



**Workforce and
Advanced Learning**

Jobs for Youth Program

Non-Profit Sector Component

**Guidelines and
application
for non-profit
organizations**

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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 will 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 Island communities to carry out projects which will contribute to their development.

WHO CAN APPLY?

All non-profit organizations registered in 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 should conclude by the end of August in the current year. Approved positions are normally for a minimum of eight weeks and can be for a maximum of twelve consecutive weeks.

EMPLOYEE ELIGIBILITY AND SELECTION

Students must be 16-29 years of age, and have a minimum of Grade 10 education by September of the current year; they must have attended school full-time in the current school year and intend to return to school full-time in the next school year; must be residents of Prince Edward Island; be eligible to work in Canada and be registered with the Jobs Registry of the Employment Development Agency.

Employees will be selected from referrals provided by the Employment Development Agency's Jobs Registry.

APPLICATION PROCESS

Project sponsors must complete the attached application and return it to the Employment Development Agency by **the last Friday in April**.

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 the Provincial minimum wage rate plus 4% vacation pay for up to 40 hours per week for normally 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 at:

548 Main Street, Montague, PE
Tel: 902-838-0910 Toll-free: 1-877-407-018

Atlantic Technology Centre
176 Great George St Suite 212, Charlottetown
PE Tel: 902-368-6290

Also available online at www.gov.pe.ca, or by contacting any of the following Access PEI offices:

Telephone:	(902)	Telephone:	(902)
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

Students wishing to be considered for jobs created by the Program must complete the Employment Development Agency Jobs Registry Student Employment Application available at these same locations.

Jobs for Youth Program Non-Profit Sector Employers

Date Received

Project #: _____

District #: _____

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.

Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the administration of the PEI Employment Development Agency's programs and will be used for determining program eligibility and maintaining program data for statistical purposes. If you have any questions about this collection of personal information, you may contact the Director of the PEI Employment Development Agency, 548 Main Street, PO Box 1180, Montague, PE, C0A 1R0, Telephone (902) 838-0910.

Above line for office use.

PART I – APPLICANT INFORMATION

Organization Name _____

Mailing Address _____

Civic Address _____

Postal Code _____ Telephone _____ Fax _____

Revenue Canada Payroll # _____ Business Name Registry # _____ WCB # _____

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.

Position Title	Start Date mm/dd/yy	Finish Date mm/dd/yy	Weeks	THIS COLUMN FOR OFFICE USE ONLY
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 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		X	40	=	
(From Section E)		(Minimum wage + 4% 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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