



Fisheries, Aquaculture
and Rural Development

Special Projects Program

Guidelines
and application
for employers

PEI Employment Development Agency
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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?

All non-profit groups registered in Prince Edward Island, municipal governments and Provincial 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.

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 not normally be more that 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, have difficulty securing employment in the private sector and demonstrate need. Employees may be required to provide documentation to demonstrate need.

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

Employees are selected from referrals provided by the Employment Development Agency. The Employment Development Agency may refer workers in greatest need who meet the eligibility criteria. Employees are normally eligible for one placement per fiscal year.

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 the PEI minimum hourly wage rate plus 4% vacation pay for up to 40 hours per week.

Project supervisors receive an additional 5.65 percent per hour plus 4% vacation pay for up to 40 hours per week.

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

Funding assistance at the above rates will be provided for normally 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 |

Revised April 2013