



**McGill**

**Dialogue McGill**  
Better Communication for Better Care

TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT

## **HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM**

**A community-led return of service bursary for Quebec students  
pursuing careers in health and social services**

**2020-2021 ACADEMIC YEAR**

---

## **BURSARY APPLICATION GUIDE Category 1 and Category 2**

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

## TABLE OF CONTENTS

<b>General information</b>	3-8
<b>Contact Information for Bursary Program</b>	9
<b>List of Selected Quebec Regions</b>	9
<b>List of Montreal Metropolitan Communities (MMCs) Not Eligible</b>	10
<b>Reference List of Levels of Study and Government Recognized Health and Social Services Programs</b>	11-12
<b>Directory of Participating Community Networks</b>	13-15
<b>Student</b>	
- List of Responsibilities & Document Checklist	16-17
<b>Reference Providers for the Student</b>	
- List of Responsibilities & Document Checklist	17
<b>Community Network</b>	
- List of Responsibilities & Document Checklist	18-19
<b>Dialogue McGill</b>	
- List of Responsibilities	20

**Ce document est aussi disponible en français:**

<https://www.mcgill.ca/dialoguemcgill/fr/forms/formulaires-relatifs-au-programme-de-bourses>

## GENERAL INFORMATION

IMPORTANT DATES FOR CATEGORY 1 AND CATEGORY 2 BURSARY APPLICATIONS				
Academic year	Call for Bursary Program applications launched	Deadline for students to submit application forms to community networks	Deadline for community networks to submit application forms to the Dialogue McGill	Decisions rendered by the Dialogue McGill
2020-2021	April 10, 2020	May 19, 2020	June 5, 2020	June 23, 2020

## THE HEALTH AND SOCIAL SERVICES COMMUNITY LEADERSHIP BURSARY PROGRAM<sup>1</sup>

### OBJECTIVE

The purpose of the Health and Social Services Community Leadership Bursary Program is to respond to priorities for access to health and social services in the English language in selected Quebec regions<sup>2</sup>. The bursaries support students who pursue studies in health and social services and who commit to work in their home region upon completion of their studies. 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<sup>3</sup>, these bursaries provide financial support to students from selected 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. [https://prod.mels.gouv.qc.ca/afep101/html/dai\\_20042005\\_liste\\_etablissement\\_aide\\_angl.html](https://prod.mels.gouv.qc.ca/afep101/html/dai_20042005_liste_etablissement_aide_angl.html)

For each bursary awarded, recipients commit to working in their home region (Pg. 9) following the successful completion of their studies for a minimum of one year in a public health and social services institution or related organization.

Under the leadership of the English-speaking community networks from the selected regions (Pg. 9) these return of service bursaries are designed to respond to regional and local needs for access to services in English. These needs are identified by community networks in conjunction with the health and social service institution in their region. Bursaries will be awarded to community-oriented students whose field of study will lead them to a career in health and social services that will help address the priority areas for English-language services identified by the community network and the Centre intégré de santé et de services sociaux (CISSS) or the Centre intégré universitaire de santé et de services sociaux (CIUSSS) serving 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.

<sup>1</sup> The Health and Social Services Community Leadership Bursary Program is also referred to as the Bursary Program in this document.

<sup>2</sup> For the purposes of the Bursary Program, region refers to the socio-sanitary regions of Quebec. <https://www.msss.gouv.qc.ca/reseau/regions-sociosanitaires-du-quebec/>

<sup>3</sup> 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 knowledge of or involvement in the English-speaking community. Students are required to provide references from two individuals who can attest to their knowledge of or involvement in the English-speaking community and who can evaluate their potential to work 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 to the contact person at the participating community network in their region. Please refer to the *Directory of Participating Community Networks* on Pgs. 13 to 15.

These bursaries are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Québec) to get appropriate information on issuing of tax slips.

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

### **BURSARY CATEGORIES AND AMOUNTS**

#### **CATEGORY 1:**

Category 1 bursaries are offered to students in educational institutions located **OUTSIDE THEIR HOME REGION**.

The total budget allocated by the Dialogue McGill for the Category 1 Bursary Program is:

- \$160,000 for the 2020-2021 Academic Year

The Category 1 Bursary amounts are fixed and based on the student's level of study:

- University: \$10,000 per student registered for full-time studies in the 2020-2021 Academic Year;
- Cégep/college: \$5,000 per student registered for full-time studies in the 2020-2021 Academic Year.

#### **CATEGORY 2:**

Category 2 bursaries are offered to students in educational institutions located **WITHIN THEIR HOME REGION**.

The total budget allocated by the Dialogue McGill for the Category 2 Bursary Program is:

- \$40,000 for the 2020-2021 Academic Year

The Category 2 Bursary amounts are fixed based on the student's level of study:

- University: \$5,000 per student registered for full-time studies in the 2020-2021 Academic Year;
- Cégep/college: \$2,500 per student registered for full-time studies in the 2020-2021 Academic Year.

### **CATEGORY 3:**

Category 3 bursaries are offered to students enrolled in health and social services programs in Vocational Educational Centres through a separate application process. Category 3 amounts are fixed at \$ 2000. Information on the Category 3 bursaries can be found at:

<https://www.mcgill.ca/dialoguemcgill/forms/bursary-program-forms>

### **TARGETED BURSARIES**

Targeted bursaries are offered to students residing in one of the municipalities of the Montreal Metropolitan Community (Pg. 12) who are enrolled in a recognized health and social service program at the university, CÉGEP or Vocational level. A different guide and forms apply to the Targeted Bursary program. You can find information on the program at

<https://www.mcgill.ca/dialoguemcgill/forms/bursary-program-forms>

### **ELIGIBILITY CRITERIA FOR CATEGORY 1 AND CATEGORY 2 BURSARIES**

The Bursary Program is open to students from selected Quebec regions (refer to *List of Selected Quebec Regions* on Pg. 9) who:

- Are Canadian citizens who have resided in a selected Quebec region for at least 2 years (24 months);
- Are permanent residents who have resided in a selected Quebec region for at least 2 years (24 months);
- Are able to provide health and social services in both French and English in a health and social services institution in Quebec;
- Are pursuing studies in a government recognized educational institution located OUTSIDE their region to be eligible for a Category 1 bursary;
- Are pursuing studies in a government recognized educational institution located WITHIN their region to be eligible for a Category 2 bursary;
- Are currently accepted into or pursuing full-time studies (the educational institution that the student is attending considers them as such) in a government recognized health and social services program (refer to *Reference List of Levels of Study and Government Recognized Health and Social Services Programs* on Pgs. 11-12) that permits the student to work professionally in Quebec upon completion of studies;
- Enrolled in a program of study that is preparing them for a career where they will be providing direct care and service;
- Are registered full-time during the 2020-2021 Academic Year;  
*Please note that the Bursary Program is not applicable to students:*
  - Registered in independent study programs or in programs that do not lead to a degree or diploma;
  - Registered in distance and on-line training programs.
- Are committed to working in their home region 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.

## SELECTION CRITERIA FOR CATEGORY 1 AND CATEGORY 2 BURSARIES

Bursary applications will be recommended for approval based on the following criteria:

- The compatibility of the student's field of study with the identified regional priority service areas;
- The student's demonstrated knowledge of or involvement in the English-speaking community of his or her region;
- The student's commitment to work in his or her home region following completion of studies in a public health and social services institution or related organization for a minimum of one year per bursary awarded;
- The quality of the student's academic standing;
- The quality, content and presentation of the 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 eligibility criteria previously listed. The community network will submit all eligible applications to the Regional Bursary Selection Committee.

### **Regional Bursary Selection Process**

The second step takes place at the regional level by a selection committee set up by the sponsoring community network. Regional Bursary Selection Committees will involve community and public health sector representation whose responsibility is to review all eligible bursary applications submitted to the community network, ensuring that they respond to regional priorities and to recommend up to 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 Regional 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 Category 1 and Category 2 applications.

For each of the categories, the Dialogue McGill Bursary Recommendation Committee will allocate bursaries in order of the priority ranking accorded by the Regional 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.

### BURSARY PROGRAM RECIPIENT RESPONSIBILITIES

- 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 may obtain funding as long as he or she remains 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 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 considered to be 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:
  - 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;
  - Should the recipient default on his or her commitment by ceasing to work in the health and social services field their home region 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;
  - Should the recipient default on his or her commitment by not working in their home region, he or she must reimburse the sponsoring community network the bursary amount received, within three years of graduation;
  - Should the recipient not find employment in the home region, but secures employment in another selected 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 region. In this case, recipients must show proof of their unsuccessful job search in their home region.
- 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 have his or her contact information 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.

## 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 signature. The bursary payment is distributed to the community network within thirty (30) calendar days after the signing of the amendment by both parties.

### Payment to the Bursary Recipient

- The community network is responsible for disbursing payments to the Bursary Recipient. Bursaries are paid out on a term basis, in two equal parts. The first payment should 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 2020-2021 Academic Year and satisfactory academic standing. As a prerequisite for receiving the bursary payment, 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 must complete *Bursary Program Recipient Form 2: Proof of Bursary Payment: Section 2C* (made available upon approval of Bursary Program application) to confirm reception of each bursary payment received from the community network.



## CONTACT INFORMATION FOR THE BURSARY PROGRAM

**Students and Reference Providers** with questions about the Bursary Program, please contact the Community Network for their region listed in the Directory on Pages 13-15.

## SUBMISSION OF BURSARY APPLICATIONS TO DIALOGUE MCGILL BY COMMUNITY NETWORKS

The signed copy of the application forms and supporting documents must be received by e-mail on or before **June 5, 2020 at 5 p.m.**

- Community networks in Regions 01, 02, 03, 04, 05, 07, 08, 09, 11, and 12 will submit the applications to Ms. Gail Hawley-McDonald at [gail.hawley-mcdonald@mail.mcgill.ca](mailto:gail.hawley-mcdonald@mail.mcgill.ca)
- Community networks in Regions 14, 15 and 16 (with the exception of Townshippers' – Montérégie East) will submit their applications to Mr. Richard Silver at [richard.silver@mail.mcgill.ca](mailto:richard.silver@mail.mcgill.ca)

## LIST OF SELECTED QUEBEC REGIONS

The Bursary Program is applicable to students whose primary residence (home region) is in one of the following selected Quebec regions:

<b>Region 01</b>	Bas-Saint-Laurent	<b>Region 10</b>	Nord-du-Québec
<b>Region 02</b>	Saguenay-Lac-Saint-Jean	<b>Region 11</b>	Gaspésie-Iles-de-la-Madeleine
<b>Region 03</b>	Capitale-Nationale	<b>Region 12</b>	Chaudière-Appalaches
<b>Region 04</b>	Mauricie-et-Centre-du-Québec	<b>Region 14</b>	Lanaudière (except for communities within the MMC*)
<b>Region 05</b>	Estrie	<b>Region 15</b>	Laurentides (except for communities within the MMC*)
<b>Region 07</b>	Outaouais	<b>Region 16</b>	Montérégie (except for communities within the MMC*)
<b>Region 08</b>	Abitibi-Témiscamingue		
<b>Region 09</b>	Côte-Nord		

Please be advised that students residing within communities belonging to the Montreal Metropolitan Community (MMC\*) are not eligible to apply for the Bursary Program Category 1 and Category 2. The list of MMC communities can be found on Pg. 10 and at the following link <http://cmm.qc.ca/a-propos/municipalites/>.

## LIST OF MONTREAL METROPOLITAN COMMUNITIES (MMCs) NOT ELIGIBLE

### MONTREAL (REGION 06)

Baie d'Urfé  
Beaconsfield  
Côte-Saint-Luc  
Dollard-des-Ormeaux Dorval  
Hampstead  
Kirkland  
L'Île-Dorval  
Mont-Royal  
Montréal  
Montréal-Est  
Montréal-Ouest  
Pointe-Claire  
Sainte-Anne-de-Bellevue  
Senneville  
Westmount

### LAVAL (REGION 13)

Laval

### LANAUDIÈRE (REGION 14)

Charlemagne  
L'Assomption  
Mascouche  
Repentigny  
Saint-Sulpice  
Terrebonne

### LAURENTIDES (REGION 15)

Blainville  
Bois-des-Filion  
Boisbriand  
Deux-Montagnes  
Lorraine  
Mirabel  
Oka  
Pointe-Calumet  
Rosemère  
Saint-Eustache  
Sainte-Anne-des-Plaines  
Sainte-Marthe-sur-le-Lac  
Sainte-Thérèse

### MONTÉRÉGIE (REGION 16)

Beauharnois  
Beloeil  
Boucherville  
Brossard  
Calixa-Lavallée  
Candiac  
Carignan  
Chambly  
Châteauguay  
Contrecoeur  
Delson  
Hudson  
L'Île-Cadieux  
L'Île-Perrot  
Léry

### MONTÉRÉGIE (REGION 16) (CONT.)

La Prairie  
Les Cèdres  
Longueuil  
McMasterville  
Mercier  
Mont-Saint-Hilaire  
Otterburn Park  
Notre-Dame-de-l'Île-Perrot  
Pincourt  
Richelieu  
Saint-Amable  
Saint-Basile-le-Grand  
Saint-Bruno-de-Montarville  
Saint-Constant  
Saint-Isidore  
Saint-Jean-Baptiste  
Saint-Joseph-du-Lac  
Saint-Lambert  
Saint-Lazare  
Saint-Mathias-sur-Richelieu  
Saint-Mathieu-de-Beloeil  
Saint-Philippe  
Sainte-Catherine  
Sainte-Julie  
Terrasse-Vaudreuil  
Varennes  
Vaudreuil-Dorion  
Vaudreuil-sur-le-Lac  
Verchères

## REFERENCE LIST OF LEVELS OF STUDY AND GOVERNMENT RECOGNIZED HEALTH AND SOCIAL SERVICES PROGRAMS

The Category 1 and Category 2 Bursaries are applicable to students from selected regions of Quebec who are currently accepted into or pursuing full-time studies (the educational institution that the students are attending considers them as such) in one of the following government recognized health and social services programs that permits the students to practice in their field in Quebec upon completion of studies.

Please note that the Bursary Program is not applicable to students:

- Registered in independent study programs or programs that do not lead to a degree, diploma or certificate;
- Registered in distance and on-line training programs.

### COLLEGE/ CÉGEP

- **Programs leading to a Diploma of College Studies (DCS) / *Diplôme d'études collégiales* (DEC)**

Audioprothèse	Techniques de physiothérapie
Biomedical Laboratory Technology	Techniques de travail social
Dental Hygiene	Techniques d'éducation spécialisée
Diagnostic Imaging	Techniques d'électrophysiologie médicale
Environnement, hygiène et sécurité au travail	Techniques d'hygiène dentaire
Nursing	Techniques d'inhalothérapie
Physiotherapy technology	Techniques d'intervention en délinquance
Pre-hospital Emergency Care	Techniques d'intervention en loisir
Radiation Oncology	Techniques d'orthèses et de prothèses orthopédiques
Respiratory and Anaesthesia Technology	Techniques d'orthèses visuelles
Social Service	Technologie d'analyses biomédicales
Soins infirmiers	Technologie de médecine nucléaire
Soins préhospitaliers d'urgence	Technologie de radiodiagnostic
Special Care Counselling	Technologie de radio-oncologie
Techniques de diététique	Youth and Adult Correctional Intervention

**UNIVERSITY**

- **Programs leading to a Certificate or Diploma / *Certificat ou Diplôme***
- **Programs leading to a Bachelor’s degree / *Baccalauréat***
- **Programs leading to a Master’s degree / *Maîtrise***
- **Programs leading to a Doctoral degree / *Doctorat***

Art Therapy	Interprétation visuelle	Psychologie clinique (doctorat)
Audiologie	Intervention communautaire	Psychology (PhD level)
Audiology	Interventions en toxicomanie	Psychopédagogie (Maîtrise)
Cert. In Native & North. Student Pers. Advising	Intervention jeunesse	Public Health
Certificate in Special Education	Intervention psychosociale	Radiobiologie
Communication Sciences and Disorders	Intervention sociale	Réadaptation motrice et sensorielle
Communications (Relations humaines)	Kinanthropologie	Réadaptation occupationnelle
Creative Therapies	Kinanthropology	Réadaptation physique
Criminologie (Orientation clinique)	Kinésiologie	Récréologie
Criminology (Clinical orientation)	Kinesiology	Santé environnementale et santé au travail
Dentistry	Medicine	Santé communautaire
Dietetics and Human Nutrition	Médecine	Santé et sécurité au travail
Diploma in Human Relations and Family Life	Neuroscience	Santé mentale
Educational Psychology (Masters)	Nursing	Santé publique
Éducation spécialisée	Nursing communautaire	Sciences du comportement humain
Ergonomie	Nurse Practitioner	Sciences infirmières
Ergothérapie	Nutrition	Service social - Travail social
Génagogie	Occupational Therapy	Sexologie
Gérontologie sociale	Optométrie	Social Work
Infirmière praticienne spécialisée	Orthophonie	Soins critiques
Intégration socio-économique des personnes ayant une déficience intellectuelle	Pharmacie (Maîtrise)	Soins infirmiers communautaires
	Pharmacy (Masters)	Speech and Language Pathology
	Physiothérapie	Therapeutic recreation
	Physiotherapy	Toxicomanie
	Pratiques psychosociales	
	Pratique sage-femme	
	Psychoéducation	

## DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

### REGION 01: BAS-SAINT-LAURENT

#### Heritage Lower Saint Lawrence

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

<b>Name of contact:</b>	Anna L. Cone	<b>Title:</b>	Rimouski Community Outreach Coordinator
<b>Tel. number:</b>	(418) 730-7685	<b>E-mail:</b>	<a href="mailto:acone@heritagelsl.ca">acone@heritagelsl.ca</a>
<b>Website:</b>	<a href="http://heritagelsl.ca">heritagelsl.ca</a>		

### REGION 03: CAPITALE-NATIONALE

#### Jeffery Hale Community Partners (JHCP)

1270, chemin Ste-Foy, Suite 2000, Quebec, QC, G1S 2M6

<b>Name of contact:</b>	Ellie Fleming	<b>Title:</b>	Program Support Agent
<b>Tel. number:</b>	(418) 684-5333, Ext. 1262	<b>E-mail:</b>	<a href="mailto:efleming@jhpartners.net">efleming@jhpartners.net</a>
<b>Fax number:</b>	(418) 684-2295	<b>Website:</b>	<a href="http://www.jefferyhale.org">www.jefferyhale.org</a>

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

#### Centre for Access to Service in English (CASE)

1045 Chabanel Street, Drummondville, QC, J2B 2J4

<b>Name of contact:</b>	Shannon Keenan	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 850-5560	<b>E-mail:</b>	<a href="mailto:casemcq.dg@gmail.com">casemcq.dg@gmail.com</a>
	1(833) 850-5560	<b>Website:</b>	<a href="http://www.casemcq.com">www.casemcq.com</a>

### REGION 05: ESTRIE

#### Townshippers' Association – Estrie Network

3355 College, Sherbrooke, QC, J1M 0B8

<b>Name of contact:</b>	Michelle Lepitre	<b>Title:</b>	Agent, Eastern Townships Partners for Health and Social Services, Estrie Network
<b>Tel. number:</b>	(819) 566-5717	<b>E-mail:</b>	<a href="mailto:ml@townshippers.org">ml@townshippers.org</a>
<b>Fax number:</b>	(819) 566-0271	<b>Website:</b>	<a href="http://www.townshippers.org">www.townshippers.org</a>

### REGION 07: OUTAOUAIS

#### Connexions Resource Centre

80, rue Daniel-Johnson, Gatineau, QC, J8Z 1S3

<b>Name of contact:</b>	Danielle Lanyi	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 777-3206	<b>E-mail:</b>	<a href="mailto:d_lanyi@centreconnexions.org">d_lanyi@centreconnexions.org</a>
<b>Website:</b>	<a href="http://centreconnexions.org">http://centreconnexions.org</a>		

**REGION 08: ABITIBI-TÉMISCAMINGUE****Neighbours Regional Association of Rouyn-Noranda**

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

<b>Name of contact:</b>	Sharleen Sullivan	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(819) 762-0882	<b>E-mail:</b>	<a href="mailto:neighbours@cablevision.qc.ca">neighbours@cablevision.qc.ca</a>
<b>Website:</b>	<a href="http://www.neighbours-rouyn-noranda.ca">www.neighbours-rouyn-noranda.ca</a>		

**REGION 09: CÔTE-NORD****Coasters' Association, Inc.**

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

<b>Name of contact:</b>	Kimberly Buffitt	<b>Title:</b>	Director of Programs
<b>Tel. number:</b>	(418) 379 2006, Ext. 226	<b>E-mail:</b>	<a href="mailto:hssnpi@globetrotter.net">hssnpi@globetrotter.net</a>
<b>Fax number:</b>	(418) 379-2621	<b>Website:</b>	<a href="http://www.coastersassociation.com">www.coastersassociation.com</a>

**North Shore Community Association (NSCA)**

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

<b>Name of contact:</b>	Jody Lessard	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 296-1545	<b>E-mail:</b>	<a href="mailto:nsca@quebecnorthshore.org">nsca@quebecnorthshore.org</a>
<b>Fax number:</b>	(418) 296-4883	<b>Website:</b>	<a href="http://www.quebecnorthshore.org">www.quebecnorthshore.org</a>

**REGION 11: GASPÉSIE-ÎLES-DE-LA-MADELEINE****Committee for Anglophone Social Action (CASA)**

168, Gerard D Levesque, New Carlisle, QC, G0C 1Z0

<b>Name of contact:</b>	Cathy Brown	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 752-5995	<b>E-mail:</b>	<a href="mailto:cathy@casa-gaspe.com">cathy@casa-gaspe.com</a>
<b>Fax number:</b>	(418) 752-6864	<b>Website:</b>	<a href="http://casa-gaspe.com">http://casa-gaspe.com</a>

**Council for Anglophone Magdalen Islanders (CAMI)**

787 chemin Principal, Grosse Ile, QC, G4T 6B5

<b>Name of contact:</b>	Helena Burke	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 985-2116, Ext. #1	<b>E-mail:</b>	<a href="mailto:helena@micami.ca">helena@micami.ca</a>
<b>Fax number:</b>	(418) 985-2113	<b>Website:</b>	<a href="http://www.micami.ca">www.micami.ca</a>

**Vision Gaspé-Percé Now (VGPN)**

28 St. Patrick Avenue, P.O. Box 67, Douglastown, Gaspé, QC, G4X 1H0

<b>Name of contact:</b>	Jessica Synnott	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 368-3212	<b>E-mail:</b>	<a href="mailto:j.synnott@vgpn.ca">j.synnott@vgpn.ca</a>
<b>Fax number:</b>	(418) 368-4253	<b>Website:</b>	<a href="http://www.visiongaspeperce.ca">www.visiongaspeperce.ca</a>

**REGION 12: CHAUDIÈRE-APPALACHES****Megantic English-speaking Community Development Corporation (MCDC)**

906 Mooney St. West, Thetford Mines, QC, G6G 6H2

<b>Name of contact:</b>	Brian Gignac	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(418) 332-3851	<b>E-mail:</b>	<a href="mailto:director@mcdc.info">director@mcdc.info</a>
<b>Fax number:</b>	(418) 332-3153	<b>Website:</b>	<a href="http://www.mcdc.info">www.mcdc.info</a>

**REGION 14: LANAUDIÈRE (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)****English Community Organization of Lanaudière (ECOL)**

3657 Queen Street, Rawdon, QC, J0K 1S0

<b>Name of contact:</b>	Carole Gravel	<b>Title:</b>	Project Officer
<b>Tel. number:</b>	(514) 775-9435	<b>E-mail:</b>	<a href="mailto:carole-ecol@hotmail.com">carole-ecol@hotmail.com</a>

**REGION 15: LAURENTIDES (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)****4 Korners Family Resource Center**

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

<b>Name of contact:</b>	Stephanie Helmer	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(450) 974-3940	<b>E-mail:</b>	<a href="mailto:stephanie@4kornerscenter.org">stephanie@4kornerscenter.org</a>
<b>Website:</b>	<a href="http://www.4kornerscenter.org">www.4kornerscenter.org</a>		

**REGION 16: MONTÉRÉGIE (EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)****Townshippers' Association – Montérégie East Network**

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

<b>Name of contact:</b>	Maggie Severs	<b>Title:</b>	Agent, Eastern Townships Partners for Health and Social Services, Montérégie-East Network
<b>Tel. number:</b>	(450) 242-4421	<b>E-mail:</b>	<a href="mailto:msevers@townshippers.org">msevers@townshippers.org</a>
<b>Fax number:</b>	(819) 566-0271	<b>Website:</b>	<a href="http://www.townshippers.org">www.townshippers.org</a>

**Montérégie West Community Network (MWCN)**

Chateaugay Central Office, 255 boul. d'Anjou, Suite 203, Chateaugay, QC, J6J 2R7

<b>Name of contact:</b>	Pauline Wiedow	<b>Title:</b>	Executive Director
<b>Tel. number:</b>	(450) 691-1444	<b>E-mail:</b>	<a href="mailto:mwcn2016@gmail.com">mwcn2016@gmail.com</a>
<b>Website:</b>	<a href="https://mwcn.weebly.com/">https://mwcn.weebly.com/</a>		

## STUDENT

### LIST OF RESPONSABILITIES & DOCUMENT CHECKLIST

#### THE BURSARY APPLICANT IS RESPONSIBLE FOR:

1. Completing and submitting the required documents referred to in Form 1 – Student Application Form to the contact person at the participating community network;
2. If studying in an educational institution outside of Quebec, ensuring that their program of study is recognized by the appropriate professional order in Quebec.

#### THE BURSARY RECIPIENT IS RESPONSIBLE FOR:

3. Conforming to the *Bursary Program Recipient Responsibilities and Payment Modalities* listed on Pgs. 7 and 8 of the *General Information section*;
4. Submitting Bursary Program Recipient Form 1: Attestation of Student Studies (made available to the recipient by the community network upon approval of Bursary Program application) confirming the student's registration for full-time studies and good academic standing. As a prerequisite for receiving the bursary payment, this form is sent by the student to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for each semester;
5. Picking up bursary payment from the community network or providing the required information for electronic payment;
6. Confirming reception of bursary payment by signing the Bursary Program Recipient Form 2: Proof of Bursary Payment - Section 2C;
7. Providing a digital photographic image to the community network;
8. 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:
    - withdraw from the full time academic program or
    - not work in the field of health and social services in a public health and social services institution or related organization in his or her home 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, 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 but is employed in the field of health and social services in another selected 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.



### DOCUMENT CHECKLIST FOR SUBMISSION OF APPLICATION:

**Bursary Application: Form 1 - Student Application**

To be completed, signed and submitted by the student by email to the contact person at the participating community network.

With the following supporting documents attached

- Student's most recent Curriculum Vitae
- Letter of Acceptance into Program received from student's educational institution
- Student's most recent Academic Transcript

**Bursary Application: Form 2 - Community Reference (2 References are required)**

- Title Page and Section 1 to be completed by the student and emailed to each Reference Provider;
- Sections 2-4 to be completed by the Reference Provider;
- The Reference Provider will submit the completed signed form by email to the contact person at the participating community network.

**NOTE: Electronic signatures are acceptable**

## REFERENCE PROVIDER FOR THE STUDENT

### LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

Examples of Reference Providers include recognized members of organizations within the community such as local government agency, non-governmental organization (NGO), educational institution, hospital, clinic, care facility, daycare center, summer camp, community center, library, homeless shelter, etc.

The **Community Reference** must be provided by an individual who has known the applicant for the past 2 years 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 her or his region in the field of health and social services upon completion of studies.

The reference provider cannot be a family member nor a staff member of the community network.

### THE REFERENCE PROVIDER IS RESPONSIBLE FOR:

- Completing and submitting the required document, Form 2, which will be emailed to him or her by the student. The reference provider will sign and return it by email to the contact person at the participating community network which will be indicated in Section 1 of the Form.

### DOCUMENT CHECKLIST:

**Bursary Application: Form 2- Community Reference Form**

- Title Page and Section 1 to be completed by the student;
- Sections 2-4 to be completed by the reference provider;
- Completed and signed form to be submitted by email to the contact person at the participating community network.

## COMMUNITY NETWORK

### LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

#### THE COMMUNITY NETWORK IS RESPONSIBLE FOR:

1. In collaboration with the CISSS or CIUSSS, identifying priority service areas for the region and incorporating this information in the bursary publicity and in the selection of applicants;
2. Identifying priority service areas for access to health and social services in the English language in conjunction with the regional access program to the English language health and social services and in other available studies<sup>4</sup> 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 Regional 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 Regional Bursary Selection Committee to ensure review of the applications, recommending up to 3 applications per category, and ranking them by order of priority within each category;
7. Completing Form 3, *Community Network Recommendation Form*, 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 before submitting it to the Regional Bursary Selection Committee;
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;
11. Submitting a copy of the Regional Bursary Selection Committee Recommendations signed by the Committee members;
12. Communicating results of bursary selection process to applicant;
13. Collecting the recipient's digital photographic image and transmitting it to Dialogue McGill;
14. Signing the amendment to the existing contract agreement between McGill University and the community network;
15. Ensuring that the student conforms to the *Bursary Program Recipient Responsibilities and Payment Modalities* listed on Pgs. 7 and 8 of the *General Information section*;
16. Receiving allocations from Dialogue McGill;
17. 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;

<sup>4</sup> Among others, is a study conducted by Statistics Canada: *Health care professionals and official-language minorities in Canada, 2001 and 2011*. <http://www.statcan.gc.ca/pub/89-657-x/89-657-x2017002-eng.htm>

18. 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 2020-2021 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;
19. Confirming the bursary payment distributed to the recipient by completing Bursary Program Recipient Form 2: Proof of Bursary Payment (made available to the community networks upon approval of Bursary Program Application);
20. 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 or CIUSSS, b) by providing the clinical internship coordinator at the CISSS or CIUSSS with the name of the bursary recipient, his or her field of study, his or her availability for a clinical practicum in the institution;
21. 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;
22. Maintaining up-to-date contact information for the student;
23. Monitoring the bursary recipient's file and his or her adherence to commitments outlined in the *Bursary Program Recipient Responsibilities* 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;
24. 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;
25. Collecting and transmitting the data necessary for reporting to Dialogue McGill, according to the conditions stipulated in the contract;
26. Participating in the Bursary Program formal follow-up, monitoring and evaluation process.

### DOCUMENT CHECKLIST:

Please SUBMIT the following required documents to Dialogue McGill:

- Bursary Application Form 3: Community Network Recommendation**
  - To be completed, signed electronically and submitted by email by the contact person at the participating community network with the following supporting documents:
- Bursary Application Form 1: Student Application** including the
  - Most recent Curriculum Vitae
  - Letter of Acceptance into Program received from the educational institution
  - Most recent Academic Transcript
- Application Form 2: Community Reference Forms**
  - 2 separate Reference Forms

## DIALOGUE MCGILL

### LIST OF 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;
5. Sending the call for Bursary Program applications to participating community networks;
6. Setting up a Bursary Recommendation Committee: establishing its Terms of Reference, including composition, selection criteria and conflict of interest guidelines;
7. Reviewing bursary applications to ensure that they are complete and request clarification where required;
8. Applying the *Selection Criteria* listed on Pg. 6 of the *General Information* section and approving or refusing funding accordingly;
9. Communicating results of the Bursary Program selection process to community networks;
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 and authorizing the repayment plan;
14. Collecting and transmitting the data necessary for accountability to Health Canada;
15. Monitoring, tracking and evaluating the Bursary Program.