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
Fax: (902) 368-5909

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.