



Development
and Technology

Special Projects Program

Guidelines
and application
for employers

PEI Employment Development Agency
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Charlottetown, PEI C1A 7N8

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Tel: (902) 368-5805
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Special Projects

Guidelines for Applicants

Introduction

The Special Projects Program assists to create innovative employment and training opportunities for targeted, unemployed Islanders.

The Program is funded by the Government of Prince Edward Island and it is administered by its' Employment Development Agency.

Objectives:

- * To provide employment to targeted, unemployed Islanders in projects not likely to occur without the Program's assistance;
- * To enhance the employment skills of unemployed Islanders;
- * To provide assistance to community groups to enable them to carry out projects that benefit the local community;
- * To provide assistance to eligible organizations to stimulate long-term employment opportunities for Islanders.

Who Can Apply?

The following organizations in Prince Edward Island:

- Non-profit groups;
- Municipal governments; or
- Provincial Government departments and agencies.

Project Eligibility

All types of proposals will be considered; however, preference will be given to projects which contribute to long-term community development, and/or provide an opportunity for the client to gain permanent employment. Projects should promote skills development for its workers.

Projects previously funded under this or any other federal or provincial employment programs will be reconsidered on their past performance.

Projects should not create a subsequent dependency for long-term funding.

Project Duration

Projects can begin at anytime but, must conclude by March 31 of the fiscal year approved. Positions can have varying start dates and can be for a maximum of 13 consecutive weeks.

Employee Eligibility and Selection

Employees must be at least thirty years of age, unemployed, exhausted or about to exhaust their Employment Insurance and, have difficulty securing employment in the private sector.

Also, employees must be residents of Prince Edward Island, eligible to work in Canada and registered with the Central Jobs Registry of the Employment Development Agency.

Project sponsors select employees from referrals provided by the Central Jobs Registry.

Application Process

Proposals will be assessed against the Program's criteria. Projects will be funded pending the availability of funds and proportional to regional social dependency rates. Final approval is vested with the Agency.

Note: Projects cannot begin prior to approval nor can positions be filled or refilled without prior permission.

Funding

Each approved position will be funded at an hourly rate of \$7.44 which includes 4% vacation pay ($\$7.15 + .29 = \7.44) for up to 40 hours per week (\$297.60 maximum per week).

Project supervisors receive \$7.86 per hour which includes 4% vacation pay ($\$7.56 + .30 = \7.86) for up to 40 hours per week (\$314.40 maximum per week).

Project sponsors may "top-up" the hourly wage rates paid to its' employees using their own resources.

Funding assistance at the above rate will be provided for up to 13 consecutive weeks.

The Program will provide for the cost of the employer's share of employee benefits, such as; EI, CPP and Workers' Compensation premiums. The Program does not provide for non-wage related costs, such as; materials, supplies, rentals, travel or telephone.

Claim Procedure

Projects receive 80% of approved funds at the beginning. At completion, the remaining 20% is calculated and released upon the Employment Development Agency's receipt of the following:

- Employee payroll records;
- Workers' Compensation coverage;
- Record of Employment;
- Employee evaluation report; and
- Project summary report.

Application Forms

An application accompanies these guidelines. Additional employer guidelines and applications are available from:

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or online at www.gov.pe.ca

Forms are also available at the following Access PEI locations:

	Tel.		Tel.
Alberton	853-8622	Souris	687-7000
Charlottetown	368-5200	Summerside	888-8000
Montague	838-0600	Tignish	882-7351
O'Leary	859-8800	Wellington	854-7250