



PROVINCIAL PROJECTS PROGRAM

Application for Organizations

Please ensure all sections of the application are completed, including all supporting documentation, before submitting to SkillsPEI for assessment.

Application Received By
SkillsPEI

Office Use Only

A - APPLICANT INFORMATION		
LEGAL BUSINESS NAME	FILE NUMBER (OFFICE USE ONLY)	
OPERATING NAME		
PROVINCIAL CORPORATE REGISTRY NUMBER	BUSINESS NUMBER/HST NUMBER	
HST REBATE NUMBER (%)	WORKERS COMPENSATION FIRM NUMBER	
ORGANIZATION TYPE Private <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public <input type="checkbox"/>	Is the Applicant an Educational Institution? Yes <input type="checkbox"/> No <input type="checkbox"/>	
DATE BUSINESS ESTABLISHED (DD/MM/YYYY)	MAJOR PRODUCT/SERVICE	
NUMBER OF EMPLOYEES	PREFERRED LANGUAGE OF SERVICE English <input type="checkbox"/> French <input type="checkbox"/>	
CONTACT INFORMATION		
ADDRESS (STREET ADDRESS, PO BOX, APT.#)		
MUNICIPALITY	PROVINCE	POSTAL CODE
(AREA CODE) & PHONE NUMBER	TOLL FREE NUMBER	(AREA CODE) & FACSIMILE NUMBER
EMAIL ADDRESS		
PRIMARY CONTACT		
PRIMARY CONTACT PERSON		POSITION OF CONTACT PERSON
(AREA CODE) & PHONE NUMBER	(AREA CODE) & CELLULAR NUMBER	(AREA CODE) & FACSIMILE NUMBER
EMAIL ADDRESS		

B - LEGAL SIGNING OFFICERS	
How many signatures are required to bind your organization into a legal agreement?	NUMBER
How many signatures are required to sign a payment claim form or other report submitted to SkillsPEI?	NUMBER



B - LEGAL SIGNING OFFICERS (Continued)

Please provide the names of the legal signing officers in the table below, indicating appropriate authorization. Also note any specific combination of signatures required.

AGREEMENTS	CLAIMS	TITLE (PRINT)	NAME (PRINT)	SIGNATURE

C – INDEMNIFICATION AND ASSUMPTION OF LIABILITY

The Applicant shall indemnify and hold harmless SkillsPEI and the Government of Prince Edward Island, its agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever arising out of or resulting from the performance of work (herein called the "claims"), provided that any such claim is caused in whole or in part of any act, error or omission, including but not limited to those of negligence of the Applicant, or anyone directly or indirectly employed by the Applicant or anyone for whom the Applicant may be liable.

D – PREVIOUS EXPERIENCE WITH GOVERNMENT

Please describe past agreements with the Government of Prince Edward Island and/or Federal Government (if applicable).

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E – AMOUNTS OWING TO GOVERNMENT OF PRINCE EDWARD ISLAND

Does the applicant owe any amounts, which are in default, to the Government of Prince Edward Island?

Yes No If Yes, provide details below.

AMOUNTS OWING IN DEFAULT	NATURE OF AMOUNT OWING (TAXES, OVERPAYMENTS, ETC.)	NAME OF DEPARTMENT OR AGENCY TO WHICH AMOUNT IS OWED

F –PROJECT DETAILS

The following supplemental information must accompany your application. Please note, the information requested below is required prior to the assessment of your application.

1. Description of the Applicant’s mandate including:
 - a. Background and expertise of the applicant to oversee the proposed project;
 - b. Describe past projects and related achievements with the Government of Prince Edward Island and the Government of Canada.
2. Detailed Project Proposal including the following:
 - a. Name and description of the project;
 - b. Objective of the project;
 - c. Proposed activities and timelines;
 - d. Expected results;



- e. Location of the activity.
- 3. List all partner organizations:
 - a. Identify their role and responsibilities as it relates to the project;
 - b. Identify their financial contributions (monetary or in-kind);
 - c. Verify if these contributions have been confirmed at the time of the submission of the application.
- 4. Describe the evaluation mechanisms that will be used to assess the project upon completion.
- 5. Describe the environmental impact assessment of the proposed activities (if applicable).

G- BUDGET – ITEMIZED BUDGET OUTLINING COST CONSIDERATIONS MUST BE ATTACHED

NUMBER OF PARTICIPANTS	DURATION OF ACTIVITY (# OF WEEKS)	FROM (DD/MM/YYYY)	TO (DD/MM/YYYY)	
REQUESTED CONTRIBUTION	APPLICANT CONTRIBUTION	OTHER CONTRIBUTION		TOTAL COST
		Cash	In-Kind	
\$	\$	\$	\$	\$

Please outline the contributions of other funding partners for this project, if applicable

Other Sources of Funding (Partners)	Contribution

H – PRIVACY

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, Cap. F-15.01, as it relates directly to and is necessary for the programs administered under *the Provincial Projects Program*. If you have any questions about this collection of personal information, you may contact the Manager at your nearest SkillsPEI office, or call 1-877-491-4766.

I – DECLARATION

The Applicant certifies that:

- a) the proposed project(s) will not commence until an agreement has been signed with the Government of Prince Edward Island as represented by the Department and an agreement start date has been established;
- b) the information provided above has been reviewed and understood; and
- c) the signatories to this Application have the authority to bind the applicant organization.



I – DECLARATION (Continued)

The Applicant declares that:

a) the information provided to the Department in this Application and supporting documentation, is true, accurate and complete in every respect.

The Applicant acknowledges that:

a) it may be required by the Department to provide documentation to prove the accuracy of the information contained in this Application at any time, including during the Applicant’s participation in the Program;

b) if the information provided in this Application is false or misleading, the Applicant may be required to repay some or all of the funding that may be approved by the Department under the Program; and

c) any amounts payable to the Applicant under the Program may be set-off against any debts owed to the Government of PEI, which are in default.

The Applicant authorizes:

a) the Minister of Economic Growth, Tourism and Culture to disclose all information contained in this Application concerning any debts owed to the Government of PEI, which are in default, solely for the purpose of verifying the amounts and status of the debt; and

b) the Government of PEI to disclose to the Minister of Economic Growth, Tourism and Culture all information relevant to such debts solely for the purpose of the administration of this Application for funding in connection with the Program.

J - ORGANIZATION SIGNATURES

NAME (PRINT)	POSITION	SIGNATURE	DATE (DD/ MM/YYYY)

Updated January 2022