



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

2026 GO TEXAN - MARKETING ENHANCEMENT GRANT ASSISTANCE PROGRAM PRODUCT PROMOTION (GTP) GRANTS Request for Grant Applications

Executive Summary

The Texas Department of Agriculture (TDA) will accept applications for Product Promotion (GTP) Grants under the GO TEXAN - Marketing Enhancement Grant Assistance (MEGA) Program (Program). The Program is designed to provide grant funds to GO TEXAN Product Partners at Tier 2 or higher level of participation to assist with marketing and promotion of Texas products, including those that have been produced, processed, or otherwise had value added to the products in Texas.

Dates

Applications must be received by Thursday May 7, 2026, by 5:00 pm Central Time (CT).

Agency Division

Grants Office, Grants@TexasAgriculture.gov

Assistance Listing Number

N/A

Key Dates

GRANT APPLICATION SYSTEM REQUIRMENTS	
Create a TDA-GO Profile (see TDA-GO Access Instructions)	48-72 hours before applying Last-minute or day of application registrations are not guaranteed.
UEI NUMBER	Not required for this grant (see new user instructions on PAGE 35)
Obtain a TIN/EIN (if you do not already have one) *	up to 2 weeks
DEADLINES	
GO TEXAN Product Partnership Tier 2 upgrade deadline	April 21, 2026
TDA Deadline to receive final application and all supporting materials through TDA-GO	May 7, 2026, before 5:00 p.m. Central Time
AFTER YOU APPLY	
Anticipated Award	July 2026 (or as soon thereafter as practical)
Anticipated Start Date of Project/Grant	August 1, 2026
End Date of Project	December 31, 2027

* Text hyperlinks will direct you to applicable websites

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

2026 GO TEXAN - MARKETING ENHANCEMENT GRANT

ASSISTANCE PROGRAM

PRODUCT PROMOTION GRANTS

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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 TDA immediately. Fraud may be reported to the Office of the Texas Attorney General’s Consumer Protection Division at <https://www.texasattorneygeneral.gov/consumer-protection/common-scams> or as directed in the “Reporting Fraud in State Government” section under General Information.

Statement of Purpose

This Request for Grant Applications (RFGA) is issued pursuant to Texas Agriculture 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 the state of Texas. TDA is requesting applications through the MEGA Program for GTP Grants.

The RFGA is for GTP grants that are designed to provide grant funds for GO TEXAN Product Partners at the Tier 2 or higher level of participation.

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

The intent of the GO TEXAN – Marketing Enhancement Grant Assistance Program (Product Promotion) is to:

Support Texas agricultural businesses in promoting Texas-grown, Texas-made, and Texas-branded products to new and expanded markets, thereby strengthening the visibility, competitiveness, and economic success of the state’s agricultural sector.

More specifically, the Product Promotion component is designed to:

- Increase market exposure for eligible Texas agricultural products through advertising, branding, trade shows, and promotional campaigns.
- Expand sales opportunities at the local, regional, national, or international level.
- Strengthen the GO TEXAN mark as a trusted identifier of Texas-origin agricultural goods.
- Enhance economic growth for producers, processors, and agricultural businesses across Texas.

PRE APPLICATION WEBINAR

TDA will hold an application assistance webinar to provide basic technical assistance for registering and using TDA’s online Grant Application/ Management system called TDA-GO system.

Please visit the following website to register: <https://gotexan.org/PARTNERS-ONLY/GT-MEGA-Grants>

The webinar will be recorded and available to the public.

Eligibility

Eligible applicants

- Eligible applicants are current GO TEXAN **Product Program Tier 2, 3, or Champion Product Partners** in good standing.
 - A Product Partner is a business that has applied for and been approved to use the GO TEXAN certification mark for tangible products grown, produced, manufactured, or value-added in Texas.
- For purposes of eligibility for GTP grants, “good standing” means that at the time of the MEGA - GTP 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 or tier changes may take up to 2 weeks to process.
 - A **Product partnership** upgrade must be submitted at least 2 weeks prior to the GTP application. See Submission details for more information. For questions or to check on GO TEXAN partnership status, please contact (877) 99-GOTEX or gotexan@TexasAgriculture.gov. NO EXCEPTIONS WILL BE MADE.
- Only GTP grant applications submitted by applicants physically located in Texas or that have a principal place of business in Texas shall be funded.
- Selected applicants must maintain a GO TEXAN Tier 2 or higher certification throughout the term of the GTP grant agreement.

Ineligible applicants

- GO TEXAN Associate Partners regardless of level.
 - Associate Partner means retailers, livestock shows, festivals, distributors, communities, restaurants, farmers markets, and other entities that have applied for and been approved to use the GO TEXAN Associate mark.
- If a GO TEXAN Partner previously received and accepted an award or awards under the MEGA program totaling \$40,000, the Partner is ineligible to receive another MEGA GTP grant for seven (7) years from the date of the last award.
- An applicant that has a family, employment or business relationship with an executive, officer or employee of TDA is not eligible for a grant and may not seek or participate in a GTP grant under the MEGA Program.
 - 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	Affinity

(Includes individuals related by blood to the official or employee)			(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

Grant awards, if there are any, are subject to the availability of funds. If no funds are appropriated or collected for this purpose, applicants will be informed accordingly. Selected grant projects, if any, under the RFGA will receive funding on a cost-reimbursement basis. Funds will not be given in advance to Grant Recipient. Grant Recipients must have the financial capacity to pay for all project costs up front.

Funds awarded under this program are strictly limited to costs associated with:

- Advertising and media placement
- Branding and creative marketing development
- Participation in trade shows or marketing events
- Promotional campaigns designed to increase product and mark visibility and market access

All requested expenses must be directly tied to one or more of the above activities and must demonstrate a clear connection to product promotion and market expansion.

Costs related to general business operations, equipment, inventory, staffing unrelated to marketing, or activities occurring outside the approved marketing scope are not eligible.

Applicants may request up to \$40,000 (see below) in GTP grant funding for activities for marketing or promoting their Texas products, including those that have been produced, processed, or otherwise had value added to the product in Texas. If a GO TEXAN Partner previously received and accepted an award or awards under the MEGA program totaling \$40,000, the Partner is ineligible to receive another MEGA GTP grant for seven (7) years from the date of the last award. (As demand for this program changes and subject to availability of funds, this timeframe will be re-evaluated by TDA.)

- Example 1: GO TEXAN Partners that received a MEGA21, GTP2022, GTP2023 or GTP2024 (collectively referred to GTPxx) grant totaling \$20,000 may only apply for up to \$20,000.
- Example 2: GO TEXAN Partners that received a MEGA21 or previous GTPxx grant totaling \$9,000 may only apply for \$31,000 (the difference between their previous award(s) and \$40,000).
- Example 3: GO TEXAN Partners who did not receive a grant under MEGA21 or a previous GTPxx, may apply for up to \$40,000.
- If you received a total of \$40,000 between MEGA21 and previous GTPxx, then you are ineligible to receive another MEGA GTP grant for seven (7) years from the date of the last award.

Applications and associated budgets will be reviewed in a competitive evaluation process.

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 the RFGA. TDA shall not pay for any costs incurred by any entity in responding to the RFGA. In the event that excess funding was not distributed, TDA may make upward adjustments to grant award amounts in its sole discretion.

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.

Program Contacts

Grant Program and Application Support - Monday – Friday 8:00 AM to 5:00 PM (CT)

TDA Grant Office staff are available to answer questions regarding the Grant Program and to provide clarifying information concerning the RFGA. For questions regarding submission of the application and/or TDA requirements, please contact the Grants Office at 833-380-8282 or by email at Grants@TexasAgriculture.gov. ***TDA staff will not review any grant proposals prior to the application deadline.***

TDA Grants

Phone: 833-380-8282

Email: Grants@TexasAgriculture.gov

GO TEXAN Program Partnership

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

Term of Funding or Duration of Projects

A notice of grant award (NOGA) is anticipated to be made in July 2026, or as soon thereafter as administratively possible. All approved projects have an **anticipated** start date of August 1, 2026 and must be completed by December 31, 2027.

Application Requirements

Applications will be accepted in TDA-GO by the deadline in the Submission Instructions Section. **The grant application itself must be completed online** at <https://tda-go.intelligrants.com/>.

To be considered, online applications must be complete and include all the following information:

- Application Contact Form
- Project Profile
- Project Narrative
- Work Plan
- Budget Narrative
- Administrative Form Uploads (required and optional)
 - Application for Texas Identification Number
 - Direct Deposit Authorization
 - W-9 IRS Federal Tax Form
- Certification

See [Section Application Form Guidance](#) for detailed instruction on each section.

Budget Development Information

1. **Payment.** *The grant will be reimbursed on a cost basis, but only after the recipient has spent and documented the expenditure of funds.* Grant Recipients will be required to submit payment requests quarterly, but no more frequently than monthly, in order 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. Reimbursement payment requests shall only be submitted by the grant recipient to TDA for reimbursement after 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.

- 3. Pre-award costs** are any expenses incurred before the official grant start date established in the executed grant agreement.

Unless expressly authorized in writing by the TDA, pre-award costs are not allowable and will not be reimbursed. Applicants incur any costs prior to the grant start date at their own risk.

Pre-award costs include, but are not limited to:

- Deposits, retainers, or down payments for marketing, advertising, or trade show services;
- Production or printing of promotional materials;
- Website development or digital advertising setup;
- Travel reservations or registration fees for events; and
- Vendor contracts or service agreements executed prior to the grant start date.

Authorization of pre-award costs, if approved by TDA, must:

- Be provided in writing to TDA, and be approved by TDA, prior to the expense being incurred;
- Specify the allowable cost categories and time period; and
- Not obligate TDA to make an award or increase the total grant amount.

Only costs incurred within the approved grant period, supported by adequate documentation, and determined to be reasonable, necessary, and directly related to approved marketing activities will be eligible for reimbursement, unless approval from TDA is authorized in writing.

- 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) Cost associated with the development, reformulation, or enhancement of an existing or new product;
- c) Contributions - charitable or political;
- d) Controlled assets (small equipment), defined as certain items valued \$500.00 - \$9,999.99 which must also be inventoried, link to [Controlled Property Listing](#). These items include Audio Equipment, Camera (Portable, Digital, SLR) TVs, Video

Players/Recorders, Computer, Projectors, Smartphones, Tablets & Other Hand Held Devices;

- e) Expenses related to entertaining current or prospective clients, partners, or government officials;
- f) Equipment – Tangible personal property costing over \$10,000 or more and a useful life exceeding one year (freezers, kitchen equipment, etc.);
- g) Costs not included in the approved budget or that do not clearly support the intent of the program;
- h) Costs that are insufficiently documented, unreasonable, or not allowable under applicable grant requirements;
- i) Gift cards, cash equivalents, or incentive payments;
- j) Indirect Costs, overhead, or general administrative expenses;
- k) New product development, research and development, or alteration of existing products
- l) Personnel costs – including salaries, wages, and fringe benefits directly related to project implementation;
- m) Gratuity/Tips;
- n) Travel – No reimbursement for meals or any food items related to travel;
- o) Coupon redemption, discounts, rebates, or subsidizing the cost of another company’s product in retail promotions or bundled sales;
- p) Purchase, reimbursement, or distribution of the applicant’s own product;
- q) TDA fees including licensing, GO TEXAN certification, or GO TEXAN event participation (Ex: State Fair of Texas GO TEXAN Pavilion General Store shelf fees);
- r) Costs reimbursed by another funding source (no duplication of benefits);
- s) Lobbying or legislative advocacy activities;
- t) Fines, penalties, or legal settlements;
- u) Real property or land purchases, construction, or facility improvements; and
- w) General business operating expenses (rent, utilities, insurance, routine software, etc.)

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 approved proposed activities. Eligible expenses generally include advertising, branding, promotional materials, website development, tradeshow participation, and other direct marketing activities that promote the applicant’s product and expand market reach.

In the Budget Summary Section of the online application, you will outline the amount of funds you are requesting from GTP grants under TDA’s MEGA Program.

- The maximum requested amount is limited to \$40,000.00 in any 7-year cycle (see Funding Parameters).
- A detailed project budget including dollar amounts for all individual costs is required.

- Include a detailed description of the types of marketing and promotion expenses that will be purchased for the promotion of the GO TEXAN products.
- **The GO TEXAN Mark should be included in all advertisements but will be REQUIRED for all printed materials. To be reimbursed, selected grant recipients will be required to provide the final version to show proof of the GO TEXAN Mark with the payment requests. Additional guidance on allowable proof of the mark will be provided during the post-award process.**

The following list is for reference only and is not meant to be all-inclusive.

Common Eligible Marketing & Advertising Expenses

1. Advertising & Media Placement

- Print advertisements (magazines, newspapers, trade publications)
- Digital advertising (social media ads, search engine marketing, display ads)
- Radio and television advertising
- Streaming or podcast advertising placements
- Billboard or outdoor advertising

2. Branding & Creative Development

- Logo design or brand refresh
- Graphic design for marketing materials
- Professional photography or videography of products
- Copywriting or marketing content development
- Development of promotional campaigns or marketing strategies

3. Promotional Materials

- Brochures, flyers, rack cards, and catalogs
- Product packaging design tied to marketing promotion
- Promotional signage or banners for events or retail display

4. In-store Demonstrations

- Contract workers
- Demo company fees
- Supplies needed for sampling
- Note: Grant funds cannot be used to purchase your own product or be used for coupon redemption

5. Website & Digital Presence

- Website design, redesign, or upgrades related to marketing
- E-commerce platform setup tied to product sales
- Search engine optimization (SEO) services
- Email marketing platform costs or campaign setup

6. Trade Shows & Marketing Events

- Booth space rental for eligible trade shows or expos
- Booth design, setup, and display materials
- Registration fees for marketing-focused events
- Shipping of promotional materials to events

7. Market Expansion Activities

- Translation of marketing materials for new markets
 - Export marketing materials or international promotion
 - Market research directly tied to marketing strategy
 - Product listing or placement fees in retail or online marketplaces (if allowable)
-

In the Budget Narrative Section of the application, applicants should provide detailed, itemized cost estimates for each proposed marketing activity. Budgets must clearly demonstrate how requested expenses directly support product promotion, market expansion, and the overall intent of the grant program.

For each category below, include:

- Quantity and unit cost
 - Total estimated cost
 - Vendor or service provider (if known)
 - Campaign duration, target audience, and geographic market (when applicable)
-

Allowable Budget Categories

a. Direct Mail

Provide estimated costs for direct mailing campaigns, including postage, express mail, printing, and distribution quantities.

b. Design, Publication, and Printing

Include estimated costs for designing and producing point-of-sale and promotional materials such as brochures, catalogs, labels, packaging, and similar printed items. If printing materials, specify quantity and per-unit cost.

Example:

- 5,000 sticker labels @ \$0.20 each = \$1,000
 - 10,000 recipe cards @ \$0.35 each = \$3,500
-

c. Large-Format Print Materials

Indicate the size, quantity, and purpose of large-format materials such as banners, billboards, or signage.

d. Newspaper Advertising

Provide:

- Name of publication
 - Ad size and number of placements
 - Campaign duration
 - Target audience and geographic market
 - Total estimated cost
-

e. Online and Digital Advertising

Include all social media and digital ad placements.

Provide:

- Platforms or websites used
 - Number of ads and campaign duration
 - Target audience and key markets
 - Total estimated cost
-

f. Video Production

Provide a detailed description and itemized cost estimate for video creation.

A distribution plan describing how and where the video will be used must also be included in the work plan.

g. Television and Radio Advertising

May include both production and media placement.

Provide:

- Production company or media outlet
 - Length of advertisement (e.g., 30- or 60-second spot)
 - Number of airings and campaign duration
 - Target audience and geographic market
 - Total estimated cost
-

h. Website Creation or Enhancement

Eligible activities may include:

- New website development
- Additional or revised webpages
- E-commerce setup and hosting/maintenance during the grant term
- Search engine optimization (SEO) services
- Online marketplace listing fees
- Localization or accessibility improvements
- Website performance optimization

Provide a fully itemized list of all related costs (design, photography, coding, platform fees, etc.).

Any costs extending beyond the grant term are not allowable.

Not allowable:

- Internet service
 - Email servers
 - Cloud-based communications
 - Telecommunications expenses
-

i. In-Store Demonstrations

Provide total estimated costs and number of demonstrations.

Include supplies needed for sampling (plates, cups, utensils, non-company food items,

etc.).

Note: Grant funds cannot be used to purchase the applicant's own product.

If multiple retail locations are included, provide separate estimates by retailer or chain.

j. Other Direct Marketing Expenses

List any additional direct marketing or promotional costs not covered above.

All expenses must clearly support the intent of the grant and be fully itemized and justified.

k. Trade Shows and Exhibit Booths

Provide the event name, dates, and itemized costs.

Eligible expenses may include:

- Booth rental and registration
- Booth insurance
- Booth design, signage, and furnishings
- Demonstration supplies (excluding applicant's product)
- Shipping and show services
- Branded uniforms or promotional items
- Travel (lodging and transportation)
- Trade-show-specific advertising

Reimbursement Timing:

Trade-show costs are reimbursable only after the event has occurred.

Travel Limits:

- Lodging and transportation reimbursements are limited to federal GSA domestic per-diem rates. (www.gsa.gov under Most Requested Links).
- Meals are not an allowable expense under this program.

Deadline for Submission of Responses

GO TEXAN Partnership Upgrade Deadline **April 21, 2026.**

Applicants must submit one complete, electronically signed application through the TDA-GO system to TDA by **11:59 p.m. CT on Thursday May 7, 2026** ([see submission instructions below](#)). 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 833-380-8282 or by email at Grants@TexasAgriculture.gov. TDA staff are available to answer questions regarding the program and to provide clarifying information concerning the 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 submitted. **Late applications will not be accepted, even if caused by technical problems or errors.**

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

Late or Ineligible Applications

- TDA will only consider grant applications received by the published due date, unless the deadline has been extended for all grant applicants.
- Applications submitted by ineligible grant applicants will not receive funding consideration.
- Applications that are not fully responsive to the RFGA will not be considered during the competitive review process.
- Determinations of late or ineligible grant applications are final and not subject to an appeal process.
- Problems with computer systems at the grant 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 grant applicant's responsibility to ensure that enough time is committed to meet all registration and submission deadlines.

- All required letters and attachments must be appropriately attached to the TDA-GO application. 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 grant application package correctly are not considered system issues.

Evaluation and Selection Information

An administrative review of applications will be conducted by TDA staff to determine whether the application is adequately responsive to the requirements of the RFGA, as well as to ensure that all applicants are GO TEXAN Product partners at the Tier 2 or higher level of participation.

Only those responsive applications submitted by eligible applicants will be considered and evaluated under the 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 the 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:

- Project Purpose/Data
 - Describe the project/activity to be achieved and provide detailed information about current activities (if applicable), describe how the project will be implemented, including key milestones to be achieved.
- Success Quantification
 - Includes enough detail to reasonably determine that the project will lead to actual results; The goal of this section is to ensure the company's marketing efforts are successful because of this program.
- Impact
 - Describe the project's anticipated benefits to the applicant and the GO TEXAN Program.

Work Plan:

- Number and type of activities to be accomplished are reasonable and clearly contribute to anticipated results from the project. Timeline is reasonable to achieve activities.

Budget Narrative:

- Application should include description and amounts for budget categories and should provide a justification to align with project needs.

Grantee Responsibilities and Accountability

Selected applicants (Grant Recipient), if any, will be responsible for the performance of the project supported by GTP 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.

Reporting Requirements

Selected applicants, if any, will be required to submit periodic performance reports. Reporting timelines will be incorporated into the grant agreement. 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.

Performance Reports must be in a narrative format as prescribed by TDA, no more than three (3) pages in length and detail the accomplishments of the project objectives during the reporting period.

The Final Performance Report is due thirty (30) days after project completion or termination of the grant agreement, whichever occurs first. This report must be in a narrative format as prescribed by TDA and is subject to review and final acceptance by

TDA.

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

General Information

Selected applicants will receive an electronic Notice of Grant Award (NOGA) and a grant agreement (Agreement) from TDA. The NOGA is not legally binding until an Agreement is fully executed.

Applications

TDA reserves the right to negotiate individual elements of any grant application and to reject any and all grant applications. TDA is not liable for costs incurred by a grant applicant in the development, submission, or review of the application; or costs incurred by the grant applicant prior to the effective date of the Agreement.

Funding

TDA reserves the right to fund projects partially or fully. Where more than one grant application is acceptable for funding, TDA may request cooperation between Grant Recipients or revisions/adjustments to a grant application in order to avoid duplication and to realize the maximum benefit to the state.

Right to Amend or Terminate Grant Program

TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this Grant Program or any grant awarded as a result thereof, or to terminate this Grant 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 of 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 grant application is received, TDA shall process such request in accordance with §552.305 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 Grant Program are subject to be released as public information, unless the grant application or specific parts of any such grant application can be shown to be exempt from disclosure under the Texas Public Information Act, Chapter 552 of the Texas Government Code.

Conflict of Interest

The grant 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 grant 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. 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's website at (<https://sao.fraud.texas.gov/ReportFraud/>);
 - contacting TDA by calling the TDA Fraud Prevention 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.

Compliance Information

1. Grant Recipients must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by 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 Grant Recipient of his/her responsibilities to TDA for performance of those duties.

2. Grant Recipients must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant award 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 grant project. Records shall be maintained for a minimum of four (4) years after the completion of the grant 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 SAO reserve the right to examine all books, documents, records, and accounts relating to the grant project, including all electronic records, at any time throughout the duration of the grant 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 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 grant project activities.
4. If Grant Recipient has a financial audit performed during the time Grant Recipient is receiving grant 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).

TDA-GO Access 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 GO TEXAN Product Promotion Grant (GTP) 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 35**

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.

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
GYF2021005	Grant - Young Farmer Program - 2022 Round 1	Test Grantee Organization	Application in Process	9/29/2020 9:59:05 AM	
GYF2021006	Grant - Young Farmer Program - 2022 Round 1	Test Grantee Organization	Application in Process	11/30/2020 11:59:29 AM	

Initiate New Application

Name	Provider	Availability	Description
CDBG - Colonia Economically Distressed Areas Program - 2022	TXDDA Provider	1/12/2022 12:00:00 AM - 5/20/2022 11:59:00 PM	
CDBG - Colonia Fund - Construction 2022	TXDDA Provider	1/12/2022 7:00:00 AM - 5/3/2022 11:59:00 PM	
CDBG - Colonia Fund - Planning - 2021	TXDDA Provider	12/1/2020 8:00:00 AM - 12/31/2022 4:00:00 PM	

Announcements

This is an announcement from TDA Go staff.

Figure 1. Landing page after logging in

Choose the Grants – GO TEXAN Product Promotion Grant by scrolling down the “**Initiate New Application**” box and select **GO TEXAN Product Promotion - 2026** (Figure 2 & 3).

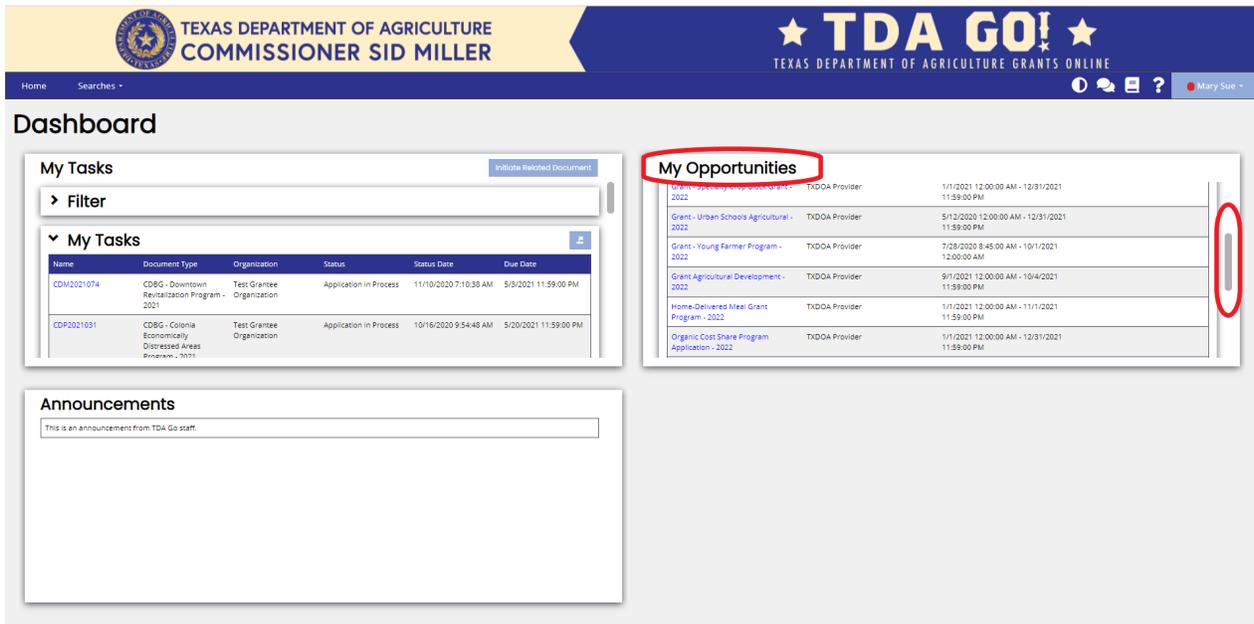


Figure 2. My Opportunities and location of scrolling tool

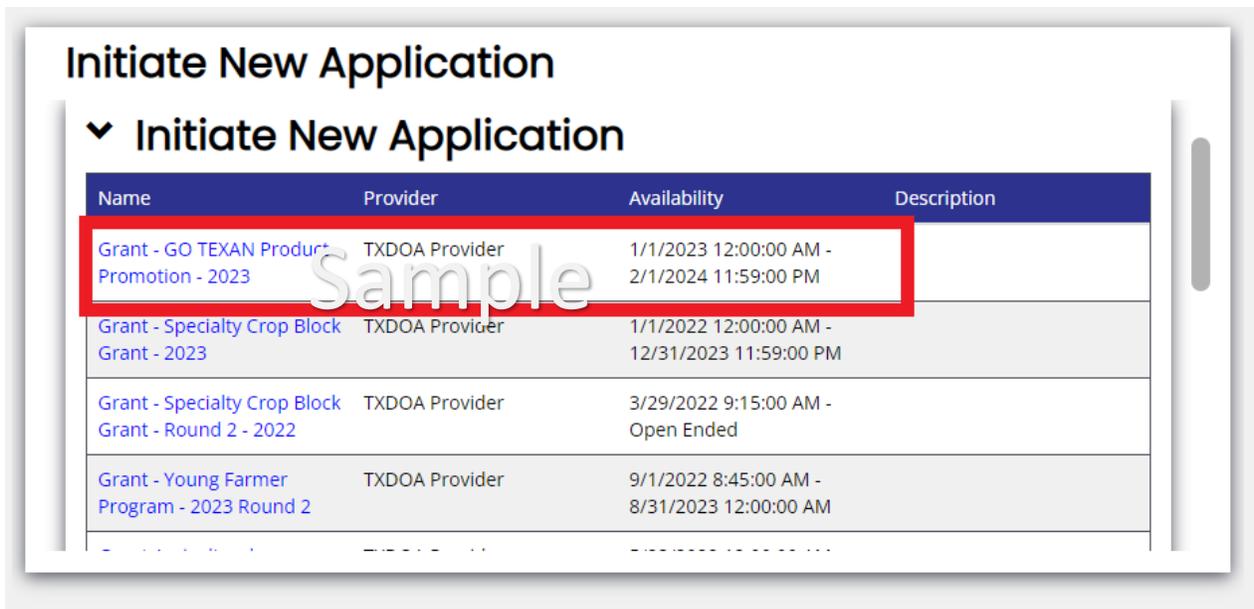


Figure 3. Selection for new Grant Application. Please note dates are for testing purposes only.

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

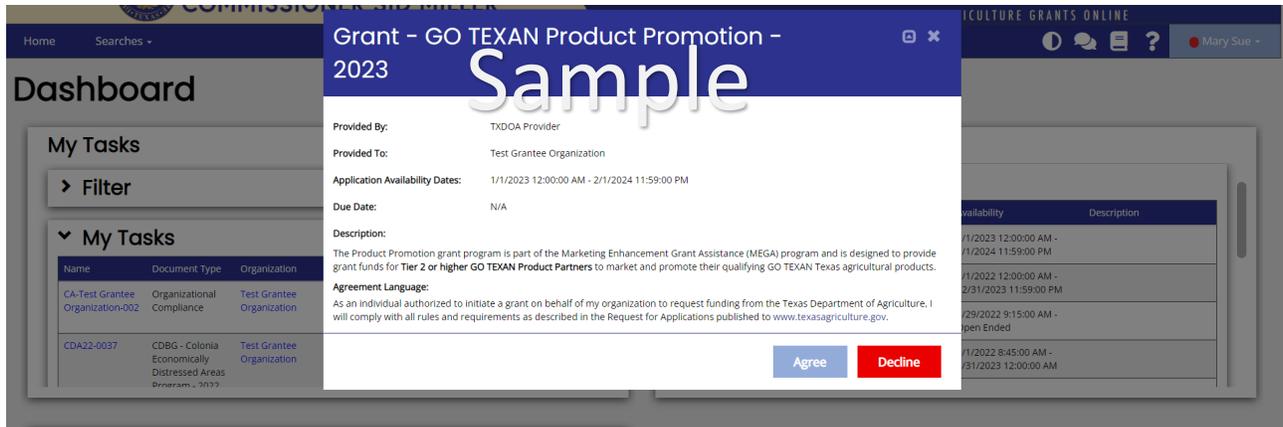


Figure 4. Agreement

Document Landing Page

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

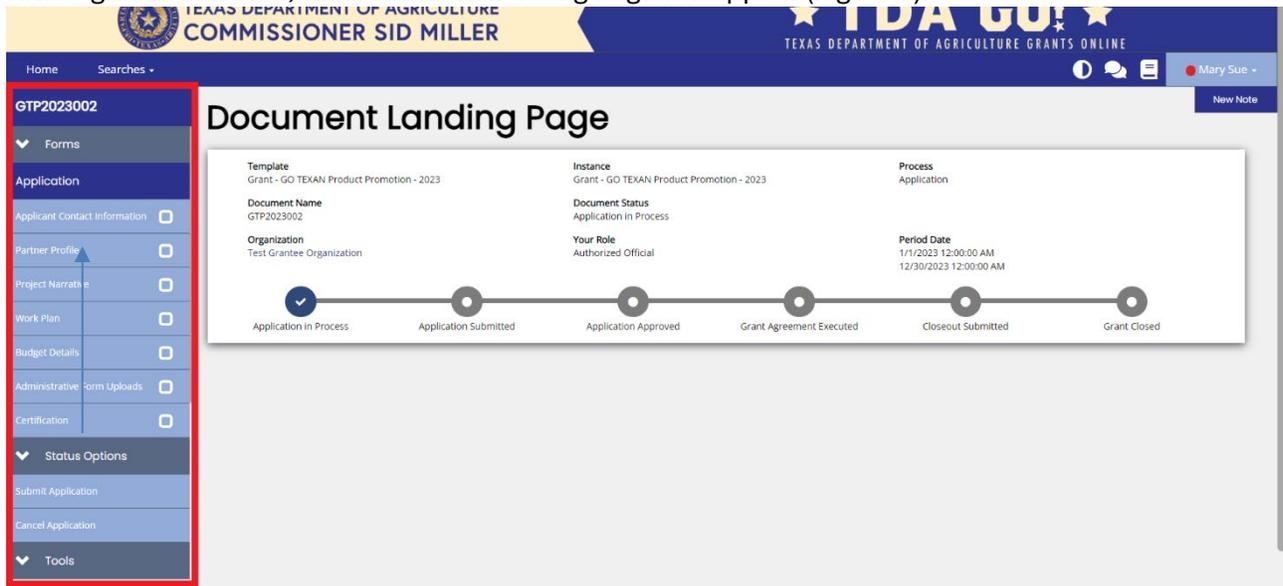


Figure 5. Document Landing Page

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 below 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 submission process. You will not need this function to submit your application.

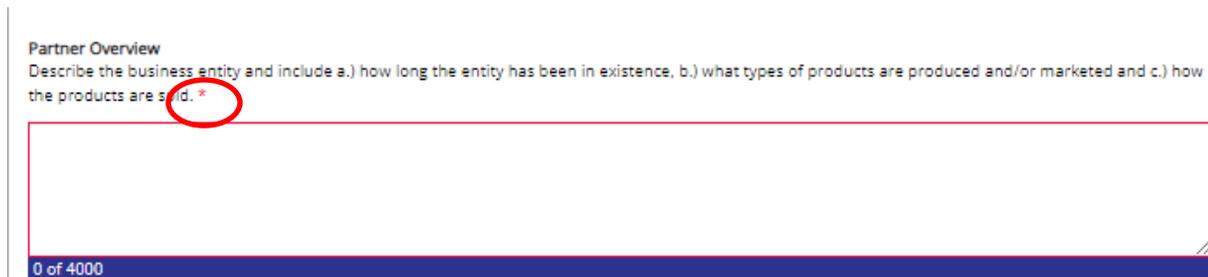
Application Form Guidance

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 the RFGA. TDA staff will not review any grant proposals prior to the application deadline.

TIPS

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 6).



Partner Overview
Describe the business entity and include a.) how long the entity has been in existence, b.) what types of products are produced and/or marketed and c.) how the products are sold. *

0 of 4000

Figure 6. 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 7). Click on the Select Button to open the file selection screen.

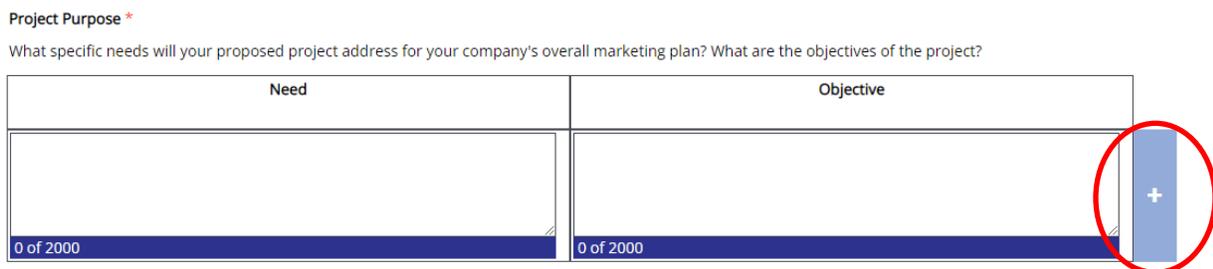
Upload photos of current use of GO TEXAN Mark *



Select Drag Files Here

Figure 7. 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 8).



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

Figure 8. Add additional rows by clicking the plus (+) button

You can delete additional rows by pressing the red minus (-) button (Figure 9)

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 9. Subtract additional rows by clicking the minus (-) button

4. After completing the form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

Figure 10. Regularly save your work by clicking the save button in the upper right hand corner

Figure 11. Error Message of missing required message

Step 1: Start Application Contact Information

Expand the **Forms** drop down menu and select **Application Contact Information** (Figure 12).

The screenshot displays the 'Document Landing Page' for document GTP2023002. The page header includes the Texas Department of Agriculture logo and 'TDA GO! TEXAS DEPARTMENT OF AGRICULTURE GRANTS ONLINE'. A user profile for 'Mary Sue' is visible in the top right. The left sidebar contains a 'Forms' dropdown menu with 'Application' expanded, and 'Applicant Contact Information' highlighted with a red box. The main content area shows a progress bar with six stages: 'Application in Process' (checked), 'Application Submitted', 'Application Approved', 'Grant Agreement Executed', 'Closeout Submitted', and 'Grant Closed'. Metadata for the document is displayed above the progress bar.

Template	Instance	Process
Grant - GO TEXAN Product Promotion - 2023	Grant - GO TEXAN Product Promotion - 2023	Application

Document Name	Document Status
GTP2023002	Application in Process

Organization	Your Role	Period Date
Test Grantee Organization	Authorized Official	1/1/2023 12:00:00 AM 12/30/2023 12:00:00 AM

Figure 12. Application Form location

All sections of the Application Contact Information must be completed. After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

Step 2: Complete Partner Profile

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

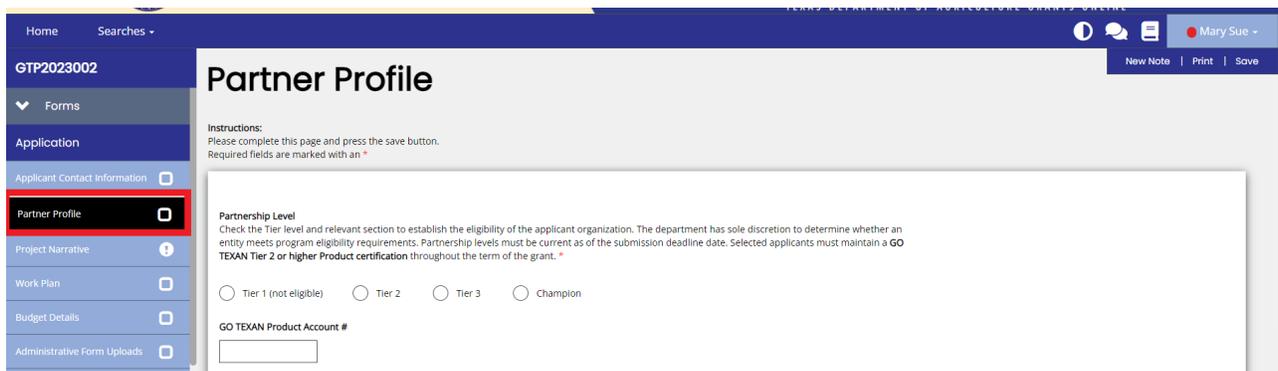
The screenshot shows a web application interface for a grant application. On the left is a navigation menu with a 'Forms' dropdown menu expanded, showing options like 'Application', 'Applicant Contact Information', 'Partner Profile' (highlighted with a red box), 'Project Narrative', 'Work Plan', 'Budget Details', and 'Administrative Form Uploads'. The main content area is titled 'Partner Profile' and contains instructions, a 'Partnership Level' section with radio buttons for 'Tier 1 (not eligible)', 'Tier 2', 'Tier 3', and 'Champion', and a 'GO TEXAN Product Account #' field. The top right corner shows a user profile for 'Mary Sue' and buttons for 'New Note', 'Print', and 'Save'.

Figure 13. Partner Profile location

Complete all appropriate sections of the Partner Profile. After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

Partner Profile

The project profile serves as a summary of the partner applicant and includes:

1. A brief overview of the partner applicant's business entity including length of existence and product type/method of sale.
2. Confirmation of GO TEXAN Mark use on products.
3. Photos of GO TEXAN Mark use.
4. A conflict-of-interest confirmation.
5. Confirmation of GO TEXAN partnership level.
6. Confirmation of GO TEXAN eligibility.

STEP 3: Complete Project Narrative

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

The screenshot shows a web application interface for completing a Project Narrative. On the left, a sidebar menu is expanded to show 'Forms', with 'Project Narrative' highlighted in red. The main content area is titled 'Project Narrative' and includes the following sections:

- Instructions:** Please complete this page and press the save button. Required fields are marked with an *
- Project Abstract ***: A text input field with a character count of '0 of 2000'. Below the field is a note: 'The project abstract serves as a brief summary of the project and should be limited to 200 words or less. See official instructions for more details.'
- Project Purpose ***: A question: 'What specific needs will your proposed project address for your company's overall marketing plan? What are the objectives of the project?'. Below this is a table with two columns: 'Need' and 'Objective'. The 'Need' column has a text input field, and the 'Objective' column has a text input field with a '+' icon on the right side.

Figure 14. Partner Narrative location

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

Project Abstract.

The project abstract serves as a summary of the project and should be limited to 200 words or less and must contain the following:

1. A brief description/overview of the proposed project activities and the Texas agricultural products the grant will promote;
2. The specific objectives of the project and its importance to the applicant;
3. A summary of the applicant's overall marketing plan and how this project plays a role in that plan; and
4. A short description of how the project will further enhance the GO TEXAN Program, and how the applicant will utilize the GO TEXAN certification mark within the overall marketing plan and project.

Project Impact.

- Describe the project's anticipated benefits to the applicant, other businesses, organizations, or region. Consider including the following in your response:
 - What are the project's anticipated benefits to TDA's GO TEXAN program?
 - How many people do you employ?
 - If the project is successful:

- Will it increase employment?
- Will it increase the quantity of ingredients you source from Texas producers or purchase from other Texas companies?

Project Data.

- State the expected annual sales percentage increase to be achieved as a result of this project.
- If you produce or promote value-added products that are not directly grown or raised in Texas, indicate the percentages of raw materials in the product that are Texas-grown or Texas-raised (by volume and value) on an annual basis. Be specific and list each ingredient with percentages, e.g., 30 percent Texas tomatoes valued at \$7,000.
- Provide a short description of any preliminary market research conducted that may relate to your entity, product, or project. Market research is not required to apply for MEGA funds.

Success Quantification.

Metrics for measuring marketing performance are the results that you hope to achieve through the project activities. This can also be known as Key Performance Indicators. Describe how you will measure the success of the project to ensure your company’s marketing efforts are successful.

- Goal - the objective that you are seeking.
 - Sales Growth
 - Leads
 - Increase brand awareness
 - Retaining jobs
 - Increasing online presence
 - Customer acquisition
 - Social media reach and engagement
 - Email marketing performance
 - Website traffic
 - Customer retention

- Target - the specific number, dollar amount, etc. that you are hoping to achieve.
 - Examples: 10% increase in sales within one year, website increase by 15%
- Performance Measure –The tool you will use to measure whether the goal and target are achieved.
 - Examples include, but are not limited to:
 - sales figures will be collected from retailers;
 - Tracking the number of hits to a website;
 - Reporting the number of contacts made at specific shows;
 - Reporting the number of calls generated by an advertisement;
 - Reporting increase in sales at stores where in-store demos occurred;
or
 - Reporting increase in sales at restaurants where promotions occurred.

After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

STEP 4: Complete Work Plan

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

The screenshot shows a web application interface for a 'Work Plan' form. On the left, a sidebar menu is expanded to show 'Forms', with 'Work Plan' selected. The main content area has a title 'Work Plan' and instructions: 'Please complete this page and press the save button. Required fields are marked with an *'. Below the instructions is a table with columns for 'Start Date' (MM/YYYY), 'End Date' (MM/YYYY), and 'Work to be Completed'. The table has a header row and one data row. Below the table, there is a text area for 'Activity:' and a 'Who:' field. The page also includes a 'New Note' button, 'Print', and 'Save' buttons in the top right corner.

Figure 15. Work Plan location

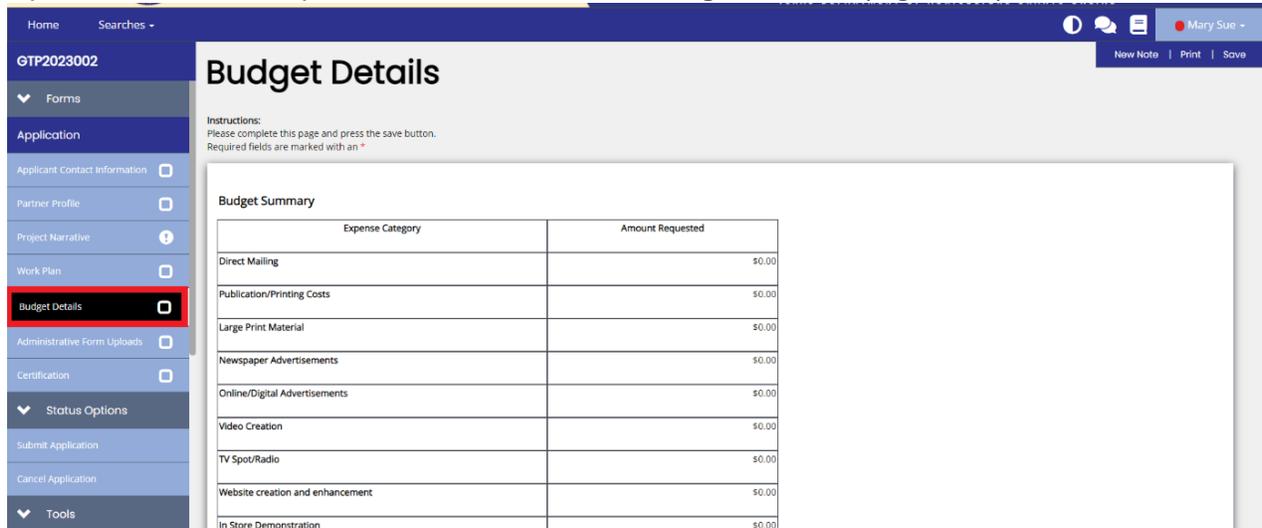
Use the table provided to describe ALL activities of the project. As you fill in the table electronically, additional lines may be added as necessary. Provide detailed activities to illustrate the project’s planning, implementation and evaluation phase. Project activities are anticipated to start on or shortly after **June 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 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

Step 5: Complete Budget Details

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



Home Searches - Mary Sue - New Note | Print | Save

GTP2023002

Budget Details

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

Budget Summary

Expense Category	Amount Requested
Direct Mailing	\$0.00
Publication/Printing Costs	\$0.00
Large Print Material	\$0.00
Newspaper Advertisements	\$0.00
Online/Digital Advertisements	\$0.00
Video Creation	\$0.00
TV Spot/Radio	\$0.00
Website creation and enhancement	\$0.00
In Store Demonstration	\$0.00

Figure 16. Budget Form location

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

NOTE: All sections of the **Estimated Grant Project Budget** are required.

See “Budget Information” section for additional guidance on “eligible expenses”.

After completing the Project Narrative form, click the **Save** button in the top right hand corner (Figure 10). After clicking the **Save** button, if any required sections are missing, an error message will appear (Figure 11).

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 application to download the form to complete.

1. Application for Texas Identification Number: This form is required in accordance with the 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 in accordance with the 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 7 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 17).



Figure 17. Completed section with check mark

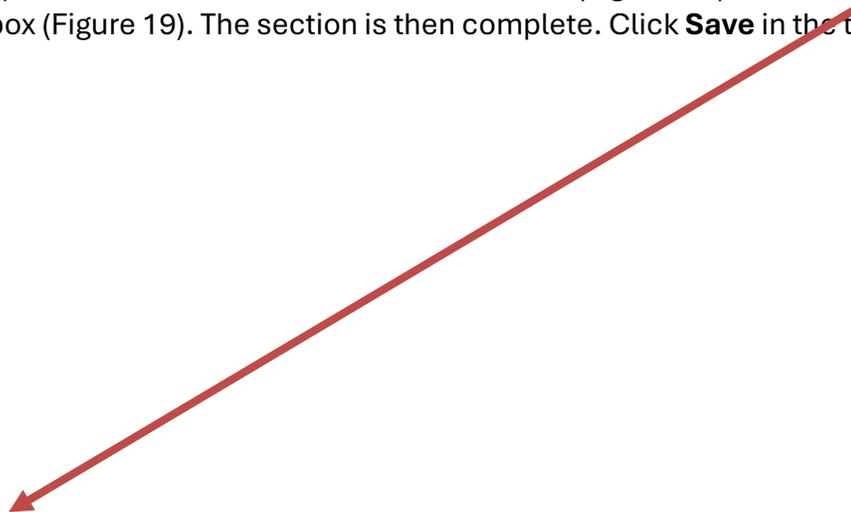
If there are error messages in a section, the section in the drop down menu will have an exclamation point next to it (Figure 18). Click on the selection in the drop down menu and review and resolve the error messages.



Figure 18. 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 19). To certify your application, check the box (Figure 19). The section is then complete. Click **Save** in the top right corner.



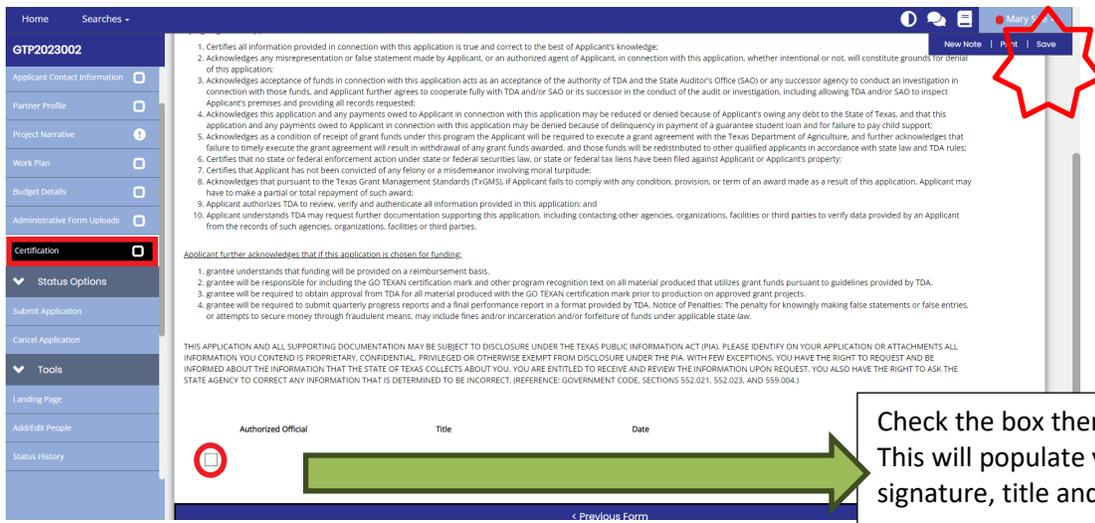


Figure 19. Certification and check box location

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

Step 8: 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 20). Select **Submit Application**.

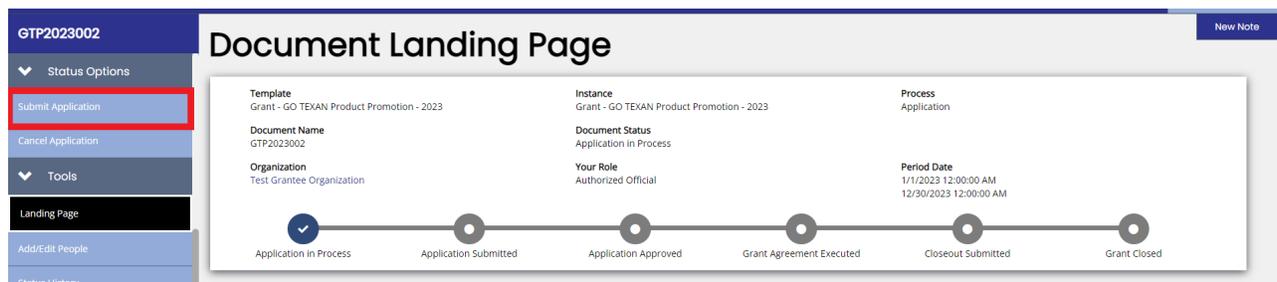


Figure 20. Status Options drop down menu and Application Submitted button location

NOTE: If errors remain, an **Errors Present** message will pop up (Figure 21). You may click on each section name to be directed to the errors.

Errors Present ✕

Errors exist on the following forms. Please resolve them before changing the status.

- Application Form
- Proposed Project
- Budget Form
- Required Uploads
- Certification

Figure 21. 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 22).

The screenshot shows the 'Document Landing Page' for document GTP2023002. It includes a sidebar with navigation options like 'Forms', 'Status Options', and 'Tools'. The main content area displays key information:

- Template:** Grant - GO TEXAN Product Promotion - 2023
- Instance:** Grant - GO TEXAN Product Promotion - 2023
- Process:** Application
- Document Name:** GTP2023002
- Document Status:** Application in Process
- Organization:** Test Grantee Organization
- Your Role:** Authorized Official
- Period Date:** 1/1/2023 12:00:00 AM to 12/30/2023 12:00:00 AM

Below this information is a progress bar with six stages: 'Application in Process' (checked), 'Application Submitted', 'Application Approved', 'Grant Agreement Executed', 'Closeout Submitted', and 'Grant Closed'.

Figure 22. After application submission, you will return to the Document Landing Page.

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

Confirmation Email

After submitting your application, you will receive a confirmation email (Figure 23).

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 23. Example of confirmation email

TDA-GO New User Instructions

Step 1: User Access

An applicant must first register as a User in 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 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. **THIS MUST BE DONE 48-72 HOURS PRIOR TO SUBMITTING AN APPLICATION!**

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.

The image shows a screenshot of a web page titled "Login". It contains two input fields: "Username" and "Password". Below these fields is a blue button labeled "Submit". At the bottom of the page, there are two links: "Login Assistance" and "New User/Organization Registration". The "New User/Organization Registration" link is circled in red.

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/GTP Grant

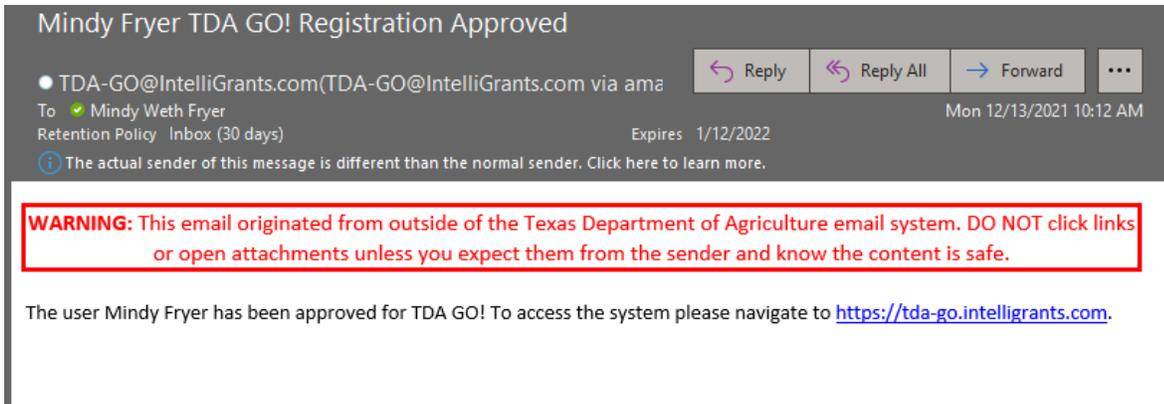
The screenshot shows a 'New User Registration' form with the following fields and annotations:

- Title:** An orange callout bubble says 'Please add this title so we know which role to assign to your registration!'.
- Address 2:** A red box with a diagonal slash and the text 'Don't click' is overlaid on the field.
- Notes:** A yellow highlight is on the 'MEGA/GTP Grant' field.
- Username:** A red lightning bolt callout points to the field with the text 'Use your email address'.
- Lightbulb:** A yellow lightbulb icon is positioned near the Username field.
- Register Button:** A blue 'Register' button is at the bottom right.

4) **Hit Register.** The registration for a 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.



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 resolve this.

From: TDA-GO@IntelliGrants.com <TDA-GO@IntelliGrants.com>
Sent: Monday, June 26, 2023 1:01 PM
To: Mindy Weth Fryer <Mindy.Fryer@TexasAgriculture.gov>
Subject: Password Reset

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.

You have requested a password reset. Please use the link below reset your password. It will expire in 15 minutes.

[Reset Password](#)

If you did not request this reset and would like to invalidate and cancel the request, please click [here](#).

- 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.
