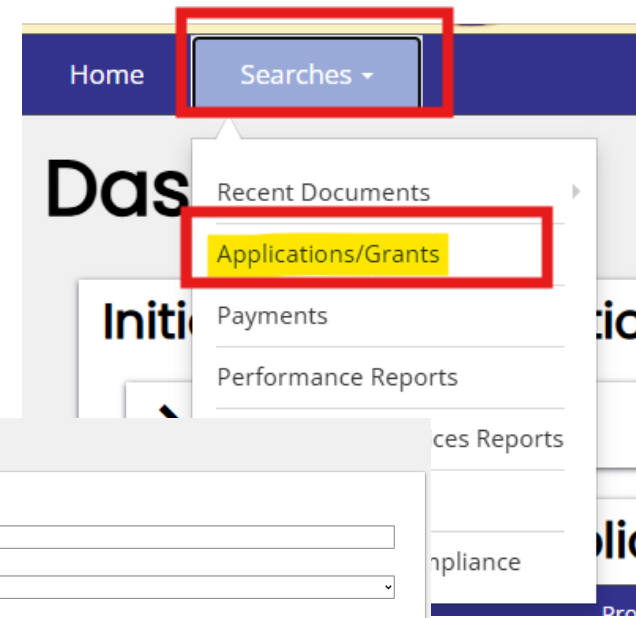
From: [websites@agatesoftware.com](mailto:websites@agatesoftware.com) <[websites@agatesoftware.com](mailto:websites@agatesoftware.com)>  
Sent: Tuesday, April 13, 2021 10:57 AM  
[REDACTED]  
Subject: Application HDM-2021-TGO-00005 Submitted

**WARNING:** This email originated from outside of the Texas Department of Agriculture email system. DO NOT click links or open attachments unless you expect them from the sender and know the content is safe.

Thank you for submitting Application HDM-2021-TGO-00005 for Test Grantee Organization. TDA staff will review and contact the persons identified in the application with any questions or concerns

# How do I confirm my application is submitted?

- It will no longer be in the worklist, Or
- Click Search



## Applications/Grants

### Document Search

Document Name <input type="text" value="AGP"/>	Year <input type="text"/>
Document Type <input type="text"/>	Status <input type="text"/>
Organization <input type="text"/>	Person <input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

## ▼ Documents

Name	Organization	Type	Status
<a href="#">AGP260003</a>	<a href="#">Test Ag Org</a>	Grant - Agriculture Producers Resources Opportunity - 2026	Application Submitted
<a href="#">AGP260004</a>	<a href="#">Test Ag Org</a>	Grant - Agriculture Producers Resources Opportunity - 2026	Application in Process
<a href="#">AGP260005</a>	<a href="#">Test Ag Org</a>	Grant - Agriculture Producers Resources Opportunity - 2026	Application Cancelled (Not Submitted)



# Grant Writing





# Grant Writing Tips & Tricks

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- Start early, DO NOT wait until the last minute.
- Read through ALL directions and follow them as closely as possible.
- Make sure you have a plan and a realistic timeline.
- Draft your answers first (Word, Google doc, paper, etc.)
- Check the application to ensure all required materials are attached.
- Proofread for context and spelling errors.
- Communicate with Grant Specialists when necessary.



# What Happens After You Submit Your Application?

- **Administrative Review**
  - TDA reviews your application to ensure it is complete and meets basic eligibility requirements.
- **Competitive Evaluation**
  - Eligible applications are scored based on program criteria.
- **Board Consideration**
  - The Texas Agricultural Finance Authority Board reviews applications and scores based on program criteria and makes final award decisions.
- **Award Notification (NOGA)**
  - Applicants are notified of the decision. Awarded applicants receive a Notice of Grant Award (NOGA) with next steps.
- **Grant Agreement & Project Start**
  - Complete required paperwork before beginning the project.
- **Post-Award Management**
  - Submit reimbursement requests and required reports through the system throughout the grant period.



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+ . **Post Award**

○



# Compliance & Accountability

All costs must  
be within  
grant term

Texas Grant  
Management  
Standards

Only used for  
the approved  
project

# Payment Requests

- Submit requests for reimbursement every quarter to show clear financial and program progress.
  - Submitting monthly is optional.
- Submit all payment requests within 60 days after the project or grant agreement ends, whichever comes first.
- Examples of proper payment requests:
  - Invoices
  - Receipts
  - Detailed information on personnel costs
  - Proof of Payment





# Documentation Standards

- Invoices/receipts
  - All expenditures must be accompanied by a **detailed itemized invoice**. The invoice/receipt at minimum must:
    - Legible
    - Name of seller/business
    - Address of seller/business
    - Date of Purchase
    - Amount Paid
    - Items listed must clearly identify the purchased items or services.
- Proof of Payment
  - To ensure all purchases are made in compliance with grant terms, all expenditures must be accompanied by *proof of purchase documentation*
- Equipment tracking and approval requirements



# Performance Reporting Timeline

	Period	Due Date
First Performance Report	8/1/2026-8/31/2026	10/01/2026
Second Performance Report	9/1/2026-11/30/2026	01/01/2027
Third Performance Report	12/1/2026-2/28/2027	04/01/2027
Fourth Performance Report	3/1/2027-5/31/2027	07/01/2027



# Performance Reporting Timeline

	Period	Due Date
Fifth Performance Report	6/1/2027-8/31/2027	10/01/2027
Sixth Performance Report	9/1/2027-11/30/2027	01/01/2028
Seventh Performance Report	12/1/2027-2/28/2028	04/01/2028
Eighth Performance Report	3/1/2028-4/30/2028	06/01/2028
Final Performance Report	8/1/2026-4/30/2028	06/01/2028
Final Budget Report	8/1/2026-4/30/2028	07/01/2028

# Reminders

- Read through the entire RFGA and other published grant documents.
- Keep organized records.
- Document everything.
- Submit reports on time.
- Keep track of deadlines.





## Contact and Resource Information



# Contact and Resource Information

- Grants Office
  - Monday – Friday 8:00 AM to 5:00 PM
  - Email: [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)
  - Phone: 833-380-8282

**APPLICATION DUE MAY 14, 2026 at 5:00 PM**



# Questions?

Comments, Concerns?