Prince Edward Island
CANADA

Development and Technology

Jobs for Youth Program

Non-Profit Sector Component

Guidelines and application for non-profit organizations

Employment Development Agency
1st Floor, Sullivan Building,
16 Fitzroy St., PO Box 2000,
Charlottetown, PEI C1A 7N8
Internet: www.gov.pe.ca

Tel: (902) 368-5805
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JOBS FOR YOUTH PROGRAM

NON-PROFIT COMPONENT - GUIDELINES FOR NON-PROFIT SECTOR EMPLOYERS

INTRODUCTION

The **Non-Profit Component of the Jobs for Youth Program** is designed to create jobs for Island students by assisting local non-profit organizations to carry out projects which benefit Island communities.

The Program is **funded by the Government of Prince Edward Island** and administered by the **PEI Employment Development Agency.**

OBJECTIVES

* To provide Island students across Prince Edward Island with meaningful work experience to assist them in making the school-to-work transition, and;
* To assist local communities to carry out projects which will contribute to their development.

WHO CAN APPLY?

All non-profit organizations on Prince Edward Island.

PROJECT ELIGIBILITY

All types of project proposals will be considered; however, preference will be given to projects which will contribute to local community development and will provide meaningful work experience to Island students.

Projects funded under previous provincial employment programs will be reconsidered on their past performance. **Projects should not create a dependency for long term funding.**

PROJECT DURATION

Projects employing students can begin after mid-May and must conclude before the end of August. **Approved positions must be for a minimum of eight weeks and can be for a maximum of twelve consecutive weeks**.

EMPLOYEE ELIGIBILITY AND SELECTION

Students must be at least 16 years of age, and have a minimum of Grade 10 education by September, 2007; they must have attended school full-time in 2007 and intend to return to school full-time in the current year; must be residents of Prince Edward Island; be eligible to work in Canada and be registered with the Central Jobs Registry of the Employment Development Agency.

Employees will be selected from referrals provided by the Central Jobs Registry.

APPLICATION PROCESS

Project sponsors must complete the attached application and return it to the Employment Development Agency by **March 30, 2007.**

All projects will be assessed against Program criteria; however, approvals will be allocated on a regional basis to ensure funds are distributed equitably across the province.

Final approval is vested with the Employment Development Agency.

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

FUNDING

Each approved position will be funded at an hourly pay rate of 7.80 ($7.50 plus 4% vacation pay) for up to 40 hours per week ($312.00 maximum per week) for eight to twelve weeks. Employers are responsible for the employer's share of employee benefits such as: EI, CPP, Workers Compensation premiums, and the cost of materials, supplies, rentals, travel, telephone and so on.

Approved projects, at the time of start-up will be provided with 80 percent of the approved wage assistance for each position with 20 percent of the total amount being withheld until the completion of the project. **The final 20% will be released upon the Agency's receipt of a brief project summary and a copy of the project's payroll records. The project summary and payroll records must be submitted within 30 days of the project's completion.** Any unused portion of any payment must be repaid to the Employment Development Agency.

APPLICATION FORMS

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

Employment Development Agency,
1st Floor, Sullivan Building,
16 Fitzroy Street, PO Box 2000,
Charlottetown, PEI C1A 7N8
Tel: 368-5805   Fax: 368-5909
Internet: www.gov.pe.ca

or by contacting any of the following Access PEI offices:

	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**

Persons wishing to be considered for jobs created by the Program must complete a Central Jobs Registry Employment Registration available at these same locations.

Application Form
Non-profit Sector Employers

Please read the guidelines before completing this application. This application can also be completed online or downloaded as a PDF form at www.gov.pe.ca.

The personal information contained on this form is collected for the purpose of evaluating eligibility for Program assistance under the legal authority of section 32(2) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01. If you have any questions about the collection of this personal information, you may contact the Manager, Employment Development Agency, 1st Floor Sullivan, 16 Fitzroy Street, Charlottetown, P.E.I. Telephone: (902) 368-5805.

Above line for office use.

PART I – APPLICANT INFORMATION

Organization Name _____

Mailing Address _____

Civic Address _____

Postal Code _____ Telephone _____ Facsimile _____

Revenue Canada Business
Registration Number _____ Workers Compensation Number _____

_____ _____ _____
Contact Name (Primary)   Telephone   E-mail

_____ _____ _____
Contact Name (Alternate)   Telephone   E-mail

PART II – PROJECT DESCRIPTION

A. State the name of your project. (40 characters maximum)

_____

B. State the objective(s) or anticipated results of your proposal.

_____

_____

_____

_____

_____

C. Outline the activities planned to meet the objective(s).

_____

_____

_____

_____

_____

D. When will your project operate. Start Date _____ mm/dd/yy   Finish Date _____ mm/dd/yy

    ＊Payroll operates from Sunday to Saturday. Normally you would start on Monday and finish on Friday.

E. List position(s) required to carry out the project by position title, start and finish dates and duration.

For Office Use	Position Title	Start Date mm/dd/yy	Finish Date mm/dd/yy	Weeks
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
		Total Number of Position Weeks		

F. State the preferred education / skill / work experience for each position above.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

G. Is your project a new initiative? If not, explain why the project is being revived.

_____

_____

H. Was your project proposal previously funded through a government program? If so, indicate the name of the program and attach a project summary of activities carried out.

_____

I. What long-term benefits will be derived from your proposed project?

_____

_____

J. Name the person(s) who will be responsible for maintaining the employee(s) time sheets and providing supervision to the employee(s).

Payroll Supervisor	Title	Telephone
Work Supervisor	Title	Telephone

K. Please calculate the amount of funds your project will require.

Total Number of Position Weeks _____ X $7.80 X 40 = _____

(From Section E) (Hourly Rate + Vacation Pay) (Hours/Week) (Funds Requested)

PART III – DECLARATION

I have read and fully understand the conditions of this application under the Jobs for Youth Program. I certify that the statements contained in this application and any attachments are to the best of my knowledge true and correct.

Employer's Signature   Name (please print)   Position   Date

_____   _____   _____   _____

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