

Human Resources Planning Program

The Human Resources Planning Program is designed to assist new and existing small businesses in Prince Edward Island to acquire the technical advisory support and guidance required to assess the company's current human resource program and make prioritized recommendations that will allow the company to develop long-term human resource policies for the recruitment and retention of employees.

ELIGIBLE APPLICANTS

Eligible applicants include Prince Edward Island businesses that do not have a formal human resource policy and businesses that believe their current policies do not meet the needs of the business or its employees. Applicants must be sole proprietorship, partnerships, cooperatives or limited liability companies.

ELIGIBLE ACTIVITIES

Engaging of qualified professionals to:

- Assess the company's existing human resource policies
- Develop a Human Resource Action Plan

LEVELS OF ASSISTANCE

Up to 50 per cent of the cost of engaging outside human resource expertise to assess the company's existing human resource policies and develop a human resource action plan. The maximum allowable assistance per business is \$1,000.

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

For More Information

Innovation PEI specializes in providing one-on-one business advisory services. Our qualified staff can also provide information regarding most business development programs offered by government agencies across Prince Edward Island. Application forms and additional program information can be obtained from Innovation PEI.

Human Resources Planning Program 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) _____

If applicable: Business (GST) #: _____ PST #: _____

Application Received Date: _____ Project Officer: _____

Amount of assistance requested: (Maximum \$500) _____

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: _____