



**McGill**

**Dialogue McGill**  
Better Communication for Better Care

TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT

## **MEASURE 2: RETENTION PROGRAM**

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

**2019-2020 ACADEMIC YEAR**

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## **CATEGORY 3 BURSARY APPLICATION GUIDE**

**For 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 Vocational Training Centre in Quebec**

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

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**Ce document est disponible aussi en français:**  
<https://www.mcgill.ca/dialoguemcgill/>

## GENERAL INFORMATION

### CALL FOR BURSARIES

IMPORTANT DATES FOR 2019-2020 CATEGORY 3 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
2019-2020	September 26, 2019	October 22, 2019	November 8, 2019	November 22, 2019

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

### OBJECTIVE

The purpose of the Category 3 Bursary is to address the need for health and social services personnel with English and French language skills in selected Quebec regions by supporting students enrolled in health and social service disciplines in vocational centres who commit to serve their communities by working in their region.

### DESCRIPTION

Created by the McGill University Training and Retention of Health Professionals Project<sup>3</sup>, the Category 3 Bursary provides financial support to students from selected Quebec regions with English and French language skills pursuing full-time studies in health and social service programs in a government recognized vocational training centre located within their region. [https://prod.mels.gouv.qc.ca/afep101/html/documents\\_internet/pdf/ang/etablissements/etabsecondaireformpro\\_ang.pdf](https://prod.mels.gouv.qc.ca/afep101/html/documents_internet/pdf/ang/etablissements/etabsecondaireformpro_ang.pdf)

For each bursary awarded, recipients commit to working in their home region following the successful completion of their studies for a minimum of one year in a public health and social services institution or related organization. The Bursary Program is part of the Retention Program as described on the Dialogue McGill Website <https://www.mcgill.ca/dialoguemcgill/trhpp/m2intro>

These return-for-service bursaries are coordinated locally by the English-speaking community networks from the selected regions (Pg. 8) and are designed to respond to regional and local priorities for access to services in English.

The Category 3 bursary targets students who have a demonstrated involvement in their community. Students are required to provide references from two different individuals who can attest to their community involvement 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 Category 3 bursary 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 Pgs. 11 to 13.

<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 <http://www.msss.gouv.qc.ca/reseau/regions.php>

<sup>3</sup> The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as Dialogue McGill

The bursaries awarded under the Health and Social Services Community Leadership Bursary Program are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Québec) to get appropriate information with regard to the 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.

The budget allocated by the Dialogue McGill for the Category 3 Bursary Program is:

- \$20,000 for the 2019-2020 Academic Year

### BURSARY AMOUNTS

- Vocational Training Centres: \$2,000 per student registered for full-time studies in the 2019-2020 Academic Year.

### ELIGIBILITY CRITERIA

The Category 3 Bursary is open to students from selected Quebec regions (refer to *List of Selected Quebec Regions* on Pg. 8) 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);
- 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 within their region;
- Are currently accepted into or pursuing full-time studies in a vocational training centre;
- Their program of study is preparing them for careers where they will be providing direct care and service to English-speaking clients;
- Are registered full-time during the 2019-2020 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 diploma;
- Registered in distance and on-line training programs.

- Are committed, following completion of studies, to working in their region in the field of health and social services 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 the Dialogue McGill and/or the community network.

## SELECTION CRITERIA

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 or vulnerable job categories;
- The student's commitment following completion of studies to work in his or her field in a public health and social services institution or related organization in their home region for a minimum of one year per bursary awarded;
- The quality of the references provided;
- 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, the application is complete and that the student meets the eligibility criteria listed on Pg 4. The community network will submit all eligible and conforming 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 representatives 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 in ranked order to Dialogue McGill to receive a bursary.

### Dialogue McGill Recommendation Process

The Dialogue McGill Bursary Recommendation Committee will evaluate the Category 3 Bursary Applications submitted by the Regional Bursary Selection Committees using an evaluation grid based on the selection criteria mentioned on the previous page.

The Dialogue McGill Bursary Recommendation Committee will allocate bursaries in order of the priority ranking accorded by the community networks. 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.

## CATEGORY 3 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 Quebec in a public health and social institution or related organization 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 dropout date;
  - Should the recipient default on his or her commitment by ceasing to work in the health and social services field in 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 unsuccessful job search in the home region;
- The recipient must provide a digital photograph and curriculum vitae to Dialogue McGill and grant Dialogue McGill, the community network and the health and social services institutions permission to disseminate, for promotional purposes, the student's 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 health and social services institutions.

## 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 Category 3 Bursary Program Recipient

- The community network is responsible for disbursing payment to the recipient upon reception of funds from Dialogue McGill. As a prerequisite for receiving the bursary payment, the student must submit Bursary Recipient Form 1: Attestation of Student's Studies to the community network to show proof of registration in both semesters.
- 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 as they relate to default.
- The student must complete the Bursary Recipient Form 2: Proof of Bursary Payment: Section 2C (made available upon approval of Bursary 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 11-13.

**Community Networks** with questions about the Bursary Program, please contact:

Ms. Gail Hawley-McDonald  
Senior Program Officer  
Dialogue McGill  
Tel: (819) 827-1491  
E-mail: [hawleymcd@bellnet.ca](mailto:hawleymcd@bellnet.ca)

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

The signed copy of the application forms and supporting documents must be sent by email to Ms. Gail Hawley-McDonald at [hawleymcd@bellnet.ca](mailto:hawleymcd@bellnet.ca) on or before November 8, 2019 at 5 p.m.

## LIST OF SELECTED QUEBEC REGIONS

The Category 3 Bursary Program is applicable to students whose primary residence 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 Category 3 Bursary Program. The list of MMC communities can be found on Pg. 9 and at the following link: <http://cmm.qc.ca/a-propos/municipalites/>.



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

Baie d'Urfé	La Prairie	Saint-Constant
Beaconsfield	Laval	Saint-Eustache
Beauharnois	Léry	Saint-Isidore
Beloëil	Les Cèdres	Saint-Jean-Baptiste
Blainville	Longueuil	Saint-Joseph-du-Lac
Bois-des-Filion	Lorraine	Saint-Lambert
Boisbriand	Mascouche	Saint-Lazare
Boucherville	McMasterville	Saint-Mathias-sur-Richelieu
Brossard	Mercier	Saint-Mathieu
Calixa-Lavallée	Mirabel	Saint-Mathieu-de-Beloëil
Candiac	Mont-Royal	Saint-Philippe
Carignan	Mont-Saint-Hilaire	Saint-Sulpice
Chambly	Montréal	Sainte-Anne-de-Bellevue
Charlemagne	Montréal-Est	Sainte-Anne-des-Plaines
Châteauguay	Montréal-Ouest	Sainte-Catherine
Contrecoeur	Notre-Dame-de-l'Île-Perrot	Sainte-Julie
Côte-Saint-Luc	Oka	Sainte-Marthe-sur-le-Lac
Delson	Otterburn Park	Sainte-Thérèse
Deux-Montagnes	Pincourt	Senneville
Dollard-des-Ormeaux	Pointe-Calumet	Terrasse-Vaudreuil
Dorval	Pointe-Claire	Terrebonne
Hampstead	Pointe-des-Cascades	Varennes
Hudson	Repentigny	Vaudreuil-Dorion
Kirkland	Richelieu	Vaudreuil-sur-le-Lac
L'Assomption	Rosemère	Verchères
L'Île-Cadieux	Saint-Amable	Westmount
L'Île-Dorval	Saint-Basile-le-Grand	
L'Île-Perrot	Saint-Bruno-de-Montarville	

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

The Category 3 Bursary is 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 work professionally in Quebec upon completion of studies.

To be eligible, the students must be pursuing their studies in an educational institution located within their region.

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

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

### VOCATIONAL TRAINING CENTRES

Includes educational institutions under the authority of a school board, CS (commission scolaire), CFP (*Centre de formation professionnelle*/vocational training centre) and government recognized private educational institutions.

[https://prod.mels.gouv.qc.ca/afep101/html/documents\\_internet/pdf/ang/etablisements/etabsecondaireformpro\\_ang.pdf](https://prod.mels.gouv.qc.ca/afep101/html/documents_internet/pdf/ang/etablisements/etabsecondaireformpro_ang.pdf)

- **Programs leading to a Diploma of Vocational Studies (DVS) / *Diplôme d'études professionnelles* (DEP)**

Assistance à la personne en établissement et à domicile	Health, Assistance and Nursing
Assistance dentaire	Institutional and Home Care Assistance
Assistance technique en pharmacie	Pharmacy Technical Assistance
Dental Assistance	Santé, assistance et soins infirmiers

## DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

### REGION 01: BAS-SAINT-LAURENT

#### Heritage Lower Saint Lawrence

130, rue Principale, Métis-sur-Mer, QC, G0J 1S0

**Name of contact:** Mélanie Leblanc **Title:** Executive Director  
**Tel. number:** (418) 936-3239, Ext. 222 **E-mail:** [mleblanc@heritagelsl.ca](mailto:mleblanc@heritagelsl.ca)  
**Website:** [heritagelsl.ca](http://heritagelsl.ca)

### REGION 03: CAPITALE-NATIONALE

#### Jeffery Hale Community Partners (JHCP)

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

**Name of contact:** Ellie Fleming **Title:** Program Support Agent  
**Tel. number:** (418) 684-5333, Ext. 1262 **E-mail:** [efleming@jhpartners.net](mailto:efleming@jhpartners.net)  
**Fax number:** (418) 684-2295 **Website:** [www.jefferyhale.org](http://www.jefferyhale.org)

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

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

1045 Chabanel Street, Drummondville, QC, J2B 2J4

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

### REGION 05: ESTRIE

#### Townshippers' Association – Estrie Network

100-257 Queen St., Sherbrooke, QC, J1M 1K7

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

### REGION 07: OUTAOUAIS

#### Connexions Resource Centre

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

**Name of contact:** Danielle Lanyi **Title:** Executive Director  
**Tel. number:** (819) 777-3206 **E-mail:** [d\\_lanyi@centreconnexions.org](mailto:d_lanyi@centreconnexions.org)  
**Website:** <http://centreconnexions.org>

**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://www.casa-gaspe.com">www.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 6)****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>	(415) 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 6)****4 Korner's 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 6)****Townshippers' Association – Montérégie East Network**

100-257 Queen St., Sherbrooke, QC, J1M 1K7

<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>	(819) 566-5717	<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)**

255 boul. d'Anjou, Suite 203, Chateauguay, QC, J6K 5B7

<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 contained in the Category 3 Bursary Program Application to the contact person at the participating community network;

#### THE BURSARY RECIPIENT IS RESPONSIBLE FOR:

2. Conforming to the *Category 3 Bursary Recipient Responsibilities and Payment Modalities* listed on Pg. 6 of the *General Information* section;
3. Submitting Category 3 Bursary 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;
4. Picking up bursary payment from the community network;
5. Confirming reception of bursary payment by signing the Bursary Recipient Form 2: Proof of Bursary Payment - Section 2C;
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/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 the 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 the 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 her or his field in the home region.

### DOCUMENT CHECKLIST FOR SUBMISSION OF APPLICATION:

#### CATEGORY 3 BURSARY APPLICATION: FORM 1 - STUDENT APPLICATION

To be completed, signed & 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

**CATEGORY 3 BURSARY APPLICATION: FORM 2 - COMMUNITY INVOLVEMENT REFERENCE (2 REFERENCES ARE REQUIRED)**

- Title Page and Section 1 to be completed by the student and emailed to the 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.

**NOTE: Electronic signatures are acceptable**

## REFERENCE PROVIDER FOR THE STUDENT

### LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

Examples of reference providers include recognized members of the student's community such as the 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 Involvement Reference** must be provided by an individual who has known the applicant for the past 2 years who can attest to the applicant's community commitment and involvement and who can evaluate the student's potential to commit to remaining in her or his region and working in the field of health and social services upon completion of her or his studies. The reference provider cannot be a family member.

### 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 must 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:

**CATEGORY 3 BURSARY APPLICATION: FORM 2- COMMUNITY INVOLVEMENT 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. 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<sup>4</sup> 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 vulnerable job categories and priority service areas for the English-speaking population that appear in the regional access program and in other available studies<sup>5</sup> and incorporating this information in the bursary publicity and selection of applicants;
3. Promoting the Category 3 Bursary at large and within the local vocational training centers;
4. Contacting Dialogue McGill regarding questions on 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 for the Category 3 Bursary, and ranking them by order of priority;
7. Completing the required documents contained in the Category 3 Bursary 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 the Dialogue McGill;
11. Submitting a copy of the Regional Bursary Selection Committee Recommendations signed by the Committee members;
12. Communicating results of the selection process to applicant;
13. Signing the amendment to the existing contract agreement between McGill University and the community network;
14. Obtaining a digital photograph of the student and forwarding it to Dialogue McGill;
15. Ensuring that the student recipient conforms to the *Category 3 Bursary Recipient Responsibilities and Payment Modalities* listed on Pg. 6 of the *General Information section*;
16. Receiving allocations from the 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> <http://avenirensante.gouv.qc.ca/bourses-d-etudes/bourses-pour-certains-emplois-en-region>

<sup>5</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 payment to the recipient upon reception of funds from Dialogue McGill. As a prerequisite for receiving the bursary payment, the student must submit Bursary Recipient Form 1: Attestation of Student's Studies to the community network to show proof of registration in both semesters.
19. Confirming the bursary payment is distributed to recipient by completing Bursary Recipient Form 2: Proof of Bursary Payment (made available to the community networks upon approval of Bursary Program Application);
20. Collaborating with the bursary recipient to obtain a job in a public health and social services institution in the regions by keeping him or her advised of job openings in the region 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/her adherence to commitments outlined in the *Category 3 Bursary 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;
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 accountability to McGill University, according to the conditions stipulated in the contract;
25. Participating in the Bursary Program formal follow-up, monitoring and evaluation.

## DOCUMENT CHECKLIST

Please SUBMIT the following required documents to the Dialogue McGill:

- CATEGORY 3 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:
- CATEGORY 3 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
- CATEGORY 3 BURSARY APPLICATION FORM 2: COMMUNITY INVOLVEMENT REFERENCE FORMS**
  - 2 separate Reference Forms

## DIALOGUE MCGILL

### LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

#### THE 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 Category 3 Bursary 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 Category 3 Bursary applications to ensure that they are complete and request further information where required;
8. Applying *Selection Criteria* listed on Pg. 5 of the *General Information* section and approving or refusing funding accordingly;
9. Communicating results of Category 3 Bursary 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 responsible for submitting the Category 3 Bursary Recipient Application;
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.