

Information Technology Planning Program

The Information Technology Planning Program is designed to assist new and existing Prince Edward Island small businesses acquire the technical advisory support and guidance required to assess the appropriate information technologies for their enterprise so as to increase their productivity, profitability and competitiveness.

FORM OF ASSISTANCE

Innovation PEI assistance will be in the form of a non-repayable contribution towards the cost of retaining an independent, arms-length Prince Edward Island based information technology consultant for the purpose of assessing and exploring opportunities for application of information technologies within the enterprise.

LEVEL OF ASSISTANCE

Up to 50 per cent of eligible consultant costs in connection with conducting an information technology assessment, identification of appropriate technologies and development of an implementation plan. Eligible project expenses will not exceed \$5,000.

ELIGIBLE APPLICANTS

Eligible applicants to this program will be Island based non-IT businesses. Applicants must be sole proprietorships, partnerships, cooperatives or limited liability companies with well-developed export oriented business and marketing plans. Those activities that lead to incremental wealth creation in priority sectors will be favourably considered for financial assistance.

Eligible activities include, but are not limited to:

- Evaluation of the potential for improvement in productivity, by way of information Technology
- Identification of the most appropriate electronic tools for communications, transactions, operations and management
- Development of an implementation strategy to integrate the information technologies into the business plan

OTHER CONDITIONS

- Potential for long-term viability
- Employment creation
- Export sales
- Environmental impact
- Level of assistance from other government programs offered or available
- Cost benefit to the province
- Qualifications and track records of managers
- Import substitution
- Availability of program funds

PERFORMANCE MONITORING

The Information Technology Planning Program requires monitoring for a three-year period. In addition to yearly financial statements, applicants must be prepared to provide information, as requested, on the ongoing activities of the business.

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

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

- Declare the applicant to be in nonperformance (default) of the contract
- Request the applicant to repay in full the incentive received
- Take necessary legal action to collect the incentive amount in full with interest. In order for a project to be eligible for assistance it must be expected to provide economic benefit to the province and that similar businesses will not be jeopardized as a result of the proposed project.

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.