HEALTH AND SOCIAL SERVICES

COMMUNITY LEADERSHIP

BURSARY PROGRAM

A Community-led Return-for-Service Bursary

Offered to Quebec Students Pursuing Careers in Health and Social Services

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2021-2022 ACADEMIC YEAR

BURSARY GUIDE

Health Canada has contributed financially to the Health and Social Services Community Leadership Bursary Program

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HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM[1]

OBJECTIVE

The purpose of the Health and Social Services Community Leadership Bursary Program is to address the need for professionals with English and French language skills in health and social services in Quebec regions[2] by supporting students who pursue studies in health and social services and who wish to work in their home region and serve their community. The Bursary Program is part of the Retention Program as described on the Dialogue McGill Website.

DESCRIPTION

Created by the McGill University Training and Retention of Health Professionals Project[3], these bursaries have provided, for the last ten years, financial support to students from Quebec regions with English and French language skills pursuing full-time studies in the area of health and social services in a government recognized educational institution.

http://www.afe.gouv.qc.ca/en/all-publications/detail/directory-of-educational-institutions-and-programs/

For each bursary awarded, recipients commit to working in their home region, or the catchment area of the sponsoring community network, following the successful completion of their studies for a minimum of one (1) year in a public health and social services institution or related organization.

These return-for-service bursaries are coordinated locally by the English-speaking community networks from the eligible Quebec regions on page 12. The bursaries are designed to respond to regional and local priorities for access to services in English. A list of priority service areas for each region is made available by the community network. Priority will be given to community-involved students whose field of study will lead them to a career in health and social services that will help address the priority service areas identified for the region.

The sponsoring community networks collaborate with bursary recipients requiring support to obtain a clinical practicum in their home region and in their job search post-graduation. Organizations such as Place aux jeunes en région: https://www.placeauxjeunes.qc.ca/emplois are also good places for students to get support.

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[1] The Health and Social Services Community Leadership Bursary Program is also referred to as the Bursary Program in this document.

[2] For the purposes of the Bursary Program, region refers to the socio-sanitary regions of Quebec http://www.msss.gouv.qc.ca/ reseau/regions.php

[3] The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as Dialogue McGill

As a means of introducing the recipient to the working environment at the CISSS or CIUSSS and paving the way for an eventual successful workplace integration, community networks are encouraged to collaborate with the CISSS or CIUSSS to set up a job-shadowing opportunity for the recipient at a time convenient for both parties during the academic year covered by the bursary.

The Bursary Program targets students who have a demonstrated commitment to and involvement in their English-speaking community. Students are required to provide references from two different individuals who can attest to their commitment and involvement in the English-speaking community and who can evaluate their potential to commit to working in their region in the field of health and social services upon completion of studies.

Students wishing to apply for the Bursary Program must submit their application forms to the contact person at the participating community network in their region. Please refer to the *Directory of Participating Community Networks* on page 15. The bursaries are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Québec) to get appropriate information about the issuing of tax slips.

There is no maximum number of bursaries a student can receive under the bursary program. However, the participating community networks can create their own guidelines in this regard in response to local and regional dynamics.

BURSARY CATEGORIES

The Health and Social Services Community Leadership Bursaries are broken into Two (2) categories depending on the student's residence within Quebec and the location of the educational institution in which they are or will be studying.

Category 1

Category 1 bursaries are offered to students studying in an educational institution located OUTSIDE THEIR HOME REGION.

Category 1 - Bursary Amounts	
University	**Cégep/College**
$10,000	$5,000

Dialogue McGill will allocate a total budget of $160,000 for Category 1 Bursaries during the 2021-2022 academic year.

Community Networks may recommend a maximum of three (3) applications for Category 1 bursaries during the 2021-2022 academic year, excluding students enrolled in vocational training programs.

Category 2

Category 2 bursaries are offered to students studying in an educational institution located WITHIN THEIR HOME REGION.

Category 2 - Bursary Amounts		
University	**Cégep/College**	**Vocational Training***
$5,000	$2,500	$2,000

Dialogue McGill will allocate a total budget of $40,000 for Category 2 Bursaries excluding vocational training (see Vocational Training section below) during the 2021-2022 academic year.

Community Networks may recommend a maximum of three (3) applications for Category 2 bursaries during the 2021-2022 academic year, excluding students enrolled in vocational training programs.

Vocational Training*

Dialogue McGill will allocate a total budget of $24,000 to vocational training bursaries—this envelope will uniquely be used to fund bursaries for students in vocational training programs.

Community Networks may recommend a maximum of two (2) applications for students in vocational training programs during the 2021-2022 academic year and may do so at any point during the year. This maximum is independent from the maximum indicated in the Category 2 Bursaries.

APPLICATION DEADLINES

Important Deadlines*				
Academic year	Call for Bursary Program is launched	Deadline for student to submit application to community network	Deadline for community networks to submit applications to Dialogue McGill:	Decisions rendered by Dialogue McGill
2021-2022	24 March, 2021	7 May, 2021	28 May, 2021	30 June, 2021

Vocational Training Deadlines*

To accommodate the multiple starting dates of vocational training programs in Quebec, Dialogue McGill has opted to offer an **open call** for bursaries for those students in vocational training programs only (see the list of *Eligible Programs of Study in Health and Social Services* on page 13).

Students are subject to the same conditions stipulated for either a Category 1 or 2 Bursary but, if they are in a vocational training program, they may apply for a Category 2 Bursary at any point during the 2021-2022 academic year.

ELIGIBILITY CRITERIA

The Bursary Program is open to full-time students from Quebec regions (refer to *List of Eligible Quebec Regions* on page 12) who:

- are Canadian citizens (or permanent residents) who have resided in their home region for at least 2 years (24 months)

- have the appropriate English and French language skills to provide health and social services in a health and social services institution in Quebec

- are pursuing studies in a government recognized educational institution located INSIDE or OUTSIDE their home region

- are currently accepted into or pursuing full-time studies in a government recognized health and social services program that permits the students to work professionally in Quebec upon completion of studies; this program of study must prepare them for careers where they will be providing direct care and service; refer to list of *Eligible Programs of Study in Health and Social Services* on page 13)

- are registered full-time during the 2021-2022 Academic Year

- are committed, following completion of studies, to working in their home region, or catchment area of the sponsoring community network, in a public health and social services institution or related organization for a minimum of one year per bursary awarded

- agree to participate in any follow-up, monitoring or evaluation of the Program conducted by Dialogue McGill and / or the community network

Please note *that the Bursary Program is not available to students registered in independent study programs, programs that do not lead to a degree or diploma, nor to students registered in distance or online training programs.*

APPLICATION PROCESS

Students wishing to apply to the bursary program should communicate with the community Network responsible for coordinating the bursary program within their home region (please see the *Directory of Participating Community Networks* on page 15) and can visit Dialogue McGill's website for all required forms and additional information.

Step 1

Students fill out *Form 1: Student Application,* including the identification of their home region and the participating community network that will coordinate (sponsor) their bursary application within that region. Please see *Directory of Participating Community Networks* on page 15 for the complete list of participating community networks.

Step 2

Students attach the following documents to *Form 1: Student Application,* and send the completed form with the attached documents to the contact person at the participating community network:

- most recent Curriculum Vitae
- official letter of acceptance into their program that they have received from their educational institution

- most recent academic transcript: if they are a first-year student after high school, they are to attach their latest high school transcript

Step 3

Students provide two (2) references from within their community.

An appropriate reference provider is one who:

- has known the student for at least two (2) years
- can attest to the student's commitment and involvement in the English-speaking community
- can evaluate the student's potential to provide service in English while working in the field of health and social services upon completion of studies

Examples of appropriate reference providers include:

- members in the student's community who belong to government agencies or non-governmental organizations (NGO)
- persons from educational institutions (e.g., teachers)
- persons from hospital, clinic, or care facility engagement
- persons from daycare centers
- summer camp coordinators
- persons from community center engagement
- volunteer supervisors; and more

Please note *that the reference provider cannot be a family member, nor a staff member of the community network to which the student is applying*

Students fill out section 1 of *Form 2: Reference Providers* and ask that their references complete *sections 2-4.*

Reference Providers email the completed *Form 2*: *Reference Providers* to the contact person at the participating community network in the student's home region.

SELECTION CRITERIA

Bursary applicants will be recommended for approval by the participating community network based on the following criteria:

- compatibility of the student's field of study with the identified regional priority service areas

- student's commitment, following completion of studies, to work in his/her field in a public health and social services institution or related organization in their home region or the catchment area of the sponsoring community network for a minimum of one year per bursary awarded

- quality of the references provided

- quality of the student's academic standing

- overall quality, content, and presentation of the student's application

SELECTION AND APPROVAL PROCESS

The selection of bursary recipients is a three-step process. The first step takes place at the community network level, the second at the regional level and the third at the Dialogue McGill level.

Community Network Verification Process

The first step of the process is the validation by the sponsoring community network of the admissibility of the application. This involves ensuring that it was submitted by the announced deadline, that the application is complete, and that the student meets the basic eligibility criteria previously listed. The community network will submit all eligible and conforming applications to the Bursary Selection Committee.

Bursary Selection Process

The second step takes place under the auspices of a selection committee set up by the sponsoring community network. Bursary Selection Committees will involve community and public health sector representation whose responsibility is to review all qualifying bursary applications submitted to the community network, ensuring that they respond to regional priorities and to recommend three candidates per category, in ranked order within each category, to Dialogue McGill to receive a bursary.

Dialogue McGill Recommendation Process

The Dialogue McGill Bursary Recommendation Committee will evaluate the bursary applications submitted by the Bursary Selection Committees using an evaluation grid based on the selection criteria mentioned on the previous page. A separate review process will take place for different bursary category applications.

For each of the categories, the Dialogue McGill Bursary Recommendation Committee will allocate bursaries in order of the priority ranking accorded by the Bursary Selection Committee. All Priority 1 applications will be reviewed first, and bursaries will be allocated to candidates who meet the selection criteria. Next, Priority 2 applications will be reviewed, and bursaries allocated to Priority 2 candidates who meet the selection criteria. If funds remain, Priority 3 applications

will be reviewed, and bursaries will be allocated to candidates who meet the selection criteria by means of a draw until the remaining funds are depleted.

CONFLICT OF INTEREST FOR COMMITTEE MEMBERS

- Committee members must declare any real, apparent or perceived conflict of interest stemming from an affiliation with a specific applicant and any other area of potential conflict of interest.

- If there is a conflict of interest, the committee member must recuse himself or herself completely from the discussion and decision concerning the applicant in question.

PAYMENT MODALITIES

Payment to the Participating Community Network

Once Dialogue McGill has approved the bursary funding, an amendment to the 2018-2023 contract agreement between McGill University and the community network will be made and sent to the community network for signatures. The bursary payment is distributed to the community network within thirty (30) calendar days after the signing of the amendment to the contract agreement by both parties.

Payment to the Bursary Recipient

The community network is responsible for disbursing payments to the Bursary Recipient. Bursaries are paid in out in terms in two equal parts.

The first payment should be made in **mid-September** and the second in **mid-January** of the funding year following reception of *Recipient Form1: Attestation of Student's Studies*.

- The *Recipient Form 1: Attestation of Student's Studies* is made available to the community networks once the Bursary Program application has been approved. This form will confirm the student's registration for full-time studies during the funding period as well as their satisfactory academic standing. The student must submit this signed form to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for the applicable semester.

- Upon reception of the bursary payment, the student must sign the Community Network /Bursary Recipient contract that sets out the specific conditions of the bursary that relate to default.

- The student will have to complete *Recipient Form 2: Proof of Bursary Payment: Section 2C* to confirm reception of each bursary payment received from the community network.

BURSARY RECIPIENT COMMITMENT

- The recipient must commit to completing studies in a government recognized health and social services program that permits the student to work professionally in a public health and social institution or related organization in Quebec upon completion of studies.

- The recipient must remain registered for full-time studies in a government recognized health and social services program during the period funded.

- The recipient must commit to working in his or her home region, or catchment area of the sponsoring community network, following completion of studies in a public health and social services institution or related organization for a minimum of one year per bursary awarded. If the recipient can only secure part-time employment, repayment time is the equivalent in hours of one year of full-time work.

- Should the bursary recipient not be able to meet his or her commitments, he or she will have to report in writing to the community network and reimburse the allocated funding in accordance with a contract signed between the community network and the recipient which stipulates:

    1. should the bursary recipient drop out of the agreed upon program of study he or she must reimburse the sponsoring community network, any money received, within three years following the date he or she dropped out.

    2. should the recipient default on his or her commitment by ceasing to work in the health and social services field in their home region, or catchment area of the sponsoring community network before the fixed period has expired, he or she must reimburse the sponsoring community network, within three years of graduation, the amount of the bursary prorated for the remaining period.

    3. should the recipient default on his or her commitment by not working in their home region, or catchment area of the sponsoring community network, he or she must reimburse the sponsoring community network the bursary amount received, within three years of graduation.

    4. should the recipient not find employment in their home region, or catchment area of the sponsoring community network, but secures employment in another region, he or she will be deemed to have fulfilled his or her commitment after one year of employment per bursary received in the other eligible region. In this case, recipients must show proof of their unsuccessful job search in their home region, or within the catchment area of the sponsoring community network.

- The recipient must provide a digital photograph and curriculum vitae to the community network and grant Dialogue McGill, the community network and the health and social services institutions permission to disseminate, for promotional purposes, their photographic image, curriculum vitae, and information about the bursary awarded.

- The recipient must agree to allow their contact information to be entered into a database of health professionals able to provide healthcare services in English which can be made available to the health and social services institutions and on the Dialogue McGill website.

- The recipient must agree, upon completion of studies, to participate in any formal follow-up monitoring or evaluation of the Program conducted by Dialogue McGill or the community network.

LIST OF ELIGIBLE QUEBEC REGIONS

The bursary program is available to students whose primary residence is in one of the following Quebec regions:

Region 01 Bas-Saint-Laurent

Region 02 Saguenay—Lac-Saint-Jean

Region 03 Capitale-Nationale

Region 04 Mauricie-et-Centre-du-Québec

Region 05 Estrie

Region 06 Montréal

Region 07 Outaouais

Region 08 Abitibi-Témiscamingue

Region 09 Côte-Nord

Region 10 Nord-du-Québec

Region 11 Gaspésie—Îles-de-la-Madeleine

Region 12 Chaudière-Appalaches

Region 13 Laval

Region 14 Lanaudière

Region 15 Laurentides

Region 16 Montérégie

ELIGIBLE PROGRAMS OF STUDY IN HEALTH AND SOCIAL SERVICES

The bursary program is available to students from eligible Quebec regions who are currently accepted into or pursuing full-time studies in one of the following governments recognized health and social services programs that permits the students to work professionally in Quebec upon completion of their studies.

VOCATIONAL TRAINING PROGRAMS

The following are eligible vocational training programs that lead to a **Diploma of Vocational studies (DVS)/ Diplôme d'études professionnelles (DEP)**

Assistance à la personne en établissement et à domicile

Assistance dentaire

Assistance technique en pharmacie

Dental Assistance

Santé, assistance et soins infirmiers

Health, Assistance and Nursing

Institutional and Home Care Assistance

Pharmacy Technical Assistance

COLLEGE/CÉGÉP-LEVEL PROGRAMS

The following are eligible Cégep/College-level programs which lead to a **Diploma of College Studies (DCS)/ Diplôme d'études collégiales (DEC)**

Audioprothèse

Biomedical Laboratory Technology

Dental Hygiene

Diagnostic Imaging

Environnement, hygiène et sécurité au travail

Medical Records Management

Nursing

Physiotherapy technology

Pre-hospital Emergency Care

Radiation Oncology

Respiratory and Anaesthesia Technology

Social Service

Soins infirmiers

Soins préhospitaliers d'urgence

Special Care Counselling

Techniques de diététique

Techniques de physiothérapie

Techniques de travail social

Techniques d'éducation spécialisée

Techniques d'électrophysiologie médicale

Techniques d'hygiène dentaire

Techniques d'inhalothérapie

Techniques d'intervention en délinquance

Techniques d'intervention en loisir

Techniques d'orthèses et de prothèses orthopédiques

Techniques d'orthèses visuelles

Technologie d'analyses biomédicales

Technologie de médecine nucléaire

Technologie de radiodiagnostic

Technologie de radio-oncologie

Youth and Adult Correctional Intervention

UNIVERSITY-LEVEL PROGRAMS

The following are eligible University-level programs which lead to either a **Certificate or Diploma / *Cértificat ou Diplôme*; Bachelor's degree / *Baccalauréat*; Master's degree / *Maîtrise*; Or Doctoral degree / *Doctorat***

Art Therapy

Audiologie

Audiology

Cert. In Native & North. Student Pers. Advising

Certificate in Special Education

Communication Sciences and Disorders

Communications (Relations humaines)

Creative Therapies

Criminologie (Orientation clinique)

Criminology (Clinical orientation)

Dentistry

Dietetics and Human Nutrition

Diploma in Human Relations and Family Life

Éducation spécialisée

Ergonomie

Ergothérapie

Génagogie

Génie biomédical

Gérontologie sociale

Intégration socio-économique des personnes ayant une déficience intellectuelle

Interprétation visuelle

Intervention communautaire

Interventions en toxicomanie

Intervention jeunesse

Intervention psychosociale

Intervention sociale

Kinanthropologie

Kinanthropology

Kinésiologie

Kinesiology

Medicine

Médecine

Neuroscience

Nursing

Nursing communautaire

Nurse Practitioner

Nutrition

Occupational Therapy

Optométrie

Orthophonie

Pharmacie (Maîtrise)

Pharmacy (Masters)

Physiothérapie

Physiotherapy

Pratiques psychosociales

Pratique sage-femme

Psychoéducation

Psychologie clinique (doctorat)

Psychology (PhD level)

Public Health

Radiobiologie

Réadaptation motrice et sensorielle

Réadaptation occupationnelle

Réadaptation physique

Récréologie

Santé environnementale et santé au travail

Santé communautaire

Santé et sécurité au travail

Santé mentale

Santé publique

Sciences du comportement humain

Sciences infirmières

Service social - Travail social

Sexologie

Social Work

Soins critiques

Soins infirmiers communautaires

Speech and Language Pathology

Toxicomanie

DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence

414 de la Seigneuresse, Rimouski, QC, G5L 5X3

Name of contact:	Anna L. Cone	Title:	Rimouski Community Outreach Coordinator
Tel. number:	(418) 730-7685	E-mail:	acone@heritagelsl.ca
Website:	www.heritagelsl.ca		

REGION 02: SAGUENAY—LAC-SAINT-JEAN

Eco-02 (English Community Organization Saguenay-Lac-Saint-Jean)

1936, rue Davis, Suite 105, Jonquière, Québec, G7S 3B6

Name of contact:	Elie Pierre Blessy	Title:	Executive Director Outreach Coordinator
Tel. number:	(418) 730-7685	E-mail:	ed@eco-02.ca
Website:	www.eco-02.ca		

REGION 03: CAPITALE-NATIONALE

Jeffery Hale Community Partners (JHCP)

1270, chemin Ste-Foy, Suite 2000, Quebec, QC, G1S 2M4

Name of contact:	Ellie Fleming	Title:	Program Support Agent
Tel. number:	(418) 684-5333, Ext. 1551	E-mail:	Efleming@jhpartners.net
Website:	www.wejh.ca		

REGION 04: MAURICIE-ET-CENTRE-DU-QUÉBEC

Center for Access to Service in English (CASE)

1045 Chabanel Street, Drummondville, QC, J2B 2J4

Name of contact:	Shannon Keenan	Title:	Executive Director
Tel. number:	(819) 850-5560 1(833) 850-5560	E-mail:	casemcq.dg@gmail.com
Website:	www.casemcq.com		

REGION 05: ESTRIE

Townshippers' Association—Estrie Network

3355 College, Sherbrooke, QC, J1M 0B8

Name of contact:	Michelle Lepitre	Title:	Agent, ETPHSS Estrie Network
Tel. number:	(819) 566-5717	E-mail:	ml@townshippers.org
Website:	www.townshippers.org		

REGION 06: MONTRÉAL

African Canadian Development and Prevention Network (ACDPN)

6585 Côte-des-Neiges, Montreal, H3S 2A5

Name of contact:	Tania Callender	Title:	Executive Director
Tel. number:	(514) 737-3213, Ext. 300	E-mail:	tcallender@acdpn.org
Website:	www.acdpn.org		

Collective Community Services (CCS)

451, rue de l'Église, suite 200, Verdun, QC, H4G 2M6

Name of contact:	Mr. Vaughan Roche	Title:	Executive Director
Tel. number:	(514) 937-5351, Ext. 235	E-mail:	vaughanr@ccs-montreal.org
Website:	www.ccs-montreal.org		

East Island network for English Language Services (REISA)

8370 Lacordaire Boulevard, Suite 312, Saint-Léonard, QC H1R 3Y6

Name of contact:	Fatiha Gatre Guemiri	Title:	Executive Director
Tel. number:	(514) 955-8370, Ext. 2217	E-mail:	fguermiri@reisa.ca
Website:	www.reisa.ca		

REGION 07: OUTAOUAIS

Connexions Resource Center

67, rue du Couvent, Gatineau, Québec, J9H 6A2

Name of contact:	Danielle Lanyi	Title:	Executive Director
Tel. number:	(819) 557-0617	E-mail:	d_lanyi@centreconnexions.org
Website:	www.centreconnexions.org		

REGION 08: ABITIBI-TÉMISCAMINGUE

Neighbours Regions Association of Rouyn-Noranda

P.O. Box 2277, (139, av. Murdoch), Rouyn-Noranda, QC, J9X 5A9

Name of contact:	Sharleen Sullivan	Title:	Executive Director
Tel. number:	(819) 762-0882	E-mail:	neighbours@cablevision.qc.ca
Website:	www.neighbours-rouyn-noranda.ca		

REGION 09: CÔTE-NORD

Coaster's Association, Inc.

P.O. Box 10, St. Paul's River, QC, G0G 2P0

Name of contact:	Kimberly Buffitt	Title:	Director of Programs
Tel. number:	(418) 379 2006, Ext. 226	E-mail:	hssnpi@globetrotter.net
Website:	http://coastersassociation.com/		

North Shore Community Association (NSCA)

P.O. Box 6102, Baie-Comeau, QC, G4Z 2G9

Name of contact:	Jody Lessard	Title:	Executive Director
Tel. number:	(418) 296-1545	E-mail:	nsca@quebecnorthshore.org
Website:	www.quebecnorthshore.org		

REGION 10: NORD-DU-QUÉBEC

There is no community network associated with this region at the moment. Students from this region who are eligible and wish to apply to the bursary program should contact:

See REGION 08: Neighbours Regional Association of Rouyn-Noranda

REGION 11: GASPÉSIE—ÎLES-DE-LA-MADELEINE

Committee for Anglophone Social Action (CASA)
168, Gerard D Levesque, New Carlisle, QC, G0C 1Z0

Name of contact:	Kim Harrison	Title:	Executive Director
Tel. number:	(418) 752-5995	E-mail:	Kim@casa-gaspe.com
Website:	www.casa-gaspe.com		

Committee for Anglophone Magdalen islanders (CAMI)
787 Chemin Principal, Grosse Ile, QC, G4T 6B5

Name of contact:	Helena Burke	Title:	Executive Director
Tel. number:	(418) 985-2116, Ext. 1	E-mail:	helena@micami.ca
Website:	www.micami.ca		

Vision Gaspé-Percé Now (VGPN)
28 St. Patrick Avenue, P.O. Box 67, Douglastown, Gaspé, QC, G4X 1H0

Name of contact:	Jessica Synnott	Title:	Executive Director
Tel. number:	(418) 752-5995	E-mail:	j.synnott@vgpn.ca
Website:	www.visiongaspeperce.ca		

REGION 12: CHAUDIÈRE-APPALACHES

Megantic English-speaking Community Development Corporation (MCDC)
906 Mooney St. West, Thetford Mines, QC, G6G 6H2

Name of contact:	Brian Gignac	Title:	Executive Director
Tel. number:	(418) 332-3851	E-mail:	director@mcdc.info
Website:	www.mcdc.info		

REGION 13: LAVAL

The Youth and Parents AGAPE Association Inc./Association amicale des Jeunes et parents AGAPE

3950 Boulevard Notre-Dame, Laval QC H7W 1S7

Name of contact:	Kevin McLeod	Title:	Executive Director
Tel. number:	(418) 686-4333	E-mail:	kevin.mcleod@agapeassociationinc.com
Website:	www.agapeassociationinc.com		

REGION 14: LANAUDIÈRE

English Community Organization of Lanaudière (ECOL)

3657 Queen Street, Rawdon, QC J0K 1S0

Name of contact:	Carole Gravel	Title:	Project Officer
Tel. number:	(514) 775-9435	E-mail:	carole-ecol@hotmail.com
Website:	https://www.ecol-lanaudiere.org/		

REGION 15: LAURENTIDES

4 Korners Family Resource Center

200, rue Henri-Dunant, Deux-Montagnes, QC, J7R 4W6

Name of contact:	Stephanie Helmer	Title:	Executive Director
Tel. number:	(450) 974-3940	E-mail:	stephanie@4korners.org
Website:	www.4korners.org		

REGION 16: MONTÉRÉGIE

Townshippers' Association – Montérégie East Network

3-584 ch Knowlton, Lac-Brome (Quebec) J0E 1V0

Name of contact:	Maggie Severs	Title:	Agent, Eastern Townships Partners for Health and Social Services, Montérégie-East Network
Tel. number:	(450) 242-4421	E-mail:	msevers@townshippers.org
Website:	www.townshippers.org		

REGION 16: MONTÉRÉGIE (cont.)

Assistance and Referral Center (ARC) – Montérégie Centre Sector

106, Churchill Blvd., Greenfield Park, QC, J4V 2L9

Name of contact: Chris Lapointe   Title: Executive Director

Tel. number: (514) 604-9455   E-mail: arc.exdir@gmail.com

Website: www.arc-hss.ca/

Montérégie East Partnership for the English-Speaking Community (MEPEC)

551 boul. Sir-Wilfrid-Laurier #106, Beloeil, QC, J3G 0A4

Name of contact: Karoll-Ann Carrier   Title: Executive Director

Tel. number: (450) 281 3732   E-mail: info@mepec-perma.org

Website: www.mepec-perma.org

Montérégie West Community Network (MWCN)

Chateauguay Central Office, 255 Boul. d'Anjou, Suite 203, Chateauguay, QC, J6J 2R7

Name of contact: Pauline Wiedow   Title: Executive Director

Tel. number: (450) 691-1444   E-mail: Mwcn2016@gmail.com

Website: www.mwcn.ca/

APPLICANT RESPONSIBILITIES

Students applying to the bursary program are responsible for:

1. completing and submitting _Form 1 – Student Application_, with the required attached documents, to the contact person at the participating community network

2. completing section 1 of _Form 2 – Reference Providers_ and sending it to their reference provider for completion

3. if studying in an educational institution outside of Quebec, ensuring that their program of study is recognized by the appropriate professional order in Quebec

DOCUMENT CHECKLIST:

The student is responsible for completing the following forms and returning them to the appropriate contact.

When Applying for a Bursary:

☐ _Form 1: Student Application_**,** with the following attached:

- Curriculum Vitae
- Letter of acceptance from educational institution
- Most recent transcript

☐ _Form 2: Reference Providers_ (Title page and section 1)

BURSARY RECIPIENT RESPONSIBILITIES

Students awarded a Health and Social Services Community Leadership Bursary (Category 1 or Category 2), are responsible for and must agree to the following:

1. conforming to the **Payment Modalities** listed on page 10;

2. submitting _Recipient Form 1: Attestation of Student Studies_ (made available to the recipient by the community network upon approval of Bursary Program application) which serves to confirm the student's registration for full-time studies and good academic standing. As a prerequisite for receiving the bursary payment, the student must send this form to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;

3. picking up bursary payment from the community network, or providing the required information for electronic payment;

4. _confirming reception of bursary payment by signing the _Recipient Form 2: Proof of Bursary Payment - Section 2C;_

5. providing a digital photographic image to the community network;

6. entering into a contractual agreement with the community network regarding the recipient obligations, which include:

- informing the community network in writing within 30 days, should he or she:

   o withdraw from the full-time academic program or

   o not work in the field of health and social services in a public health and social services institution or related organization in an eligible Quebec region for a minimum of one year per bursary awarded;

- in the case of a withdrawal from the academic program, agreeing to reimburse the full amount of the bursary;

- if the bursary recipient is not working in the field of health and social services for a minimum of one year in his or her home region, or in the catchment area of the sponsoring community network and cannot demonstrate evidence of having actively searched for employment in his or her field, agreeing to a full or partial (on a pro-rata basis) reimbursement;

- informing the community network that he or she was unable to find work in the home region, or in the catchment area of the community network, but is employed in the field of health and social services in another region. If such is the case, the bursary recipient must demonstrate evidence of having actively but unsuccessfully searched for employment in his or her field in the home region, or in the catchment area of the sponsoring community network.

DOCUMENT CHECKLIST:

If the Application is Accepted:

☐ *Recipient Form 1: Attestation of Student Studies*

☐ *Recipient Form 2: Proof of Bursary Payment Form*

REFERENCE PROVIDERS RESPONSIBILITIES

Students' reference providers are responsible for:

Completing sections 2-4 of *Form 2*: *Reference Providers*. This form will be emailed to the reference provider by the student.

Reference providers should email the signed and completed form to the contact person at the participating community network that is indicated in Section 1 of the Form.

DOCUMENT CHECKLIST:

☐ *Form 2: Reference Providers* (sections 2-4)

The Community Reference must be provided by an individual who has known the applicant for at least 2 years and who can attest to the applicant's knowledge of or involvement in the English-speaking community and who can evaluate the student's potential to work in his or her region, or the catchment area of the sponsoring community network, in the field of health and social services upon completion of their studies.

Please note *that the reference provider cannot be a family member, nor a staff member of the community network to which the student is applying.*

COMMUNITY NETWORKS RESPONSIBILITIES

Community Networks are responsible for:

1. contacting the Centre intégré de santé et de services sociaux (CISSS) or the Centre intégré universitaire de santé et de services sociaux (CIUSSS) and consulting the MSSS website to obtain the list of key positions in the workforce that have been deemed vulnerable for the region and incorporating this information in the bursary publicity and in the selection of applications;

2. identifying priority service areas for the English-speaking population that appear in the regional access program and in other available studies and incorporating this information in the bursary publicity and selection of applicants;

3. promoting the Bursary Program;

4. contacting Dialogue McGill regarding questions on the Bursary Program;

5. setting up a Bursary Selection Committee, including establishing its terms of reference (mandate, composition, conflict of interest guidelines, selection criteria etc.). The regional committee must include CISSS or CIUSSS representation;

6. coordinating the work of the Bursary Selection Committee to ensure review of the applications, <u>recommending up to 3 applications for Category 1 and 2 bursaries,</u> and up to two (2) additional applications for students in Vocational Training programs which meet the criteria for a Category 2 bursary, and ranking them by order of priority within each category;

7. completing *Form 3: community network recommendation* of each application;

8. verifying each application and supporting documents to ensure that the requested information is filled in and that the information is complete;

9. if necessary, requesting further documentation from student and other parties;

10. preparing and submitting the student's application accompanied by supporting documents to Dialogue McGill contact persons (see Questions and Contact Information on page 28)

11. submitting a copy of the Bursary Selection Committee Recommendations signed by the Committee members;

12. communicating results of the bursary selection process to applicant;

13. signing the amendment to the existing contract agreement between McGill University and the community network;

14. ensuring that the student conforms to the Bursary Recipient Commitments and Payment Modalities listed on page 10 and 11;

15. receiving allocations from the Dialogue McGill;

16. drafting a Community Network /Bursary Recipient contract regarding the recipient's obligations pre and post-graduation and ensuring that it is signed by both parties before payment is issued;

17. disbursing bursary payment to the Bursary Recipient on a term basis, in two equal parts. The first payment is to be made in mid-September and the second in mid-January following reception of Recipient Form 1: Attestation of Student's Studies (made available to community networks upon approval of Bursary Program application) confirming the student's registration for full-time studies during the 2021-2022 Academic Year and satisfactory academic standing. As a prerequisite for distributing the bursary payment, this form must be received within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;

18. confirming that the bursary payment was distributed to the recipient by completing *Recipient Form 2: Proof of Bursary Payment* (made available to the community networks upon approval of Bursary Program Application);

19. collaborating with the bursary student to obtain a clinical practicum in the region a) by providing the student and the clinical placement coordinator at the educational institution with contact information of the clinical placement coordinator at the CISSS, b) by providing the clinical internship coordinator at the CISSS with the name of the bursary recipient, his or her field of study, his or her availability for a clinical practicum in the institution;

20. collaborating with the bursary student to obtain a job in a public health and social services institution in the region by keeping him or her advised of job openings and keeping the recruitment staff at the CISSS informed of the bursary recipient's program of study and expected date of graduation;

21. maintaining up-to-date contact information for the student;

22. monitoring the bursary recipient's file and his or her adherence to commitments outlined in the Bursary Recipient Commitment and the Community Network /Bursary Recipient contract. If applicable, process reimbursements received from bursary recipients who defaulted on their obligations and / or ensure other repayment options are adhered to;

23. informing Dialogue McGill in writing of any bursary recipient who defaults on the terms of the agreement, requesting prior approval from McGill of the repayment plan negotiated with the recipient, and informing Dialogue McGill in writing when the repayment plan is complete;

24. collecting and transmitting the data necessary for reporting to McGill University, according to the conditions stipulated in the contract;

25. collecting the recipient's digital photographic image and transmitting to Dialogue McGill;

26. participating in the Bursary Program formal follow-up, monitoring, and evaluation process.

DOCUMENT CHECKLIST:

The Community Networks are required to SUBMIT the following documents to Dialogue McGill (see Questions and Contact Information on page 28.)

☐ *Form 3: Community Network Recommendation*

☐ *Form 1: Student Application Form*; including the attached documents:

- student's most recent Curriculum Vitae
- student's letter of acceptance into their program; received from the educational institution
- student's most recent academic transcript

☐ *Form 2: Reference Provider*

DIALOGUE McGILL RESPONSIBILITIES

Dialogue McGill is responsible for:

1. overseeing the Bursary Program;
2. administrating the Bursary Program budget;
3. developing and managing the Bursary Program communication plan;
4. promoting the Bursary Program through participating community networks;
5. sending the call for Bursary Program applications to participating community networks;
6. setting up a Bursary Recommendation Committee: establishing its Terms of Reference that would include composition, selection criteria and conflict of interest guidelines;
7. reviewing bursary applications to ensure that they are complete and request further information where required;
8. applying the Selection Criteria listed on page 9, and approving or refusing funding accordingly;
9. communicating results of Bursary Program selection process to community network;
10. transmitting the Bursary Recipient Forms 1 and 2 (Attestation of Student's Studies and Proof of Payment Forms) to the community network following approval of applicants;
11. upon approval of bursary funding, preparing an amendment to the contract agreement between McGill University and the community network;
12. distributing allocations to the community network;
13. receiving information on bursary recipients who default on the terms of the agreement, providing prior approval on the repayment plan negotiated with the recipient, and signing off on the completed repayment plan;
14. collecting and transmitting the data necessary for accountability to Health Canada;
15. monitoring, tracking and evaluating the Bursary Program.

QUESTIONS AND CONTACT INFORMATION

Students and reference providers who may have questions about the Bursary Program should contact the Community Network in their home region that is listed under the Directory of Participating Community Networks.

Community Networks in the following regions are to send their **bursary applications** or any questions about the program to Ms. Gail Hawley-McDonald.

Region 01 Bas-Saint-Laurent	**Region 08** Abitibi-Témiscamingue
Region 02 Saguenay-Lac-Saint-Jean	**Region 09** Côte-Nord
Region 03 Capitale-Nationale	**Region 10** Nord-du-Québec
Region 04 Mauricie-et-Centre-du-Québec	**Region 11** Gaspésie-Iles-de-la-Madeleine
Region 05 Estrie	**Region 12** Chaudière-Appalaches
Region 07 Outaouais	

Name of contact:	Gail Hawley-McDonald	**Title:**	Senior Program Officer
Tel. number:	(819) 827-1491	**E-mail:**	Gail.hawley-mcdonald@mail.mcgill.ca

Community Networks in the following regions are to send their **bursary applications** or any questions about the program to Mr. Richard Silver.

Region 06 Montreal	**Region 15** Laurentides
Region 13 Laval	**Region 16** Montérégie
Region 14 Lanaudière	

Name of contact:	Richard Silver	**Title:**	Senior Program Officer
Tel. number:	(514) 277-7772	**E-mail:**	Richard.silver@affiliate.mcgill.ca