TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

2025 GO TEXAN MARKETING ENHANCEMENT GRANT ASSISTANCE PROGRAM
EVENT GRANTS
Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) will accept applications for the GO TEXAN Event (GTE) Grants under the GO TEXAN Marketing Enhancement Grant Assistance (MEGA) Program. GTE grants are designed to provide grant funds to Associate-level GO TEXAN partners who coordinate public festivals, farmers markets, and events across the state that will promote GO TEXAN businesses, Texas made products, and the overall GO TEXAN Program.

Dates

Applications must be received by Thursday, March 20, 2025 by 11:59 pm Central Time (CT).

Agency Division

Trade and Business Development – Grants Office, Grants@TexasAgriculture.gov

Catalog of Domestic Federal Assistance (CFDA) Number

N/A

Key Elements

Required Action	Timing to Obtain/Submit
Create a TDA-GO Profile *(see TDA-GO Access Instructions)*	
• Obtain Your Organization's UEI Number and establish an Active SAM.gov Account (if you do not already have one) *	Not required for this grant
• Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
• Request Access to by creating TDA-GO profile (if you do not already have one)*	48-72 hours ahead of the application submission deadline for TDA to approve account. Last minute registrations are not guaranteed.
TDA Deadline to receive final application and all supporting materials through TDA-GO	March 20, 2025 - 11:59 p.m. Central Time
Award Timeline	
• Anticipated Award	July 2025 (or as soon thereafter as practical)
• Anticipated Start Date of Project/Grant	August 1, 2025
• First Event Date	October 1, 2025
• End Date of Project	December 31, 2026

* Text hyperlinks will direct you to applicable websites

2025 GO TEXAN Marketing Enhancement Grant Assistance Program

Event Grants

Contents

Please read all materials before preparing and submitting the application. Failure to follow the instructions and requirements described in this Request for Grant Applications (RFGA) may result in the disqualification of the application.

Fraud Warning Disclaimer: Please be aware that certain individuals might approach you by falsely presenting themselves as representatives of the Texas Department of Agriculture (TDA). Under this false pretense, they might try to gain access to your personal information or to acquire money by claiming that they are contacting you on TDA's behalf. Such fraudulent offers and claims are usually received via email, text message, phone, etc. These claims and offers are fraudulent and invalid, and you are strongly advised to exercise great caution and disregard such offers and invitations. You will not be contacted by TDA or the government to request payment before you receive a grant. Please report any attempts to defraud you to TDA's Grants Office immediately. You may also report fraudulent activity to the Texas Attorney General's Office Consumer Protection Division at https://www.texasattorneygeneral.gov/consumer-protection/common-scams

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture Code ("Code"), Sections 12.002, 12.0175 and 12.027, which authorize the Texas Department of Agriculture (TDA) to encourage the proper development and promotion of agriculture, horticulture, and other industries that grow, process, or produce products in this state. TDA is requesting applications through the MEGA Program for GTE grants.

This RFGA is for GTE grants that are designed to provide grant funds to **Associate**-level GO TEXAN partners who coordinate public festivals, farmers markets, and events across the state that will promote GO TEXAN businesses, Texas made products, and the overall GO TEXAN Program.

TDA reserves the discretion and authority to make multiple grant awards under the terms of this RFGA. TDA further reserves the discretion and authority to make no awards under the terms of this RFGA or to cancel or withdraw this RFGA at any time.

Eligibility

Eligible applicants
- Eligible applicants are current Associate-level GO TEXAN partners in good standing.
  - Associate Partner means retailers, livestock shows, distributors, communities, restaurants, farmers markets, and other entities that have applied for and been approved to use the GO TEXAN Associate mark.
- For purposes of eligibility for GTE grants, "good standing" means that at the time of the MEGA – GTE grant application submission deadline, the applicant's GO TEXAN registration is in full compliance with all of the provisions of the GO TEXAN Program
  - the applicant's GO TEXAN registration has been approved by TDA and is not currently suspended or terminated,
  - all registration fees have been paid,
  - and the registrant's account has no outstanding issues.
  - Please note: an application for GO TEXAN registration takes 2 weeks to process.
  - For questions or to check on GO TEXAN partnership status, please contact (877) 99-GOTEX or gotexan@TexasAgriculture.gov.
  - NO EXCEPTIONS WILL BE MADE.

Qualifying Event Information
1. The event must be able to document previous participation by at least 6 GO TEXAN Partners. TDA will verify before final funding determination is made.
2. The proposed event must be conducted between October 1, 2025 – December 31, 2026. TDA will only consider <u>one</u> event during this time frame per applicant.
3. Only advertising expenses will be considered and must be after the start date of the grant award beginning date.
4. Limit of one application for funding per event.
5. Limit of one application per GO TEXAN Associate Partner.

6. The event must be put on by a current GO TEXAN Associate Partner – to join as a GO TEXAN partner apply online at https://licensing.texasagriculture.gov/.

Additional Information

- TDA reserves the right to request additional information or documentation to determine eligibility, including verification of participating GO TEXAN partners.
- Applications missing documentation or otherwise deemed incomplete will not be considered for funding.
- TDA reserves the right to deny applications if the applicant is unable to provide required documentation within the deadline provided by TDA when requesting the information.
- All determinations regarding eligibility and funding amounts are final.
- Associate partners vary in the type of entity including but not limited to for profit business, local government, and non-profits. A for-profit applicant that has a family, employment or business relationship with an executive, officer or employee of TDA is not eligible for a grant under the MEGA Program. A local government or non-profit applicant that has a family, employment or business relationship with an executive, officer or employee of TDA will be considered during the internal administrative review process and a determination of eligibility will be made on a case-by-case basis.
  - A "family" or familial relationship is defined as a relationship within the third degree of consanguinity, or second degree of affinity, as established in Texas Government Code, Sections 573.023-.025.

Consanguinity and Affinity Relationship Chart				
Consanguinity (Includes individuals related by blood to the official or employee)			**Affinity** (Includes an officials' or employee's spouse and individuals related to the spouse)	
First Degree	**Second Degree**	**Third Degree**	**First Degree**	**Second Degree**
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 Brothers & Sisters Brothers & Sisters' Spouses

Funding Parameters

Selected grant projects, if any, under this RFGA will receive funding on a **cost-reimbursement** basis. Funds will not be given in advance to Grant Recipients. Grant Recipients must have the financial capacity to pay for all project costs up front.

Grant awards, if any, are subject to the availability of funds. If no funds are appropriated or collected

for this purpose, applicants will be informed accordingly.

- TDA shall consider the historical number of GO TEXAN vendors and level of GO TEXAN Program recognition when determining funding levels.
- The proposed event must include participation by GO TEXAN businesses (see table below).
- The proposed event must allow TDA to participate and promote the GO TEXAN Program.
- Budgets will be reviewed in the competitive evaluation process.
- GO TEXAN must be mentioned in event literature, marketing materials, advertisements, and/or social media, in compliance with the GO TEXAN mark specifications document.

Number of GO TEXAN Partners who participated in the event in 2024*	Number of GO TEXAN Partners estimated to participate in the event in 2025**	Maximum grant that may be requested
0-5	N/A – Not Eligible	N/A – Not Eligible
6-15	Minimum of 10	$10,000
16+	16+	$20,000

*if no event was held in 2024, please provide the information for calendar year 2023.
**Amounts will not be reimbursed until after the event is concluded and the number of participating GO TEXAN Partners is confirmed. If the number of participating GO TEXAN Partners is less than estimated, the grant amount may be reduced.

Projects may be funded at varying levels depending on the nature of the project. TDA reserves the right to accept or reject any or all applications submitted. TDA is under no legal or other obligation to make an award on the basis of a response submitted to this RFGA. TDA shall not pay for any costs incurred by any entity in responding to this RFGA.

Written notifications will be made to all applicants. Favorable decisions will indicate the amount of award, duration of the award, and any special conditions associated with the project.

TDA reserves the right to distribute any declined or excess funding designated for this grant program to qualified applicants who respond to this RFGA.

Term of Funding or Duration of Projects

A notice of grant award (NOGA) is anticipated to be made in July 2025, or as soon thereafter as administratively possible. All approved projects have an **anticipated** start date of August 1, 2025 and must be completed by December 31, 2026.

Evaluation and Selection Information

An administrative review of applications will be conducted by TDA agency staff to determine whether the application is adequately responsive to the requirements of this RFGA. Only those

responsive applications submitted by eligible applicants will be considered and evaluated under this RFGA. Applications are considered final when submitted, and TDA staff will not communicate with any applicant regarding the content or status of an application until after formal evaluation of all applications.

Late applications or applicants that do not meet the minimum requirements of this RFGA will be subject to disqualification and will receive no further consideration for funding.

The entire application package, comprised of the Application, Project Narrative (using required template format), and all additional attachments, will be evaluated on its comprehensiveness, completeness, and overall quality. Application packages will be evaluated based on the following criteria:

Project Narrative – 9 points accrued as follows:
- Project Purpose/Impact/Data - *3 points*
  - Describes the program/activity to be achieved and provides detailed information about current activities (if applicable), describes how the program will be implemented, and key milestones to be achieved.

- Success Quantification - *3 points*
  - Includes enough detail to reasonably determine that the project will lead to actual results; to ensure marketing efforts are successful as a result of this program.

- Impact to GO TEXAN Program - *3 points*
  - Describes the project's anticipated benefits to the Program, applicant, other businesses, organizations, and/or region.

Budget Narrative: 3 points
- Application should include description and amounts for budget categories and should align with project needs. Is the budget well-described and appropriate for the proposed project?

Additional Criteria considered by TDA

- Discounts offered to GO TEXAN Partners
- Type of Advertising/Outreach
- History of Performance with previous GTE awards

Program Contacts

Ms. Bradine "Bray" Griffiths
Grants Specialist
Phone: (512) 463-2496
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Kat Neilson
Lead Grant Specialist
Phone: (512) 463-6695
Email: Grants@TexasAgriculture.gov

GO TEXAN Partnership
(877) 99-GOTEX or gotexan@TexasAgriculture.gov

TDA staff is available to answer questions regarding GTE grants under the MEGA program and to provide clarifying information concerning this RFGA. **TDA staff will not review any grant proposals prior to the application deadline.**

Do not wait until the last minute to submit your application. Staff will not be available after 3:30 PM on the date of the deadline.

Grant Recipient Responsibilities and Accountability

Selected applicants (Grant Recipient), if any, will be responsible for the conduct of the project supported by GTE grants and for the results achieved. Each Grant Recipient shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. Grant Recipients must carry out the activities described in the approved scope of work.

Grant Recipients will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. Grant Recipients must ensure:

- Funds are used only for activities covered by the approved project,
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes, and
- All budget and performance reports are completed in a timely manner.

Each Grant Recipient must ensure it has an adequate accounting system in place and sufficient internal controls to ensure expenditures and reimbursements are reported and maintained for four (4) years after the conclusion of the project, or longer if required by TDA.

Late or Ineligible Applications

- TDA will not consider applications submitted after the published due date unless the deadline has been revised for all applicants.
- TDA will perform an administrative review to determine applicant eligibility and responsiveness to the request for grant applications.
- Applications submitted by ineligible applicants will not receive funding consideration.
- Applications that are not fully responsive to the request for grant applications will not be considered during the competitive review process.
- Determinations of late or ineligible applications are final and not subject to an appeal process.
- Problems with computer systems at the applicant organization, Adobe compatibility settings issues, failure to follow instructions in the RFGA, or failure to complete required registrations (e.g., Grants.gov, Sams.gov, UEI Number, etc.) by the submission deadline are NOT considered government system issues and do not constitute grounds for an appeal.
- The RFGA explains the time required to complete these registration requirements. It is the applicant's responsibility to ensure that enough time is committed for adequate submissions by the listed due date and time.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.
- Failure to attach documents to the application package correctly is not considered a system issue.

Reporting Requirements

Selected applicants, if any, will be required to submit a final performance report thirty (30) days after project completion or termination of the grant agreement, whichever occurs first. As part of TDA's ongoing monitoring of grant funds, Grant Recipients must demonstrate progress toward achieving project goals. Failure to comply with reporting requirements may result in the withholding of requests for reimbursement and/or termination of the grant agreement or award.

All reports will be submitted in TDA-GO. Selected applicants will be provided guidance in post award instructions.

Application Requirements

Applications will be accepted in TDA's online Grant Application/ Management system called TDA-GO by the deadline in the Submission Instructions Section.

The grant application **must** be completed online at: https://tda-go.intelligrants.com

Mailed, faxed, emailed or hand-delivered applications will not be accepted.

To be considered, applications must be complete and include all the following information:
- o Completed online application;
- o Partner Profile;
- o Project Narrative;
- o Work Plan;
- o Budget Details; and
- o Administrative Form Uploads
  - o Application for Texas Identification Number,
  - o Direct Deposit Authorization, and
  - o W-9 IRS Federal Tax Form.
- o Certification

See Section entitled **Application Form Guidance** for detailed instructions on each section.

Budget Information

1. **Payment.** Grant funds will be paid to grant recipient only on a cost-reimbursement basis. Grant Recipient will be required to submit payment requests quarterly, but no more frequently than monthly, to show significant financial and project progress. Requests for reimbursement must include sufficient documentation detailing each allowable grant project expense. Acceptable documentation may include, but is not limited to, invoices, receipts, and/or detailed information regarding personnel costs. TDA has the sole discretion to determinate the validity of the cost. No in-kind donations or matching funds are required. Reimbursement payment requests shall only be submitted by the grant recipient to TDA for reimbursement after the grant recipient purchases the approved budget item.

2. **Matching**. No in-kind donations or matching funds are required.

3. **Payment Schedule.** TDA will approve reimbursement of up to 90% of the total grant award upon timely receipt of payment requests and documentation, prior to the submission of the Final Performance Report.

   The final 10% of funds will be released once all required reports, including but not limited to the Final Performance Report, have been submitted and approved.

4. **Ineligible Expenses.** Certain expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of such expenditures include, but are not necessarily limited to, the following:

a) Alcoholic beverages;
b) Contributions - charitable or political;
c) Controlled assets (small equipment), defined as certain items valued $500.00 - $4,999.99 which must also be inventoried, link to [Controlled Property Listing](). These items include Audio Equipment, Cameras (Portable, Digital, SLR), TVs, Video Players/Recorders, Computers, Projectors, Smartphones, Tablets, and Other Hand Held Devices;
d) Entertainment (including but not limited to, balloons, party décor, refreshments, DJ, giveaways/swag);
e) Equipment – Tangible personal property costing over $5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
f) Equipment rental, including portable restrooms, tables, chairs, tents, audio equipment, etc.
g) Expenses for items not listed in the project budget
h) Expenses that fail to meet the intent (advertisement/promotion) of the program;
i) Expenses that are not adequately documented or that do not meet the intent of the program;
j) Event Personnel;
k) Gift cards;
l) Indirect Costs;
m) Personnel costs – both salary and benefits directly related to project implementation;
n) Gratuity/Tips;
o) Travel – No reimbursement for meals or any food items related to travel; or
p) TDA fees including licensing, GO TEXAN certification, or GO TEXAN event participation (Ex: State Fair of Texas GO TEXAN Pavilion General Store shelf fees)

5. **Eligible Expenses.** Generally, expenses that are necessary and reasonable for proper and efficient performance and administration directly related to the project are eligible. ==Grant funds may not be used to supplant normal business costs, but instead must be used to cover the costs incurred for the **advertisement/promotion of your event**.==
   a) Advertising (print, radio, tv commercials, social media/online)
   b) Event signage – design and printing
   c) Printing costs – flyers, outreach materials, educational literature

General Information

Selected applicants will receive an electronic NOGA letter and an official Grant Agreement from TDA through TDA-GO. The NOGA is not legally binding until a grant agreement is fully executed.

TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any application and to reject any and all applications. Where more than one application is acceptable for funding, TDA may request cooperation between grant recipients or revisions/adjustments to an application in order to avoid duplication and to realize the maximum benefit to the state. Selected projects will receive funding on a cost-reimbursement basis.

Applications

TDA reserves the right to reject all applications and is not liable for costs incurred by the applicant in the development, submission, or review of the application, or costs incurred by the applicant prior to the effective date of the grant agreement.

Right to Amend or Terminate Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and the State of Texas. The decision of TDA will be administratively final in this regard.

Proprietary Information/Public Information

In the event that a public information request for the application is received, TDA shall process such request in accordance with the Texas Public Information Act, Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.

All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from disclosure under the Texas Public Information Act.

Conflict of Interest

The applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the applicant's disqualification or termination of any resulting grant agreement.

Additional Information

- Assistance is available in English and Spanish. Please call (512) 463-7448 to request assistance.

- Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact TDA where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact TDA through the Federal Relay Service at (800) 877-8339 or Texas Relay 7-1-1. Additionally, program information may be made available in languages other than English.

Reporting Fraud in State Government

- TDA is committed to promoting a culture of integrity within the agency. As part of the agency's commitment, TDA has instituted a Fraud, Waste, and Abuse Prevention Program to provide its employees with the necessary guidance and support to prevent, detect, and eliminate fraud, waste, and abuse within the agency. TDA's Fraud, Waste, and Abuse Prevention Program complies with Executive Order RP-36 of July 12, 2004.

- Reports of suspected fraud or illegal activities involving state resources may be made by:
  - contacting the Texas State Auditor's Office (SAO) Hotline by calling (800) TX-AUDIT (892-8348);
  - visiting the SAO Website at (https://sao.fraud.texas.gov/ReportFraud/;
  - contacting TDA by calling the TDA Fraud Hotline at (512) 475-3423 or (866) 5-FRAUD-4 (866) 537-2834; or
  - sending a written complaint to:
    - ➢ by mail: Texas Department of Agriculture
             1700 N. Congress Avenue
             Austin, TX 78701
    - ➢ by email: fraud@texasagriculture.gov.

General Compliance Information

1. Grant recipient (an applicant who receives a grant under this program) must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by a Grant Recipient to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grant Recipient of his/her responsibilities to TDA for performance of those duties.

2. Grant recipient must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.

3. Grant recipient must keep separate records and a bookkeeping account (with a complete record of all expenditures) for a project. Records shall be maintained for a minimum of four (4) years after the completion of the project, or as otherwise agreed upon with TDA. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the four-year retention period, then all records and accounts must be retained until their destruction is authorized in writing by TDA. TDA and reserve the right to examine all books, documents, records, and accounts relating to the project, including all electronic records, at any time throughout the duration of the agreement until all litigation, claims, negotiations, audits or other action pertaining to a grant is resolved, or until the expiration of the four-year retention period or a final judgment in litigation, whichever is longer. TDA and the SAO shall have access to: all electronic data or records pertaining to the grant project; paper or other tangible documents or records, including the physical location where records are stored; and all locations related to project activities.

4. If the Grant Recipient has a financial audit performed during the time the Grant Recipient is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, any schedules, and the final report or result of such audit.

5. Grant Recipients must comply with Texas Government Code, Chapter 783 (Uniform Grant and Contract Management) and the Texas Grant Management Standards (TxGMS).

Deadline for Submission of Responses

Applicants must submit one complete, electronically signed application through the TDA-GO system by TDA **11:59 p.m. CT on Thursday, March 20, 2025** (see submission instructions below). Applications may not be supplemented after the submission deadline.

Do not wait until the last minute to submit your application.

- Applications may not be supplemented after the submission deadline.
- It is the applicant's responsibility to ensure the timely receipt of the application and all required materials.
- All required letters and attachments must be attached to the TDA-GO application package. Any supplemental information/files submitted outside TDA-GO (email, mail, hand delivered) will not be considered as eligible submissions.

For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at (512) 463-2496 or by email at Grants@TexasAgriculture.gov. TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

- **Mailed, faxed, emailed or hand-delivered applications will not be accepted.**
- **Applications must be submitted online via TDA-GO.**

The online system will date, and time stamp the submission for receipt documentation purposes.

Click the following link for the submission link or copy and paste the following in your browser: https://tda-go.intelligrants.com/.

An automated receipt email will be sent from the TDA-GO system indicating the application has been received.

Do not wait until the last minute to submit your application.

The applicant is responsible for ensuring their application is submitted in a timely manner. TDA strongly advises applicants to apply well before the deadline to allow for resolving any potential issues. Late applications will not be accepted, even if caused by technical problems or errors.

TDA-GO Application Instructions

Click here to access the TDA-GO website or copy and paste the following in your browser: https://tda-go.intelligrants.com/

Step 1: Accessing Grant Opportunity

The following describes how to access the grant opportunity via TDA-GO for returning users. **Applications may only be initiated by an Authorized Official or Project Director.**

- **Returning users - Log in with your current username and password**
- **New Users – see section "TDA-GO New User Instructions" on page 28**

Dashboard

After logging in, your Dashboard will appear (Figure 1).

- **My Tasks** are documents/applications that are in process;
- **Initiate New Application** are blank grant applications.
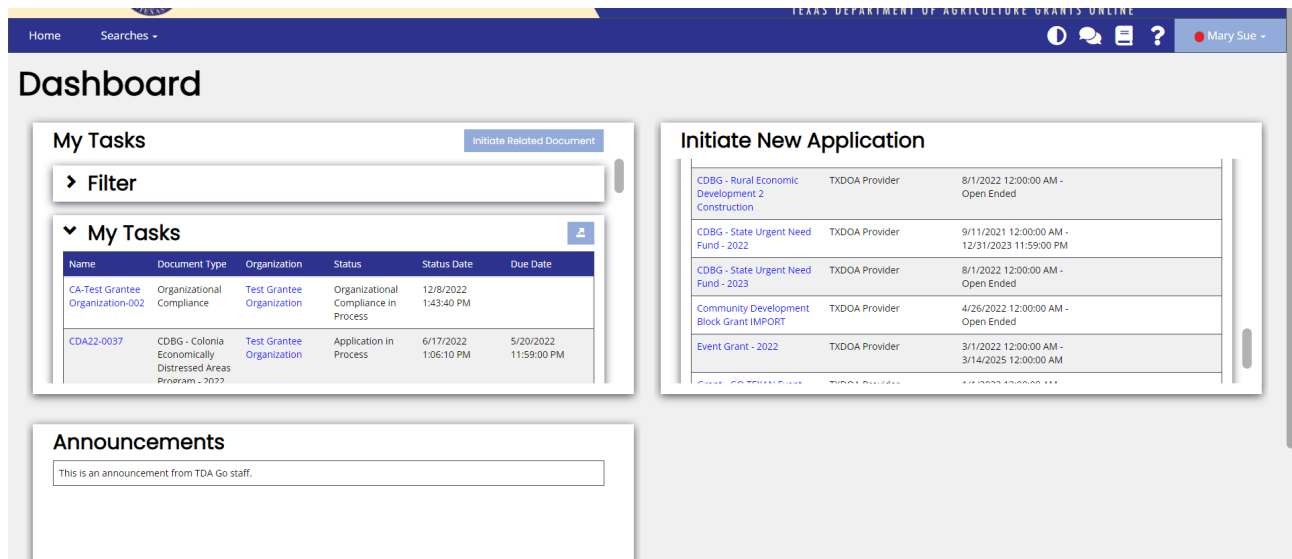
Figure 1. Landing page after logging in

Choose the **GTE Grant Program** by scrolling down the **"Initiate New Application"** box and select **Grant – GO TEXAN Event Grant - 2025** (Figure 2 & 3).
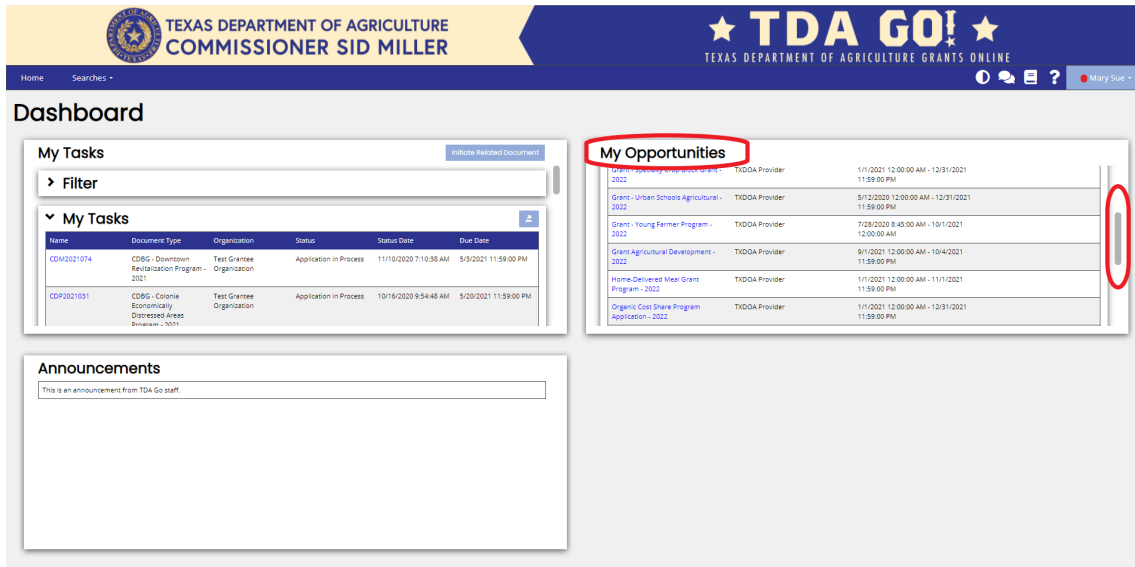
Figure 2. My Opportunities and location of scrolling tool
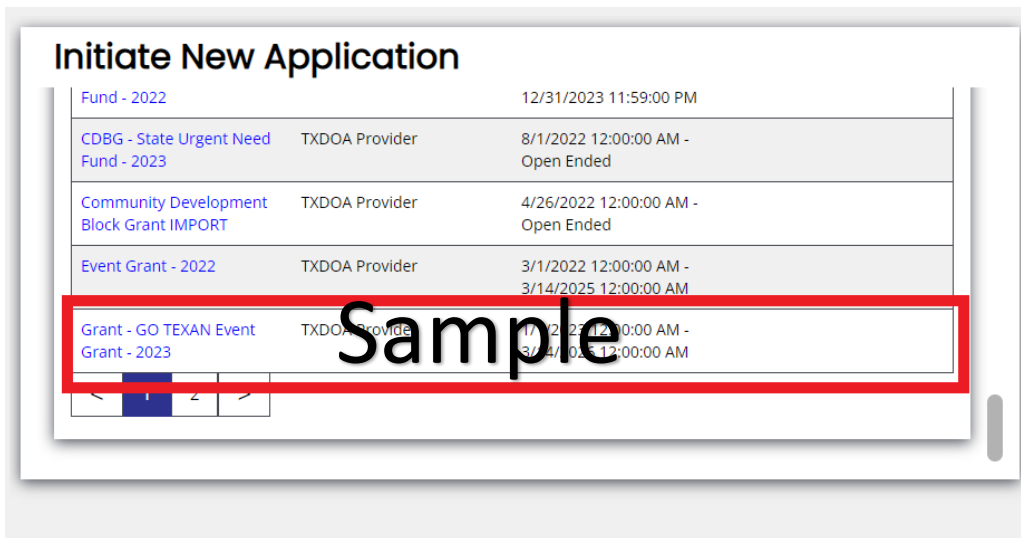
Figure 3. Selection for new application. Please note dates are for testing purposes only.

A brief description and agreement language appears (Figure 4). Read and select **Agree**.

Figure 4. Agreement

Document Landing Page

After Agree is selected, the Document Landing Page will appear (Figure 5).

Figure 5. Document Landing Page

The left column has the Grant Project Number at the top, then four drop down menus: **Forms, Tools, Status Options, and Related Documents.**

- **Forms** is a list of required information that includes Applicant Form, Proposed Project, Budget Form, Required Uploads, and Certification.
- **Tools** include Add/Edit People that can access the application, Status History, Modification Summary, Attachment Repository, Notes and Print Document ability. *See "Application Form Guidance" section for instructions on how to complete the application.*
- **Status Options** is where the application can be submitted or cancelled.
- **Related Documents** is not applicable to the application submisson process. You will not need this function to submit your application.

Application Form Guidance

The following section provides some additional guidance regarding key sections of the applications. As a reminder this is a competitive grant application, TDA staff is available to answer questions regarding the program and to provide clarifying information concerning this RFGA. TDA staff will not review any grant proposals prior to the application deadline.

As you move through the online application here are a few tips to keep in mind:

1. All required fields are marked with a *. An error message will appear and the application may not be submitted if these required fields are not filled out (Figure 7).
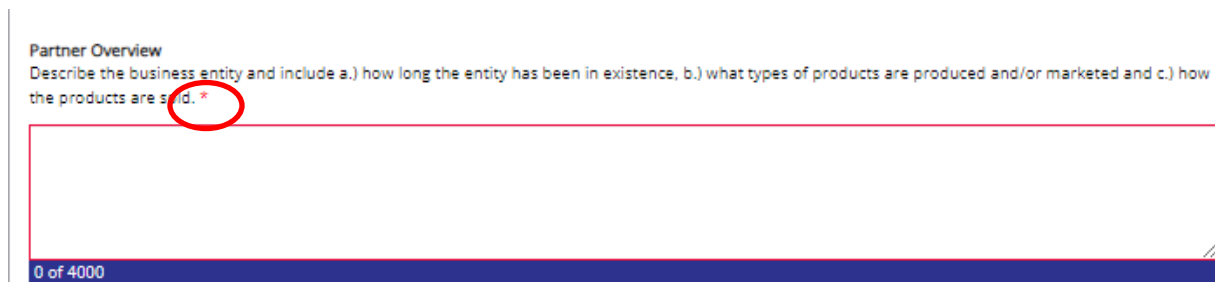
Figure 7. Example of Required Fields

2. If a question has a Select button in the answer box, it is necessary to upload the appropriate documentation (Figure 8). Click on the Select Button to open the file selection screen.

Figure 8. The Select button allows applicant to select and upload the appropriate documentation

3. Any field with a Plus (+) button has the ability to add an additional row (Figure 9).
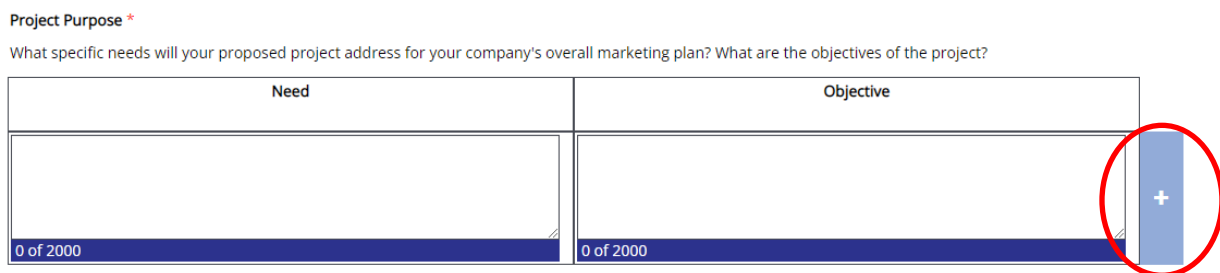
Figure 9. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 10)

Project Purpose *

What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?

Need	Objective		
0 of 2000	0 of 2000	+	−
0 of 2000	0 of 2000	+	−
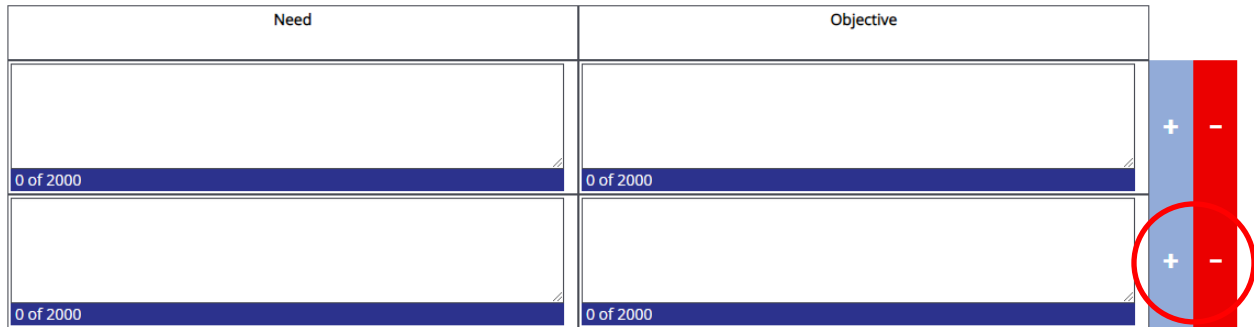
Figure 10. Subtract additional rows by clicking the minus (-) button

4. After completing the form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).
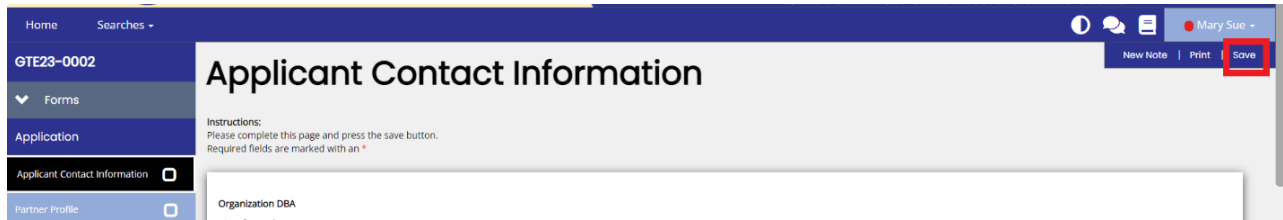
Figure 11. Regularly save your work by clicking the save button in the upper right hand corner
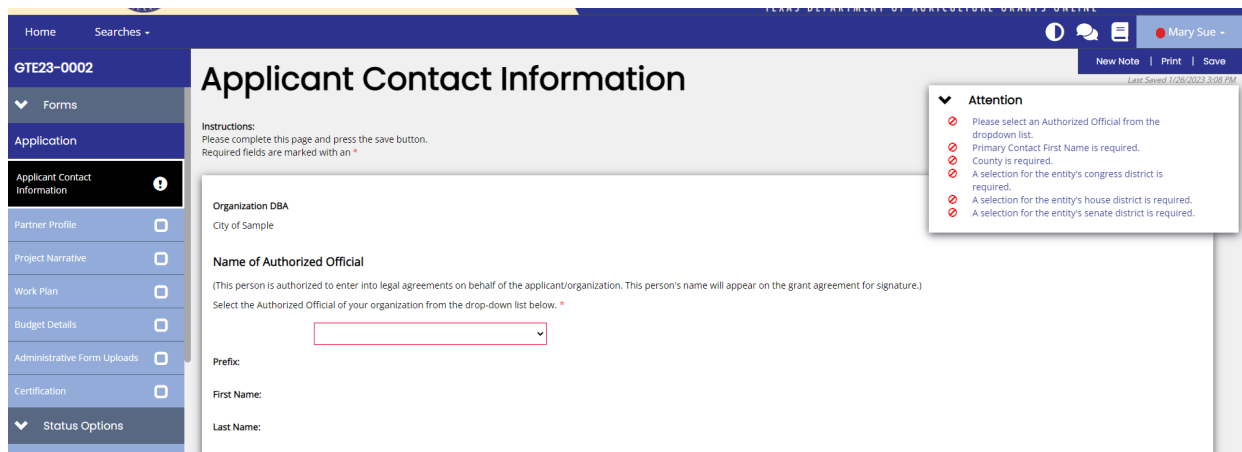
Figure 12. Error Message of missing required message

Step 1: Start Application Form

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 6). **All sections of the Application Contact Information must be completed.**

Figure 6. Application Form location

All sections of the Application Contact Information must be completed.

Step 2: Complete Proposed Profile

Expand the **Forms** drop down menu and select **Project Profile** (Figure 13).

Complete all appropriate sections of the Partner Profile.

If you need assistance with your GO TEXAN Associate Account number contact:

GO TEXAN Program Partnership
      (877) 99-GOTEX or gotexan@TexasAgriculture.gov

After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

STEP 3: Complete Project Narrative

Expand the **Forms** drop down menu and select **Project Profile** (Figure 14).

Figure 14. Partner Narrative location

Complete all appropriate sections of the Project Narrative. See below for specific instructions not outlined in TDA-GO.

Project Impact.
- Describe the project's anticipated benefits to the applicant, other businesses, organizations, or community. Consider including the following in your response:
  - What is the history of the event? What was the inspiration behind the event creation?
  - Has anything new been added to the event to create additional interest and increase potential crowds?
  - Who attends the event? Does it draw crowds from the local community, regionally, state-wide, etc.? Do you have demographic information on the attendees that you can share?
  - What are the project's anticipated benefits to TDA's GO TEXAN program?
  - Please list the advertising channels you will use to highlight GO TEXAN and number of anticipated impressions for each.

STEP 4: Complete Work Plan

Expand the **Forms** drop down menu and select **Work Plan** (Figure 15).

Figure 15. Work Plan location

Use the table provided to describe ALL activities of the project. As you fill in the table electronically, additional lines may be added as necessary. Provide detailed activities to illustrate the project's planning, implementation and evaluation phase. Project activities are anticipated to start on or shortly after August 1, 2025 and be completed no later than December 31, 2026. TDA will not reimburse any expenses incurred prior to the start date of a grant award.
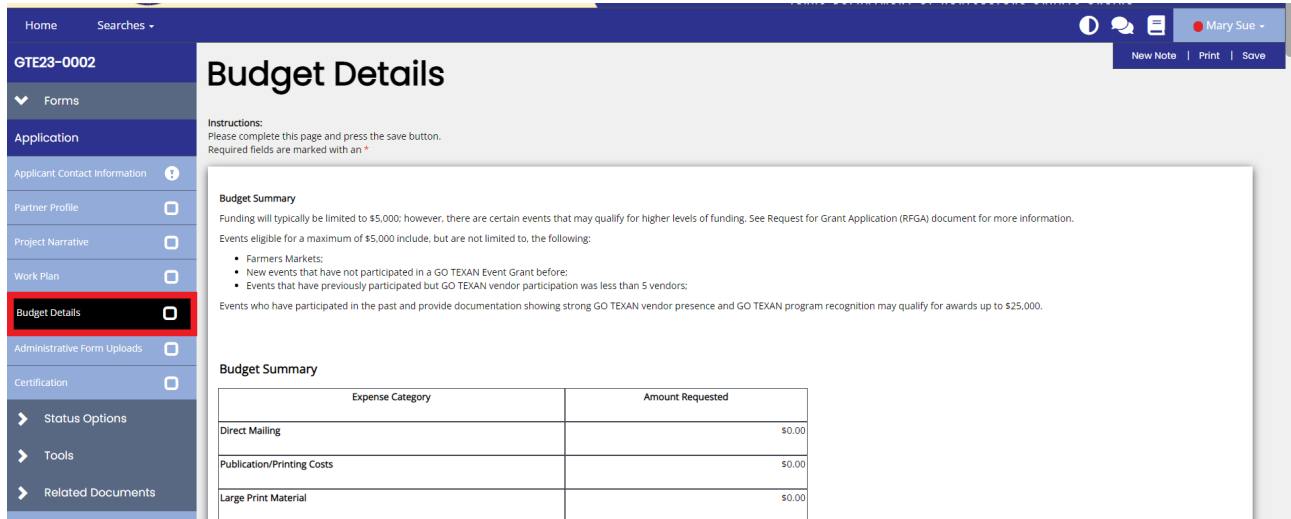
1. List ALL activities that will be performed to accomplish the objectives of the project. Be specific about what will be done. Make sure a correlation between each activity and its purpose in meeting the goal(s) of the project is clear.

2. Who will do the work of each activity?
    •   If collaborative arrangements or subcontracts are used, make sure you specify their role and responsibilities in performing project activities.

3. Indicate when each activity will be accomplished.
    •   Include progressive timelines for accomplishing each activity.
    •   Make sure to include the month, day and year the project is scheduled to begin. (Note: see anticipated term in the Instruction Document and the sample table provided below.)
    •   Be sure to include performance-monitoring activities.

After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 11).
    After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 5: Complete Budget Deails

Expand the **Forms** drop down menu and select **Budget Details** (Figure 16).

Figure 16. Budget Form location

Complete all applicable sections of the Budget Details. Read instructions included in application carefully. See below for specific instrutions.

See "Budget Information" section for additional gudiance on "elgible expenses".

Step 6: Complete Required Uploads

Expand the **Forms** drop down menu and select **Required Uploads** (Figure 17).

Figure 17. Required Uploads location

Application for Texas Identification Number, Direct Deposit Authorization, and W-9 Federal Tax Form are **Required Uploads** for the GTE Grant (Figure 17).

Click on the blue hyperlink in the online applicaiton to download the form to complete.
1. Application for Texas Identification Number: *This form is required per Texas Contract Management guidelines. By completing this form, you are assisting TDA with contract management standards to set up accounts for grant awards. This does not actually get you a new ID number. This is a standard form TDA must collect.*
2. Direct Deposit Authorization: *Required for ACH Payments.*
3. W-9 Federal Tax Form: *This form is required per Texas Contract Management guidelines.*

After uploading the required forms, hit the **Save** button in the top right hand corner (Figure 11). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 12).

Step 7: Complete Review and Certification

Before completing Step 5 Certification, please review application for completeness and accuracy. Once the application is certified and submitted, an applicant *CANNOT* make any additional changes.

Before certifying the application, please go over each section ensuring all information is correct and there are no error messages. If there are no error messages in a section, the section in the drop down menu will have a check next to it (Figure 18).

Figure 18. Completed section with check mark

If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 19). Click on the selection in the drop down menu and review and resolve the error messages.
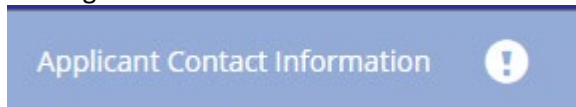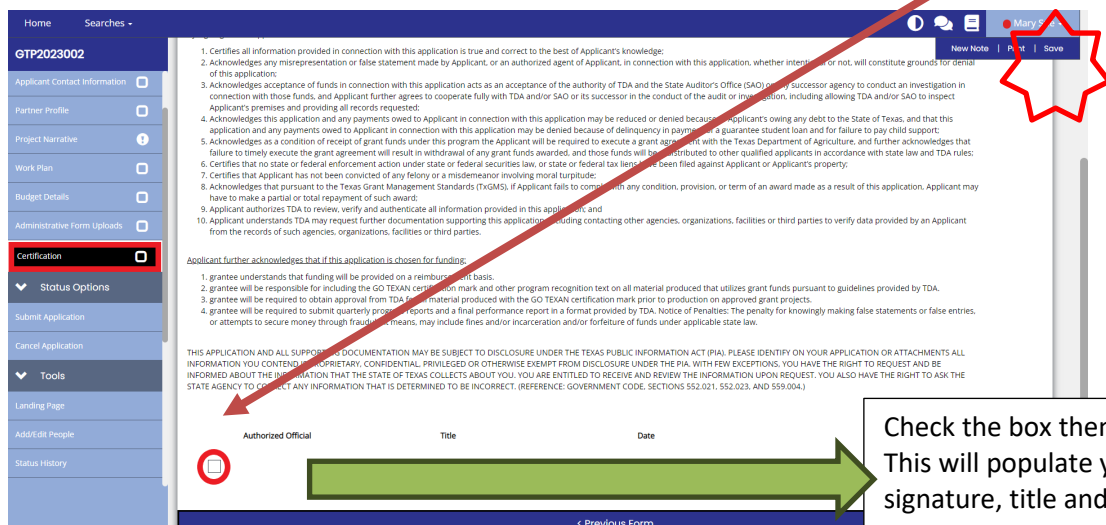
Figure 19. Incomplete section with error messages

Once all error messages are resolved and each section has a check as seen in Figure 18, the application can be certified and submitted.

Expand the **Forms** drop down menu and select **Certification** (Figure 20). To certify your application, check the box (Figure 20). The section is then complete. Click **Save** in the top right corner.

Check the box then hit save. This will populate your e-signature, title and date.

Figure 20. Certification and check box location

Once the application is certified/e-signed and complete, you must SUBMIT the application within the TDA-GO system before the posted deadline.

Step 6: Application Submission

Once the application is certified/e-signed and complete, you must SUBMIT the application within the TDA-GO system.

Expand the **Status Options** drop down menu (Figure 21). Select **Submit Applicaiton.**
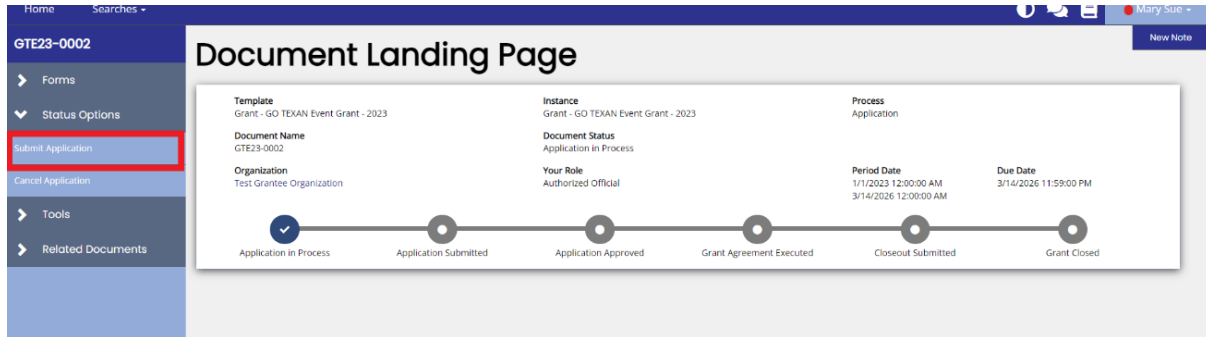

Figure 21. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 23). You may click on each section name to be directed to the errors.
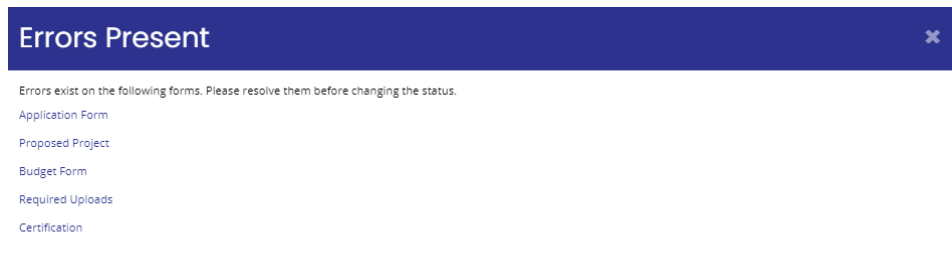

Figure 22. Error message will appear if you try to submit application with errors

If no errors are detected, the system will ask if you are sure. Once you select to submit, you will then be taken back to the **Landing Page** (Figure 24).
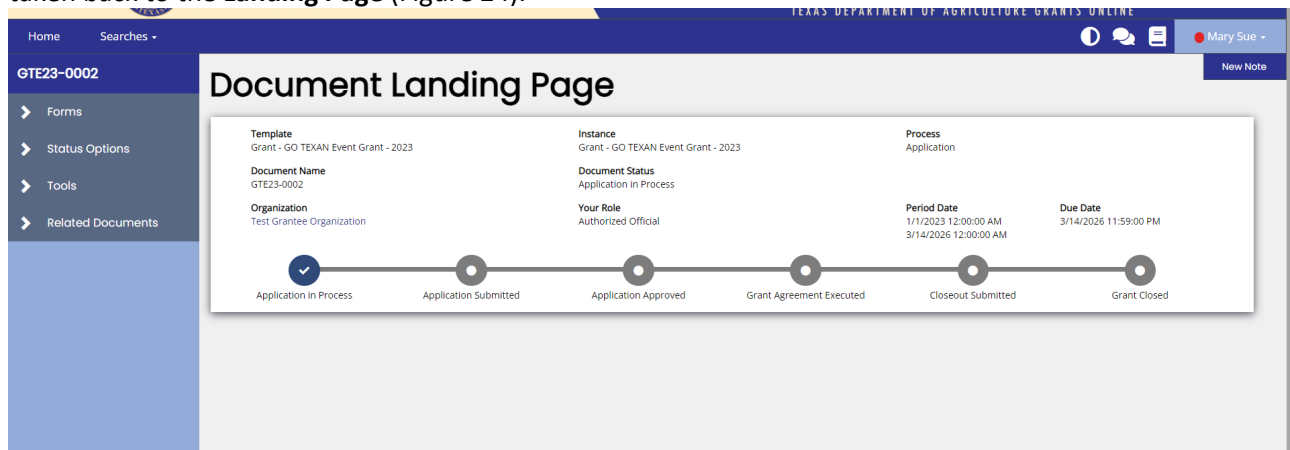
Figure 23. After application submission, you will return to the Document Landing Page.

NOTE: Applications must be submitted by the opportunity due date. The online application will no longer be available after that time. Times identified are based on TDA headquarters (Central Time Zone) and are displayed on your TDA-GO home screen.

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 25).

From: websites@agatesoftware.com <websites@agatesoftware.com>
Sent: Tuesday, April 13, 2021 10:57 AM
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

Figure 25. Example of confirmation email

TDA-GO New User Instructions

Step 1: User Access

An applicant must first register as a User in TDA's online Grant Application/Management system called TDA-GO. If the applicant organization is a new user to TDA-GO, proceed to **Step 2: TDA-GO New User Set Up**. If the applicant organization is already a User of the TDA-GO System and need to add additional personnel as New Users, please proceed to **Step 3: Adding Users and Assigning Roles**.

The TDA-GO system allows organizations to assign applicable security roles to different users. When a New User request is submitted, TDA will approve the user and apply the appropriate security role: Authorized Official, Project Director, and Consultant/Researcher.

- Authorized Official – person authorized to enter into legal agreements on behalf of the organization.
- Project Director – Personnel involved in grant administration.
- Consultant/Researcher – A third party member assisting with a single grant application *or* employee/researcher/staff/PIs/Professors assisting with a single grant application.

Step 2: Registering a New User Organization in TDA-GO

The following describes how to access the TDA-GO online grant system by setting up a new account for an organization. The applicant organization must have a user account to access the Program application. <mark>THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!</mark>

Steps to Get Started:

- The initial registration for the organization must be completed by an Authorized Official (AO) for the organization
- Once registered, the AO can designate access to the organizational account for additional staff members as they deem appropriate.

To register a New User, complete the following steps:

1) Go to the TDA-GO Website: https://tda-go.intelligrants.com/
2) Click on the *New User/Organization Registration* link found in the Login box on the right side of the webpage.
3) Fill in the required fields and any optional fields desired. See Legend below for specific field instructions. Click on the *Save* button.

Legend
First Name (Required)
Last Name (Required)
SAM/UEI & DUNS (Required)
– Enter all zeros if you do not
have these numbers (e.g.
000000000) in this box.
Organization (Required) –
Enter FIRST AND LAST NAME
(applicant).
Title – Enter Business title
Street Address (Required)
State (Required)
County (Required)
City (Required)
Zip Code (Required)
Email (Required)
Phone (Required)
Username (Required) – the
username the registering
user wishes to register for.
Use your email address.
**Password/Verify Password
(Required)** – the password
the registering user (applicant) wishes to register for.
Notes: **Enter MEGA/GTE Grant**

4) **Hit Register.** The registration for the New User will be sent to TDA staff for approval. You will receive an email indicating approval within 24-48 hours. After approval, the New User can log on and access the TDA-GO platform.

> **NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.**

You will receive an email confirming registration approval. Once for the organization and another for the user.
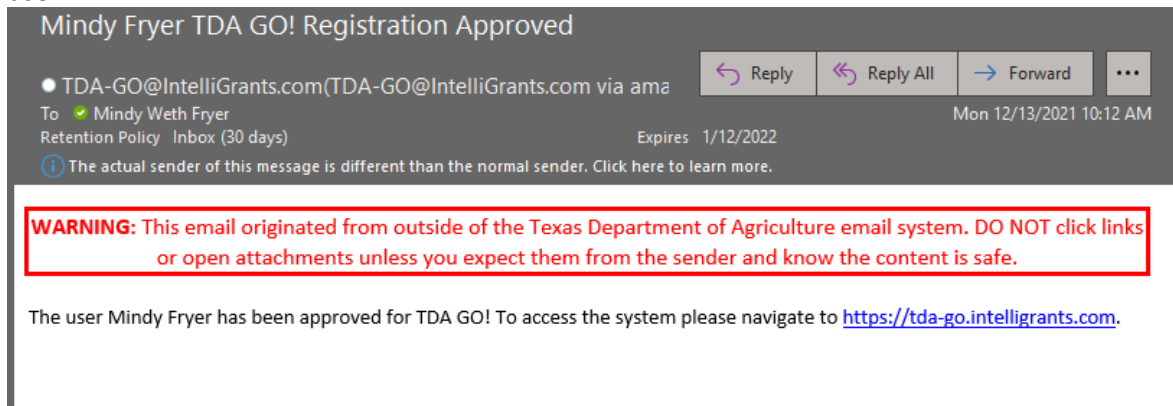
Step 3: Adding Users and Assigning Roles

Once the Authorized Official has completed set up of the organization in TDA-GO, additional personnel may be added to the organization and be granted access to TDA-GO. Carefully review the role definitions below and refer to the appropriate instructions for each role.

TDA-GO User Roles:

Authorized Official (AO) for Applicant Organizations

Who:	Person authorized to enter into legal agreements on behalf of the organization
Created By:	Initially, the AO is created when the Organization account is established. Additional AO's may be added once Organization account is approved.
TDA-GO tasks:	

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Certify and Submit an application
- Execute Grant Agreements
- Initiate/Complete/Submit Payment request/Performance reports

Project Director (PD) for Applicant Organizations

Who:	Personnel involved in grant administration
Created By:	The organization's AO creates and manages PD users
TDA-GO tasks:	

- Create new user accounts for organization members
- Initiate an application
- Complete all required application fields
- Initiate/Complete/Submit Payment request/Performance reports

Consultant/Researcher (C/R)

Who:	A third-party person assisting with a *single* grant application or employee/researcher/staff/PIs/professors assisting with a *single* grant application.
Created By:	The C/R registers individually as a New User. The AO *DOES NOT* create C/R users.
TDA-GO tasks:	

- Complete all required application fields
- Initiate/Complete Payment request/Performance reports

Adding additional Authorized Officials and Project Directors Instructions

After logging into the TDA-GO system, the AO will see the Dashboard. In the upper right-hand corner, click on the arrow next to the AO name, and select **Profile** from the drop-down menu (Figure 1).
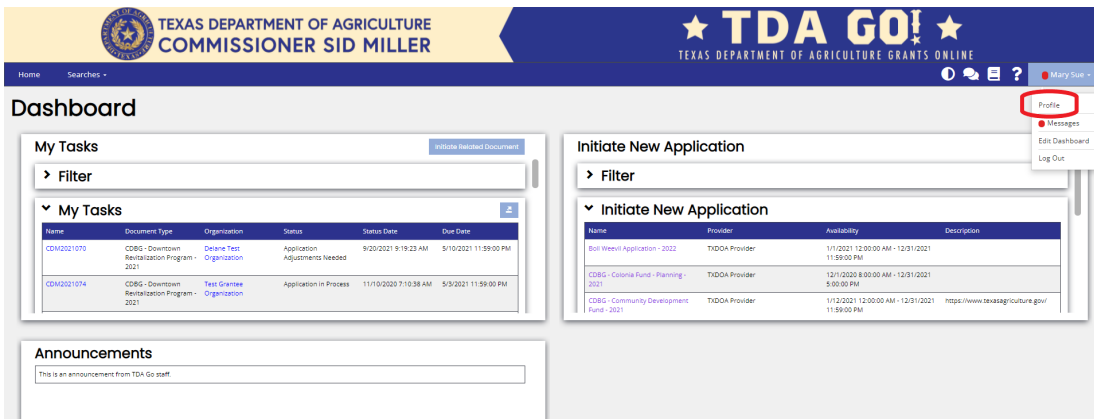
Figure 1. Landing page after logging in and Profile button location

The **Profile** page shows basic information for the primary AO and the Organization. Located on the left-hand side of the webpage, the AO can access the Organization information (Figure 2). The AO can update general information for the organization, as well as add and manage organization members.
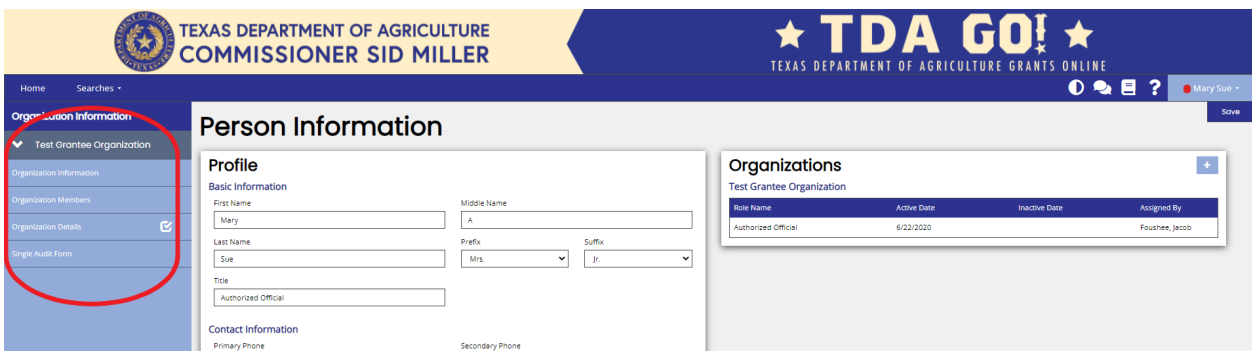

Figure 2. Accessing Organization pages

To add a new member, click on **Organization Members**. To the right in the box titled "Members Search", click the **Plus (+)** button to add person.
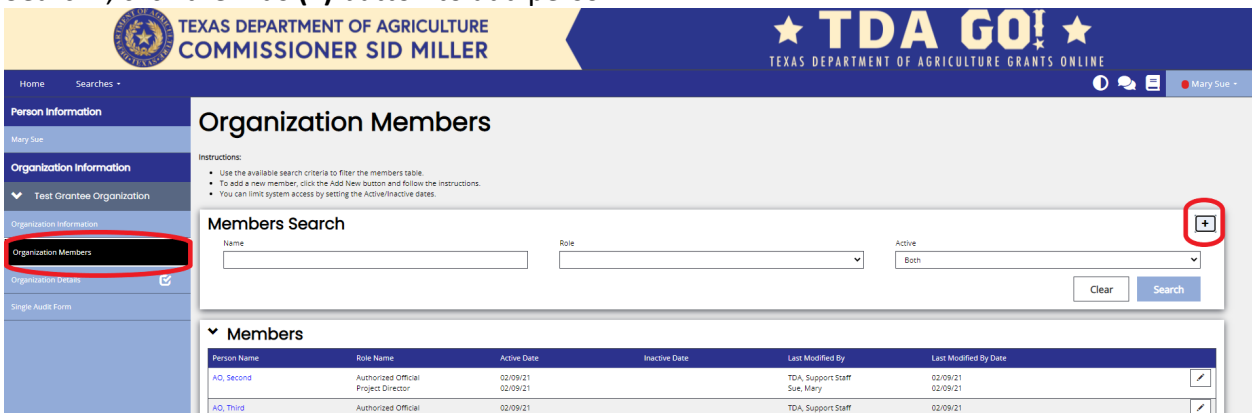
Figure 3. Location of Plus (+) button to add new organization members (AO and PD)

Complete the **Add Person** form (Figure 4) for the new user to the organization. Please remember, this process is only to add additional Authorized Officials (AO) or Project Directors (PD). Click the *Save* button. See below for form Legend.

username for the new user. An email address is highly encouraged for usernames.
Password (Required) – create a password for the new user. The user can reset this once access to TDA-GO is granted. The password field is case sensitive and will not recognize characters of the wrong case.

Login Assistance

The TDA-GO portal allows the user to request a password reset be generated and sent to their email address. To do so, complete the following steps:

1) Click on the Login Assistance link.

2) Enter the username and email address. Click on the Email button. A reset link will be sent to the email address supplied.

3) An email like the following will be sent to reset your password. If there is no link, then your server has marked it as SPAM. You will need to work with your network administrator to resovle this.

4) At that point, the user will be brought directly to the Profile page and requested to create a new password into the Password and Confirm Password fields are available.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the password into the password field will decrease the risk of error messages being generated by the system.