HEALTH AND SOCIAL SERVICES COMMUNITY NETWORK BURSARY PROGRAM

A Community-led Return-for-Service Bursary

Offered to Quebec Students Pursuing Careers in Health and Social Services

2024-2025 ACADEMIC YEAR BURSARY GUIDE

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https://www.dialoguemcgill.ca/en/community-network-bursary-program

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HEALTH AND SOCIAL SERVICES COMMUNITY NETWORK BURSARY PROGRAM[1]

OBJECTIVE

The purpose of the Health and Social Services Community Network 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 Dialogue McGill since 2011, these bursaries have provided 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.

Vocational training: [professional-training-programs.pdf (quebec.ca)](#)

College studies: [college-studies-programs.pdf (quebec.ca)](#)

University Studies: [Recognized Institutions and Programs for University Studies (quebec.ca)](#)

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.

https://m02.pub.msss.rtss.qc.ca/

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 region (https://www.placeauxjeunes.qc.ca/emplois) are also good places for students to get support.

[1] The Health and Social Services Community Network 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 https://www.msss.gouv.qc.ca/en/reseau/regions-sociosanitaires-du-quebec/

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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 17. 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, each bursary awarded is equivalent to 1 year of post-graduation service. The participating community networks can create their own guidelines in this regard in response to local and regional dynamics.

BURSARY TYPES

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

Outside Home Region

This type of bursary is offered to students studying in an educational institution located OUTSIDE THEIR HOME REGION.

Outside Home Region - Bursary Amounts		
University	**Cégep/College**	**Vocational Training***
$10,000	$5,000	$1,000 - $2,000

Within Home Region

This type of bursary is offered to students studying in an educational institution located WITHIN THEIR HOME REGION. Students pursuing online-only programs are also considered as "within home region".

Within Home Region - Bursary Amounts		
University	**Cégep/College**	**Vocational Training***
$5,000	$2,500	$1,000 - $2,000

Community Networks may recommend a maximum of six (6) bursary applications during the 2024–2025 academic year, excluding students enrolled in vocational training programs.

Vocational Training*

Community Networks may recommend a maximum of two (2) applications for students in vocational training programs during the 2024–2025 academic year and may do so at any point during the year. This maximum is independent from the maximum indicated in the bursaries for students within their home region.

All vocational training programs under 600 hours are eligible for a $1,000 bursary.

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APPLICATION DEADLINES

University and CEGEP 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
2024–2025	March 26, 2024	May 7, 2024	June 4, 2024	July 23, 2024

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 may apply for a vocational bursary at any time during the 2024–2025 year.

ELIGIBILITY CRITERIA

The Bursary Program is open to full-time students in 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 2024-2025 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 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 medical students are required to work in Quebec in a public health and social services institution for a minimum of one year per bursary awarded.*

Please note *that the Bursary Program is not available to students registered in independent study programs or programs that do not lead to a degree or diploma.*

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 17 and can visit [Dialogue McGill Website](#) or all required forms and additional information.

Step1

Students fill out Form 1: S*tudent 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 17 for the complete list of participating community networks.

Step2

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 issued by 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:

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

Please note *that the reference provider cannot be a family member, a friend, a staff member of the sponsoring community network nor involved in a doctor-patient relationship with the student.*

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 their field in a public health and social services institution 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 a maximum six candidates in total (excluding vocational training candidates), in ranked order, to Dialogue McGill.

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. The Dialogue McGill Bursary Recommendation Committee will allocate bursaries in order of the priority ranking accorded by the Bursary Selection Committee. All applications will undergo Dialogue McGill review with funding priority given to higher ranked applications. Depending on funding availability, applications that are eligible but have lower rankings may be waitlisted then approved for funding at a later date.

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 themselves completely from the discussion and decision concerning the applicant in question.

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PAYMENT MODALITIES

Payment to the Participating Community Network

Once Dialogue McGill has approved the bursary funding, an amendment to the 2023-2025 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 forty-five (45) 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. With the exception of Vocational Training bursaries, bursaries are paid in out 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 Form 1: 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 *Bursary Recipient contract* that sets out their respective responsibilities. See contract template.

- The student must 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 services institutions 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 their home region, or catchment area of the sponsoring community network, following completion of studies in a public health and social services institution 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 their commitments, they will have to report in writing to the community network and reimburse the allocated funding in accordance with the 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 they must reimburse the sponsoring community network, any money received, within three years following the date they dropped out.

  2. should the recipient default on their 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, they 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 their commitment by not working in their home region, or catchment area of the sponsoring community network, they 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, they will be deemed to have fulfilled their 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.

- The recipient must inform the community network with any changes in their contact information.

- 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 and/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 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

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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 are pursuing full-time studies in one of the following government recognized health and social services programs that permits the students to work professionally in Quebec upon completion of their studies.

The list of eligible programs is reviewed annually by Dialogue McGill's Review Committee.

VOCATIONAL TRAINING PROGRAMS

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

*Applicants in programs marked with an asterisk are required to provide a potential job title in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Institutional and Home Care Assistance	Assistance à la personne en établissement et à domicile
Dental Assistance*	Assistance dentaire*
Pharmacy Technical Assistance	Assistance technique en pharmacie
Health, Assistance and Nursing	Santé, assistance et soins infirmiers
Support for Assistive Care in Long-Term Care Centres	Soutien aux soins d'assistance en établissement de soins de longue durée

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)**.

*Applicants in programs marked with an asterisk are required to provide a potential job title in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

	Audioprothèse
Community, Recreation and Leadership Training*	
Dental Hygiene*	Techniques d'hygiène dentaire*
Diagnostic Imaging	
	Environnement, hygiène et sécurité au travail

Medical Records Management*	
Nursing	Soins infirmiers
Paramedic care	
Pharmacy Technology	Techniques de pharmacie
Physiotherapy technology	Techniques de physiothérapie
Pre-hospital Emergency Care	Soins préhospitaliers d'urgence
Radiation Oncology	Technologie de radio-oncologie
Respiratory and Anaesthesia Technology	Techniques d'inhalothérapie
Social Service	Techniques de travail social
Special Care Counselling / Special Education Techniques	Techniques d'éducation spécialisée
	Techniques de diététique
	Techniques d'électrophysiologie médicale
	Techniques d'intervention en criminologie
	Techniques d'intervention en loisir
	Techniques d'orthèses et de prothèses orthopédiques
	Techniques d'orthèses visuelles
	Technologie de médecine nucléaire
	Technologie de radiodiagnostic
Youth and Adult Correctional Intervention	

UNIVERSITY-LEVEL PROGRAMS

The following are eligible University-level programs which lead to a Bachelor's degree / Baccalauréat.

*Applicants in programs marked with an asterisk are required to provide a potential job title in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application.*

Bachelor's degree / Baccalauréat

	Communications (Relations humaines)
	Communication sociale
Criminology (Clinical orientation) *	Criminologie (Orientation clinique) *
Dietetics and Human Nutrition	
Kinesiology	Kinésiologie
Nursing	Sciences infirmières
	Pratique sage-femme
	Loisir, culture et tourisme*
Social Work	Service social - Travail social
	Sexologie
Therapeutic Recreation	

The following are eligible University-level programs which lead to a Master's degree / Maîtrise.

 *Applicants in programs marked with an asterisk are required to provide a potential job title in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

Master's degree / Maîtrise

Audiology	Audiologie
Communication Sciences and Disorders	
Counselling Psychology*	
Creative Arts Therapies*	
Criminology (Clinical orientation) *	Criminologie (Orientation clinique) *
Dietetics and Human Nutrition	
	Ergonomie
	Ergothérapie
Nursing	Sciences infirmières
	Soins infirmiers communautaires
Nurse Practitioner	
Nutrition	
Speech and Language Pathology	Orthophonie
Pharmacy	Pharmacie
Physiotherapy	Physiothérapie
	Pratiques psychosociales
	Psychoéducation
Public Health	Santé publique
	Santé environnementale et santé au travail
	Santé communautaire
	Santé et sécurité au travail*
	Santé mentale
	Sciences du comportement humain
Social Work	Service social - Travail social
	Sexologie*
	Loisir, culture et tourisme*

The following are eligible University-level programs which lead to a Doctoral degree / Doctorat.

*Applicants in programs marked with an asterisk are required to provide a potential job title in public health and social services institutions, given their education program, and describe how they will be directly serving patients post-graduation in the public sector. Please include this information in a separate word document attached to *Form 1 – Student application*.

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Doctoral degree / Doctora

Medicine	Médecine
Psychology*	Psychologie clinique*

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DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence
167, avenue Belzile, Rimouski, QC, G5L 8Y2

Name of contact:	Anna Cone	**Title:**	Assistant Director (Health & Social Services)
Tel. number:	(581) 317-6237	**E-mail:**	acone@heritagelsl.ca
Website:	www.heritagelsl.ca		

REGION 02: SAGUENAY—LAC-SAINT-JEAN

English Community Organization Saguenay-Lac-Saint-Jean
1936 rue Davis, Suite 105, Jonquière, QC, G7S 3B6

Name of contact:	Brittney Chabot	**Title:**	Executive Director
Tel. number:	(418) 543-4302	**E-mail:**	ed@eco-02.ca
Website:	www.eco-02.ca		

REGION 03: CAPITALE-NATIONALE

Jeffery Hale Community Partners
1270 chemin Ste-Foy, Suite 2000, Québec, QC, G1S 2M4

Name of contact:	Andrew Ayre	**Title:**	Program Support Agent
Tel. number:	(418) 932-6752	**E-mail:**	aayre@jhpartners.net
Website:	www.wejh.ca www.jhpartners.net		

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

Center for Access to Service in English
1045 Rue Chabanel, Drummondville, QC, J2B 2J4

Name of contact:	Shannon Keenan	**Title:**	Project Coordinator
Tel. number:	(819) 850-5560	**E-mail:**	casemcqagent3@gmail.com
Website:	www.casemcq.com		

REGION 05: ESTRIE

There is no community network associated with this region at the moment.

REGION 06: MONTRÉAL

African Canadian Development and Prevention Network
6585 Cote-des-Neiges Rd. Montreal, QC H3S 2A5

Name of contact:	Tooba Waseem	**Title:**	Senior Program Coordinator
Tel. number:	Email only	**E-mail:**	twaseem@acdpn.org
Website:	www.acdpn.org		

REGION 07: OUTAOUAIS

Connexions Resource Center
67, Rue du Couvent, Gatineau, QC, J9H 6A2

Name of contact:	Natalie Filiou	**Title:**	Director of Communications & Operations
Tel. number:	(819) 557-0615	**E-mail:**	N_filiou@centreconnexions.org
Website:	www.centreconnexions.org		

REGION 08: ABITIBI-TÉMISCAMINGUE

Neighbours Regional Association
139 Avenue Rouyn-Noranda, QC, J9X 5A9

Name of contact:	Nathalie Chevrier	**Title:**	Health Coordinator
Tel. number:	(819) 762-0882	**E-mail:**	nathalie@neighboursat.ca
Website:	www.neighboursat.ca		

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REGION 09: CÔTE-NORD

Coaster's Association, Inc.
313 Blvd. Bonne Esperance, P.O. Box 10, St. Paul's River, QC, G0G 1W0

Name of contact:	Jessica Jones	**Title:**	Finance Clerk
Tel. number:	(418) 379-2006 ext. 224	**E-mail:**	jessica.jones@coastersassociation.com
Website:	https://coastersassociation.com		

North Shore Community Association
337 Blvd. LaSalle, Local #202, Baie-Comeau, QC G4Z 2Z1

Name of contact:	Laury Boulianne	**Title:**	Manager of Community Development
Tel. number:	(418) 296-1545 ext. 5	**E-mail:**	l.boulianne@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 02**: English Community of Saguenay-Lac-Saint-Jean

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

Committee for Anglophone Social Action
168, Gerard-D-Levesque, New Carlisle, QC, G0C 1Z0, CP 219

Name of contact:	Fay Gallon	**Title:**	Programs Manager
Tel. number:	(418) 752-5995	**E-mail:**	fay@casa-gaspe.com
Website:	www.casa-gaspe.com		

REGION 11: GASPÉSIE—ÎLES-DE-LA-MADELEINE (CONTINUED)

Committee for Anglophone Magdalen Islanders
787 Chemin Principal, Grosse-Île, QC, G4T 6B5

Name of contact:	Lolita Alborghetti	**Title:**	Human Resources Coordinator
Tel. number:	(581) 453-0561	**E-mail:**	lolita@micami.ca
Website:	www.micami.ca		

Vision Gaspé-Percé Now
28 Rue St. Patrick, P.O. Box #67 Douglastown, Gaspé, QC G4X 2Y2

Name of contact:	Jessica Synnott	**Title:**	Executive Director
Tel. number:	(418) 368-3212	**E-mail:**	j.synnott@vgpn.ca
Website:	www.visiongaspeperce.ca		

REGION 12: CHAUDIÈRE-APPALACHES

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

Name of contact:	Maureen Small	**Title:**	Operations Manager
Tel. number:	(418) 332-3851	**E-mail:**	community@mcdc.info
Website:	www.mcdc.info		

REGION 13: LAVAL

The Youth and Parents AGAPE Association Inc.
3950 Blvd. Notre-Dame, Laval, QC H7W 1S7

Name of contact:	Ian Williams	**Title:**	Associate Director
Tel. number:	(514) 594-5568	**E-mail:**	ian.williams@agapeassociationinc.com
Website:	www.agapeassociationinc.com		

REGION 14: LANAUDIÈRE

English Community Organization of Lanaudière
3657 Queen Street, Rawdon, QC J0K 1S0

Name of contact:	Carole Gravel	**Title:**	Project Officer
Tel. number:	(450) 834-2268 ext. 4	**E-mail:**	carole.g@ecol-lanaudiere.org
Website:	www.ecol-lanaudiere.org		

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REGION 15: LAURENTIDES

4Korners
1650, Chemin d'Oka, Deux-Montagnes, QC, J7R 1M9

Name of contact:	Sophie Maranda	**Title:**	Community Development Coordinator
Tel. number:	(450) 974-3940 ext. 241	**E-mail:**	sophie@4korners.org
Website:	www.4korners.org		

REGION 16: MONTÉRÉGIE

Assistance and Referral Centre - Montérégie Centre Sector
106, Churchill Blvd., Greenfield Park, QC, J4V 2L9

Name of contact:	Debra Dorey	**Title:**	Program Manager
Tel. number:	(514) 743-8058	**E-mail:**	pm@arc-hss.ca
Website:	www.arc-hss.ca		

Montérégie East Partnership for the English-Speaking Community
551 Blvd. Sir-Wilfrid-Laurier, suite 106, Beloeil, QC, J3G 0A4

Name of contact:	Debbie Hanney	**Title:**	Program Manager
Tel. number:	(450) 281-3732 ext.4	**E-mail:**	debbie.hanney@mepec-pemca.org
Website:	www.mepec-pemca.org		

Montérégie West Community Network
117 Blvd. Cardinal Leger, Pincourt, QC, J7W 7A8

Name of contact:	Lorie Marcotte	**Title:**	Coordinator of Community Development
Tel. number:	(514) 425-0399	**E-mail:**	lorie@mwcn.ca
Website:	www.mwcn.ca		

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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 providers 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 Network Bursary (outside or within their home region), are responsible for and must agree to the following:

1. signing and submitting _Bursary Recipient Contract;_

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

3. 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;

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

5. confirming reception of bursary payment by signing the _Recipient Form 2: Proof of Bursary Payment - Section 2C_ and _Bursary Recipient Contract;_

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

7. 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 they:

  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 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 their home region, or in the catchment area of the sponsoring community network and cannot demonstrate evidence of having actively searched for employment in their field, agreeing to a full or partial (on a pro-rata basis) reimbursement;

- informing the community network that they were 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 their 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*

☐ *Bursary Recipient Contract*

REFERENCE PROVIDERS RESPONSIBILITIES

Students' reference providers are responsible for:

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

2. 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 their 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 as a reference provider, you are being asked to describe the student's knowledge of and involvement in the English-speaking community and evaluate the student's potential to work in the field of health and social services in their home region, provider cannot be a family member, a friend, a staff member of the sponsoring community network nor involved in a doctor-patient relationship with the student.*

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, recommending up to six (6) applications from CEGEP or University students, and up to two (2) additional applications for students in Vocational Training programs, and ranking them by order of priority;

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 (see Questions and Contact Information on page 27)

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;

15.   receiving allocations from the Dialogue McGill;

16.   ensuring that the student and the community network complete and sign the *Bursary Recipient contract* provided by Dialogue McGill regarding the recipient's obligations pre- and post-graduation 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 2024-2025 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, their field of study, their 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 their 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 their adherence to commitments outlined in the Bursary Recipient Commitment and the 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.

<u>DOCUMENT CHECKLIST</u>:

The Community Networks are required to SUBMIT the following documents to Dialogue McGill (see Questions and Contact Information on page 27.)

☐ *Form 3: Community Network Recommendation*

must be completed, electronically signed and submitted by email by the participating community network contact person along with the following supporting documents:

☐ *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* (x2)

- both reference providers must fill out a separate copy of form

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 6, 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.

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BURSARY GUIDE 2024–2025

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 all regions are to send their **bursary applications** or any questions about the program to Ms. Manxi Guo.

Name of contact:	Manxi Guo	Title:	Program Officer, Recruitment and Retention Program
Tel. number:	(514) 398-2631	E-mail:	Retention.dialoguemcgill@mcgill.ca

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