



## **Institute for Health and Social Policy**

### **TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT**

#### **MEASURE 2: RETENTION PROGRAM**

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

**2015-2016 ACADEMIC YEAR**

### **CATEGORY 1 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 government recognized educational institution located outside their region

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

## TABLE OF CONTENTS

<b>APPLICATION GUIDE FOR CATEGORY 1 BURSARY</b>	<b>PAGE</b>
• General Information	3-7
• Contact Information for Bursary Program	8
• List of Selected Quebec Regions	9
• List of Montreal Metropolitan Communities (MMCs) Not Eligible	10
• Reference List of Levels of Study and Government Recognized Health and Social Services Programs	11-14
• Directory of Participating Community Networks	15-18
• Student - List of Responsibilities & Document Checklist	19-20
• Reference Providers for the Student - List of Responsibilities & Document Checklist	20
• Community Network - List of Responsibilities & Document Checklist	21-23
• McGill Project - List of Responsibilities & Document Checklist	24

***Ce document est disponible aussi en français: [www.mcgill.ca/hssaccess/fr/forms](http://www.mcgill.ca/hssaccess/fr/forms)***

## GENERAL INFORMATION

### IMPORTANT DATES FOR CATEGORY 1 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 McGill Project	Decisions rendered by the McGill Project
2015-2016	June 17, 2015	August 31, 2015	September 14, 2015	September 28, 2015

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

#### Objective

The purpose of the Category 1 Bursary is to address the need for professionals with English and French language skills in health and social services in selected Quebec regions by supporting students who pursue studies in health and social service disciplines in educational institutions located outside their region and encouraging them to return to their region to work and serve their communities.

#### Description

Created by the McGill University Training and Retention of Health Professionals Project<sup>2</sup>, the Category 1 Bursary provides 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 located outside their region. **For each bursary awarded**, recipients commit to returning to a selected Quebec region following the successful completion of their studies to work 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 in the 2014-2018 Prospectus which can be found on the McGill Project website at <https://www.mcgill.ca/hssaccess/documents/prospectusm2>.

The Program is designed to respond to regional and local priorities for access to services in English as identified by English community networks from selected regions of Quebec in collaboration with their public partners. 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 or that has been deemed a vulnerable

<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> The McGill University Training and Retention of Health Professionals Project will hereafter be referred to as the McGill Project

job category in the region. The Bursary Program is administered in the regions by the community networks.

To enhance probability of recruitment and retention, community networks, in collaboration with their partners from the education and health and social services sectors, are encouraged to use the McGill Project Student Support initiative to facilitate bursary recipients interning in their regions.

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

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.

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 Pgs. 15 to 18.

Some educational institutions have a special mandate to train health and social services professionals to work in remote Aboriginal communities where the second language is English. Students from these educational institutions are eligible for bursaries and can apply for the Bursary Program through participating educational institutions. Students from Aboriginal communities in remote regions of Quebec where no community network exists can contact the McGill Project for more information. (Refer to Pg. 8 of the Contact Information).

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

- \$120,000 for the 2015-2016 Academic Year

The bursaries awarded under the Community Health and Social Services Leadership Bursary Program are tax exempt. Community networks paying bursaries should contact federal and provincial authorities (Canada Revenue Agency and Revenu Quebec) to clarify/confirm their obligations with regard to the issuing of tax slips.

### **Bursary Amounts**

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

- University: \$10,000 per student registered for full-time studies in the 2015-2016 Academic Year;
- Cégep / college: \$5,000 per student registered for full-time studies in the 2015-2016 Academic Year;
- Secondary school vocational training: \$5,000 per student registered for full-time studies in the 2015-2016 Academic Year.

## Eligibility Criteria

The Category 1 Bursary 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);
- 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 outside their region;
- Are currently accepted into or pursuing full-time studies (the educational institution that the students are 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 to 14) that permits the students to work professionally in Quebec upon completion of studies
- Are registered full-time during the 2015-2016 Academic Year;

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

- *Registered in independent or non-degree programs;*
  - *Registered in distance and on-line training programs.*
- Are committed, following completion of studies, to return to a selected Quebec region to work 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, upon completion of studies, to participate in any follow-up, monitoring or evaluation of the Program conducted by the McGill Project and/or the community network.

## Selection Criteria

The Health and Social Services Community Leadership Bursary Program Selection Committee will choose Category 1 Bursary Program Recipients from a prioritized list of up to 3 eligible students recommended by each of the participating community networks (refer to the *Directory of Participating Community Networks* listed on Pgs. 15 to 18). The selection of Category 1 Bursary Program Recipients is based on the following criteria:

- The student's demonstrated history of community involvement in the Quebec region;
- The student's commitment to return to a selected Quebec region following completion of studies to work 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;
- The compatibility of the student's field of study with the identified regional priorities or vulnerable job categories;
- The quality of the student's academic standing;
- The quality, content and presentation of the application.

### Category 1 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 upon completion of studies;
- The recipient may obtain funding as long as he/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 returning to a selected Quebec region following completion of studies to work 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. 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/her commitments, he/she will have to report in writing to the community network and reimburse the allocated funding;
- Should the bursary recipient drop out of the agreed upon program of study or default on his/her commitment in any other way, he/she must reimburse the sponsoring community network, any money received, within three years following the date he/she dropped out or defaulted;
- Should the recipient default on his/her commitment by ceasing to work in the health and social services field in a selected Quebec region before the fixed period has expired, he/she must reimburse the sponsoring community network, within three years, the amount of the bursary prorated for the remaining period;
- Should the recipient default on his/her commitment by not working in a selected Quebec region, he/she must reimburse the sponsoring community network the bursary amount received, within three years of graduation;
- The recipient must provide a digital photograph and curriculum vitae to the McGill Project and grant the McGill Project and the community network permission to disseminate, for promotional purposes, the student's photographic image, curriculum vitae and information about the bursary awarded through the McGill Project website and publications;
- 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.

## Payment Modalities

### Payment to the Participating Community Network

- Once the McGill Project has approved the bursary funding, an amendment to the 2014-2018 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 1 Bursary Program Recipient

- The community network is responsible for disbursing payments to the Category 1 Bursary Program Recipient only after the reception, verification and approval of Category 1 Bursary Program 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 2015-2016 Academic Year and satisfactory academic standing. As a prerequisite for receiving the bursary payment, the student must submit this form to the community network within fifteen (15) calendar days after the educational institution's official registration deadline for the applicable semester.
- The student must complete Category 1 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 Page 19.

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

**Ms. Gail Hawley-McDonald**  
**Senior Program Officer**  
**Training and Retention of Health Professionals Project**

**Tel: (819) 827-1491**  
**Fax: (514) 398-2627**  
**E-mail: [hawleymcd@bellnet.ca](mailto:hawleymcd@bellnet.ca)**

**Submission of Bursary Program Applications**

For the purpose of speeding up the review of applications, a signed copy of application forms and supporting documents can be sent by e-mail to Ms. Gail Hawley-McDonald at [hawleymcd@bellnet.ca](mailto:hawleymcd@bellnet.ca).

Original signed and dated application forms and supporting documents must be sent by mail / courier to:

**Ms. Mireille Marcil**  
**Project Director**  
**Training and Retention of Health Professionals Project**  
**McGill University**  
**550 Sherbrooke Street West, West Tower, Room 775**  
**Montreal, QC, H3A 1B9**

**Tel: (514) 398-3447**  
**Fax: (514) 398-2627**  
**E-mail: [mireille.marcil@mcgill.ca](mailto:mireille.marcil@mcgill.ca)**



**LIST OF SELECTED QUEBEC REGIONS**

**The Bursary Program is applicable to students whose primary residence is in one or more of the following selected Quebec regions:**

Region 01	Bas-Saint- Laurent
Region 02	Saguenay-Lac-Saint-Jean
Region 03	Capitale-Nationale
Region 04	Mauricie-et-Centre-du-Québec
Region 05	Estrie
Region 07	Outaouais
Region 08	Abitibi-Témiscamingue
Region 09	Côte-Nord
Region 10	Nord-du-Québec
Region 11	Gaspésie-Iles-de-la-Madeleine
Region 12	Chaudière-Appalaches
Region 14	Lanaudière (except for communities within the MMC*)
Region 15	Laurentides (except for communities within the MMC*)
Region 16	Montérégie (except for communities within the MMC*)
Region 17	Nunavik
Region 18	Terres-Cries-de-la-Baie-James

**Please be advised that students residing within communities belonging to the Montreal Metropolitan Community (MMC\*) are not eligible to apply for the Bursary Program. The list of MMC communities can be found on Pgs. 10 and at the following link: <http://cmm.gc.ca/territory-and-population/municipalities/>.**

LIST OF MONTREAL METROPOLITAN COMMUNITIES (MMCs) NOT ELIGIBLE

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

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

The Category 1 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 outside their region.

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

- Registered in independent or non-degree programs;
- Registered in distance and on-line training programs.

**SECONDARY SCHOOL**

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.

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

Assistance à la clientèle des services sociaux et de santé de Nunavik	Dental Assistance
Assistance à la personne à domicile	Health and Social Services Assistance in Nunavik
Assistance à la personne en établissement de santé	Health, Assistance and Nursing
Assistance dentaire	Home Care Assistance
Assistance in Health Care Facilities	Pharmacy Technical Assistance
Assistance technique en pharmacie	Santé, assistance et soins infirmiers

- **Programs leading to an *Attestation d'études professionnelles (AEP)***

- Formation continue en soins palliatifs

**COLLEGE / CÉGEP**

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

Archives médicales	Techniques de diététique
Audioprothèse	Techniques de prothèses dentaires
Biomedical Laboratory Technology	Techniques de réadaptation physique
Dental Technology	Techniques d'électrophysiologie médicale
Medical Records Management	Techniques d'hygiène dentaire
Nursing	Techniques d'inhalothérapie
Physical Rehabilitation	Techniques d'orthèses et de prothèses orthopédiques
Prehospital Emergency Care	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 denturologie	

**COLLEGE / CÉGEP**

- **Programs leading to an Attestation of Collegial Studies (ACS) /  
*Attestation d'études collégiales (AEC)***

Accompagnement et interventions en soins palliatifs	Intégration à la profession de technologiste médicale
Actualisation professionnelle en soins infirmiers	Intégration à la profession infirmière du Québec
Agent en gérontologie-gériatrie	Intervenant en gérontologie
Ambulance Technician Program	Intervention en milieu de vie auprès de la personne en perte d'autonomie
Assistance en laboratoire médicale	Medical Transcription
Cytogénétique clinique	Préposé(e) aux bénéficiaires en institution de santé
Cytotechnologie	Soins infirmiers et virage ambulatoire
Échographie cardiaque	Support and Intervention in Palliative Care
Échographie généraliste	Techniques ambulancières
Formation continue en soins palliatifs	Techniques d'aide aux personnes âgées ou en perte d'autonomie

## Application Guide for Category 1 Bursary

Gestion de documents médicaux	Techniques de réadaptation physique
Imagerie par résonance magnétique : examens généraux	Techniques de stérilisation
Intégration à la profession d'inhalothérapeute	Transcription médicale
	Transition to Nursing in Quebec for Internationally-Educated Nurses
<b><u>UNIVERSITY</u></b>	
<ul style="list-style-type: none"> <li>• <b>Programs leading to a Bachelor's degree / <i>Baccalauréat</i></b></li> <li>• <b>Programs leading to a Master's degree / <i>Maîtrise</i></b></li> <li>• <b>Programs leading to a Doctorate degree / <i>Doctorat</i></b></li> </ul>	
Art Therapy	Neuroscience
Audiologie	Nursing
Audiology	Nursing communautaire
Cert. In Native & North. Student Pers. Advising	Nurse practitioner
Certificate in Special Education	Nutrition
Communication Sciences and Disorders	Occupational Therapy
Creative Therapies	Occupational Therapy and Physiotherapy
Criminologie	Optométrie
Dentistry (DDS U1 to U4)	Orthophonie
Dentistry Residency (Multidiscip. Prog)	Pharmacie
Dietetics	Pharmacologie
Dietetics and Human Nutrition	Physiothérapie
Diploma in Human Relations and Family Life	Physiotherapy
Éducation spécialisée	Pratiques psychosociales
Ergonomie	Pratique sage-femme
Ergothérapie	Psychoéducation
Génagogie	Psychologie clinique (doctorat)
Génie biomédical	Psychology (applied and field work)
Gérontologie sociale	Public Health
Health Science	Radiobiologie
Intégration socio-économique des personnes ayant une déficience intellectuelle	Réadaptation motrice et sensorielle
Interprétation visuelle	Réadaptation occupationnelle
Intervention communautaire	Réadaptation physique
Interventions en toxicomanie	Récréologie

**Application Guide for Category 1 Bursary**

Intervention jeunesse	Santé communautaire
Intervention psychosociale	Santé environnementale et santé au travail
Intervention sociale	Santé et sécurité au travail
Kinanthropologie	Santé mentale
Kinanthropology	Santé publique
Kinésiologie	Sciences du comportement humain
Medicine	Sciences cliniques
Médecine	Sciences infirmières
Médecine dentaire	Service social
Médecine dentaire – Année préparatoire	Service social - Animation
Médecine dentaire – Autres programmes, faculté de médecine dentaire	Service social - Sciences humaines
Médecine dentaire – Dentisterie pédiatrique	Service social - Travail social
Médecine dentaire – Orthodontie	Sexologie
Médecine dentaire – Programme DMD	Social work
Médecine dentaire – Réhabilitation prosthodontique	Soins critiques
Médecine dentaire (autres programmes)	Soins infirmiers communautaires
Médecine dentaire (dentisterie multidiscipl.)	Speech and Language Pathology
Médecine dentaire (parodontie)	Toxicomanie
Médecine podiatrique	Travail social
	Travail social année préparatoire

**DIRECTORY OF PARTICIPATING COMMUNITY NETWORKS**

The following community networks are eligible to participate in the Bursary Program during the 2015-2016 Academic Year:

**REGION 01: BAS-SAINT-LAURENT**

**Heritage Lower Saint Lawrence**

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

Name of contact: Mélanie Leblanc

Title: Executive Director

Telephone number: (418) 936-3239, Ext. 222

E-mail: [mleblanc@heritagelsl.ca](mailto:mleblanc@heritagelsl.ca)

Website: [www.heritagelsl.ca](http://www.heritagelsl.ca)

**REGION 03: CAPITALE-NATIONALE**

**Jeffery Hale Community Partners (JHCP)**

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

Name of contact: Richard Walling

Title: Executive Director

Telephone number: (418) 684-5333, Ext. 1551 Fax number: 418-684-2295

E-mail : [rwalling@jhpartners.net](mailto:rwalling@jhpartners.net)

Website: [www.jefferyhale.org](http://www.jefferyhale.org)

**REGION 05: TOWNSHIPPERS' ASSOCIATION – ESTRIE NETWORK**

**Townshippers' Association**

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

Name of contact: Rachel Hunting

Title: Executive Director

Telephone number: (819) 566-5717 Fax number: (819) 566-0271

E-mail : [dg@townshippers.qc.ca](mailto:dg@townshippers.qc.ca)

Website: [www.townshippers.qc.ca](http://www.townshippers.qc.ca)

**REGION 07: OUTAOUAIS**

**Connexions Resource Centre**

2 Millar St., Gatineau, QC, J8Y 3N3

Name of contact: Danielle Lanyi

Title: Executive Director

Telephone number: (819) 777-3206 Fax number: N/A

E-mail: [lanyi@centreconnexions.org](mailto:lanyi@centreconnexions.org)

Websites: [http://ohssn.org/OHSSN\\_Home.html](http://ohssn.org/OHSSN_Home.html)

**REGION 08: ABITIBI-TÉMISCAMINGUE**

**Neighbours Regional Association of Rouyn-Noranda**

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

Name of contact: Sharleen Sullivan

Title: Executive Director

Telephone number: (819) 762-0882

E-mail: [neighbours@cablevision.qc.ca](mailto:neighbours@cablevision.qc.ca)

Website: [www.neighbours-rouyn-noranda.ca](http://www.neighbours-rouyn-noranda.ca)

**REGION 09: CÔTE-NORD**

**Coasters' Association, Inc.**

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

Name of contact 1: Cornella Maurice

Title: Executive Director

Name of contact 2: Kimberly Buffitt

Title: Director of Programs

Telephone number: (418) 379 2006, Ext. 226 Fax number: (418) 379-2621

E-mail: [hssnpi@globetrotter.net](mailto:hssnpi@globetrotter.net)

Website: [www.coastersassociation.com](http://www.coastersassociation.com)



**North Shore Community Association (NSCA)**

P.O. Box 163, Baie-Comeau, QC, G4Z 1Z3

Name of contact: Jody Lessard

Title: Executive Director

Telephone number: (418) 296-1545 Fax number: (418) 296-4883

E-mail: [nsca@quebecnorthshore.org](mailto:nsca@quebecnorthshore.org)

Website: [www.quebecnorthshore.org](http://www.quebecnorthshore.org)

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

**Committee for Anglophone Social Action (CASA)**

208 Gerard-D.-Levesque Blvd., New Carlisle, QC, G0C 1Z0

Name of contact: Cathy Brown

Title: Executive Director

Telephone number: (418) 752-5995 Fax number: (418) 752-6864

E-mail: [casa75@globetrotter.net](mailto:casa75@globetrotter.net)

Website: [www.casa-gaspe.com](http://www.casa-gaspe.com)

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

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

Name of contact: Helena Burke

Title: Executive Director

Telephone number: (418) 985-2116, Ext. #1 Fax number: (418) 985-2113

E-mail: [camim@magdalenislands.ca](mailto:camim@magdalenislands.ca)

Website: [www.micami.org](http://www.micami.org)

**Vision Gaspé-Percé Now (VGPN)**

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

Name of contact: Cheryl Henry

Title: Executive Director

Telephone number: (418) 368-3212 Fax number: (418) 368-0284

E-mail: [cleggo@vgpn.ca](mailto:cleggo@vgpn.ca)

Website: [www.vision-gaspepercenow.ca](http://www.vision-gaspepercenow.ca)

**REGION 12: CHAUDIÈRE-APPALACHES**

**Megantic English-speaking Community Development Corporation (MCDC)**

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

Name of contact: Suzanne Aubre

Title: Executive Director

Telephone number: (418) 332-3851 Fax number: (418) 332-3153

E-mail: [mcdc.exdir@bellnet.ca](mailto:mcdc.exdir@bellnet.ca)

Website: [www.mcdc.info](http://www.mcdc.info)

**REGION 14: LANAUDIÈRE**

**(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)**

**English Community Organization of Lanaudière (ECOL)**

3590, rue Metcalfe, Rawdon, QC, J0K 1S0

Name of contact: Michelle Eaton-Lusignan

Title: Executive Director

Telephone number: (450) 834-3070, Ext.1080 Cellular: (514) 291-5373

E-mail: [ecollanaudiere@hotmail.com](mailto:ecollanaudiere@hotmail.com)

**REGION 15: LAURENTIDES**

**(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)**

**4 Korners Family Resource Center**

1906, route OKA, Deux-Montagnes, QC J7R 1N4

Name of contact: Lisa Agombar

Title: Executive Director

Telephone number: (450) 974-3940

Email: [lisa@4kornerscenter.org](mailto:lisa@4kornerscenter.org)

Website: [www.4kornerscenter.org](http://www.4kornerscenter.org)

**REGION 16: TOWNSHIPERS' ASSOCIATION – MONTÉRÉGIE EAST NETWORK  
(EXCEPT FOR COMMUNITIES WITHIN THE MMC LISTED ON PAGE 10)**

**Townshippers' Association**

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

Name of contact: Rachel Hunting

Title: Executive Director

Telephone number: (819) 566-5717 Fax number: (819) 566-0271

E-mail: [dg@townshippers.qc.ca](mailto:dg@townshippers.qc.ca)

Website: [www.townshippers.qc.ca](http://www.townshippers.qc.ca)

## STUDENT

### - LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST

#### The student is responsible for:

1. Completing and submitting the required documents contained in the Category 1 Bursary Program Application to the contact person at the participating community network;
2. Conforming to the Category 1 Bursary Program Recipient Responsibilities and Payment Modalities listed on Pg. 6 and 7 of the *General Information* section;
3. Submitting Category 1 Bursary Program Recipient Form 1: Attestation of Student Studies (made available to the student 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 Category 1 Bursary Program Recipient Form 2: Proof of Bursary Payment - Section 2C
6. 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 for a minimum of one year per bursary awarded;

In the case of a withdrawal from the academic program, he/she agrees 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 a selected Quebec region, and cannot demonstrate evidence of having actively searched for employment in her/his field, she/he agrees to a full or partial (on a pro-rata basis) reimbursement.

**Document Checklist for Submission of Application:**

- Category 1 Bursary Application Form 1: Student Information**
  - To be completed by the student & submitted to the contact person at the participating community network
  - Including the following supporting documents
    - 1 copy of your most recent Curriculum Vitae
    - 1 Letter of Acceptance into Program received from your educational institution
    - 1 copy of your most recent Academic Transcript
  
- Category 1 Bursary Application Form 2: Community Involvement Reference Form**
  - Sections 2.1 and 2.2 to be completed by the student
  - Sections 2.3 to 2.5 to be completed by the reference provider
  - Completed form to be submitted to the contact person at the participating community network in a sealed envelope
  - 2 separate forms for Community Involvement Reference

**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 returning to her/his region and working in the field of health and social services upon completion of her/his studies.

**The reference provider is responsible for:**

- Completing and submitting the required document contained in the Category 1 Bursary Program application to the contact person at the participating community network.

***Document Checklist:***

- Category 1 Bursary Application Form 2: Volunteer Activity/Community Involvement Reference Form**
  - Sections 2.1 and 2.2 to be completed by the student
  - Sections 2.3 to 2.5 to be completed by the reference provider
  - Completed form to be submitted to the contact person at the participating community network in a sealed envelope

**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)* to obtain the list of key positions in the workforce that have been deemed vulnerable and any service areas that have been identified as a priority for the English-speaking population;
2. Promoting the Bursary Program;
3. Contacting the McGill Project regarding questions on Bursary Program;
4. Submitting up to 3 applications per participating community network for the Bursary Program's Category 1 Bursary; the applications are to be ranked by order of priority;
5. Completing the required documents contained in the Category 1 Bursary Program application;
6. Verifying the Category 1 Bursary Program application and supporting documents to ensure that the requested information is filled in and that the information is complete;
7. If necessary, requesting documentation from student and other parties;
8. Preparing and submitting the student's Category 1 Bursary Program application accompanied by supporting documents to the McGill Project:
  - a. For the purpose of speeding up the review of applications, a signed copy of application forms and supporting documents can be sent, preferably by e-mail, to Ms. Hawley-McDonald (refer to Pg. 8 of the *Contact Information for the McGill Project* section);
  - b. Original signed and dated application forms and supporting documents must be sent by mail / courier to Ms. Mireille Marcil, Project Director (refer to Pg. 8 of the *Contact Information for the McGill Project* section);
9. Monitoring the student's file;
10. Communicating results of Category 1 Bursary Program selection process to student;
11. Signing the amendment to the existing contract agreement between McGill University and the community network;

12. Ensuring that the student conforms to the Category 1 Bursary Program Recipient Responsibilities and Payment Modalities listed on Pg. 6 and 7 of the *General Information* section;
13. Receiving allocations from the McGill Project;
14. Distributing the bursary payment to the Category 1 Bursary Program Recipient only after the reception, verification and approval of Category 1 Bursary Program 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. 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;
15. Confirming the bursary payment distributed to Category 1 Bursary Program Recipient by completing Category 1 Bursary Program Recipient Form 2: Proof of Bursary Payment (made available to the community networks upon approval of Bursary Program Application);
16. Transmitting the name of the bursary recipient, her/his field of study and expected date of graduation to the CISSS;
17. If applicable, processing reimbursements received from Category 1 Bursary Program Recipients;
18. Collecting and transmitting the data necessary for accountability to McGill University, according to the conditions stipulated in the contract;
19. Participating in the Bursary Program formal follow-up, monitoring and evaluation.

## Document Checklist

Please **SUBMIT** the following required documents to the McGill Project:

- Application Forms for Category 1 Bursary - Identification**
  - To be completed by the contact person at the participating community network
  
- Category 1 Bursary Application Form 1: Student Information**
  - To be completed by the student & submitted to the contact person at the participating community network
    - Including the following supporting documents
      - 1 copy of the most recent Curriculum Vitae
      - 1 Letter of Acceptance into Program received from the educational institution
      - 1 copy of the most recent Academic Transcript
  
- Category 1 Bursary Application Form 2: Community Involvement Reference Forms**
  - Sections 2.1 and 2.2 to be completed by the student
  - Sections 2.3 to 2.5 to be completed by the reference provider
  - Completed form to be submitted to the contact person at the participating community network in a sealed envelope
    - 2 separate Reference Forms
  
- Category 1 Bursary Application Form 3: Community Network Information**
  - To be completed by the contact person at the participating community network
  - To be ranked in order of priority

Please **KEEP THE FOLLOWING DOCUMENTS ON FILE** for 6 years:

- **Category 1 Bursary Recipient Form 1: Attestation of Student Studies**
- **Category 1 Bursary Recipient Form 2: Proof of Bursary Payment**

**MCGILL PROJECT**

**LIST OF RESPONSIBILITIES & DOCUMENT CHECKLIST**

**The McGill Project 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 1 Bursary Program applications to participating community networks;
6. Evaluating Category 1 Bursary Program application to ensure that the student meets the Selection Criteria listed on Pg. 5 of the *General Information* section;
7. Approving funding for Category 1 Bursary Program application through selection process;
8. Communicating results of Category 1 Bursary Program selection process to community network;
9. Upon approval of bursary funding, preparing an amendment to the contract agreement between McGill University and the community network;
10. Distributing allocations to the community network responsible for submitting the Category 1 Bursary Program Recipient Application;
11. Collecting and transmitting the data necessary for accountability to Health Canada;
12. Monitoring, tracking and evaluating the Bursary Program.