

## Human Resources Planning Assistance

The Human Resources Planning Assistance is designed to assist new and existing small businesses to acquire the technical advisory support and guidance required to assess their current human resource program and make recommendations that will allow the business to develop long-term human resource policies for the recruitment and retention of employees.

### Eligible Business Applicants

- Are based in Prince Edward Island.
- Are sole proprietorships, partnerships, cooperatives or limited liability companies with well-developed business and marketing plans.
- Are expected to provide economic benefit to the Province and similar businesses can't be jeopardized as a result of the proposed project.
- Are not receiving any other non-repayable contributions or grants.
- Are currently without a formal human resource policy or their current policy no longer meets their needs

### Eligible Activities

The types of activities that could be eligible under the Human Resources Planning Assistance include, but are not limited to, assessment of existing human resource policies, development of a human resource action plan and development of human resource policies.

### Levels of Assistance

- The contribution under this program is limited to 50 per cent of the cost to a maximum allowable assistance of \$1000 per business.

### Other Conditions

Other conditions when evaluating an applicant's request for assistance include:

- Potential for long-term viability
- Qualifications and track records of manager
- Level of assistance from other government programs offered or available
- Availability of funds
- Cost benefit to the province

### Performance Monitoring

Innovation PEI requires monitoring for a two-year period and will require yearly financial statements and may request other supporting information on the ongoing activities of the business.

## Application Process

Complete the application form and submit the original and all supporting documentation to Innovation PEI. The application form can be submitted by fax or email as long as the signed original is delivered to Innovation PEI.

***Application must be submitted and approved before any financial or legal commitment is made on the project.***

For each approved project, a letter of offer will be forwarded which, when accepted, shall constitute a contract between Innovation PEI and the business.

Should the project fail to comply with the terms of the contract or be discontinued, Innovation PEI may at its sole discretion:

- Declare the business to be in non-performance (default) of the contract
- Request the business to repay in full the incentive received
- Take necessary legal action to collect the incentive amount in full with interest

## Contact Information

Innovation PEI specializes in providing one-on-one business counselling. Our qualified staff can be reached at:

**Innovation PEI**

94 Euston Street

PO Box 910

Charlottetown, Prince Edward Island

Canada C1A 7L9

**Tel:** 902-368-6300

**Fax:** 902-368-6301

**Toll-free:** 1-800-563-3734

[business@gov.pe.ca](mailto:business@gov.pe.ca)

[www.innovationpei.com](http://www.innovationpei.com)

# Human Resources Planning Assistance Application

Name of Company / Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## Form of Organization:

Incorporated  To be Incorporated  Sole Proprietorship  Partnership  
Cooperative  Other (specify) \_\_\_\_\_

## SECTOR:

Manufacturing / Processing  Retail  Service  Tourism  Primary   
Other (specify) \_\_\_\_\_

Business (HST) Number: \_\_\_\_\_

Application Received Date: \_\_\_\_\_ Project Officer: \_\_\_\_\_

## NATURE OF CURRENT BUSINESS:

In the form of an attachment, please provide a history and description of your business, including products or services provided.

**DESCRIPTION OF PROPOSED PROJECT OR ACTIVITY:** (Written quote must be attached)

Personal information on this form is collected under section 31© of the Freedom of Information 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 delivery of Business Support Programs. It will be used for assessing program eligibility and the evaluation and marketing of Innovation PEI and other Innovation and Advanced Learning Ministry business support programs and services. If you have any questions about this collection of personal information, please contact Innovation PEI.

Signature of applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_