

**INDEPENDENT CONTRACTOR GRANT WRITER**  
**INTERNAL MEMORANDUM OF UNDERSTANDING**

Community Development Director Rich Murphy has been authorized by City Manager Grace to hire an Independent Contractor Grant Writer for the City of Buchanan to identify grants, write grants, help administer grants, and perform related special projects approved by either the Community Development Director or the City Manager.

Director Murphy shall be in charge of coordinating grant activities with said Independent Contractor and will direct the Contractor's efforts to ensure maximum efficiencies related to grant identification, writing, and administration.

The overall maximum annual budget for the Independent Contractor Grant Writer position is \$18,000 and shall remain \$18,000 unless Director Murphy subsequently secures approval from the City Commission to increase the hourly pay of the Contractor. Director Murphy will be in charge of monitoring this budget, which will be billed to the following line item in the City Budget:

*857.000 GRANTS & SPECIAL PROJECTS, TOTAL LINE ITEM BUDGET: 220,000  
Covers expenses related to grant writing and other special projects, as directed by the City Commission. This section will also include City Commission priority initiatives, as identified in the priority setting workshop, which sets aside funds for use by the Community Development Director towards a variety of economic development programs, including facade grants, job creation incentives, residential housing improvement grants, sustainability grants, grants for the ecological restoration and public access to the St. Joseph River, and more, including Mill Alley and other Andrews University implementation projects.*

Director Murphy also acknowledges that he will be in charge of posting the availability of the Independent Contractor Grant Writer position on the City's website, as well as making sure that the position is adequately advertised. The decision of who to ultimately contract with as the City's Independent Contractor Grant Writer will rest with Director Murphy, who will be in charge of reporting on the Independent Contract Grant Writer's progress to the City Commission.

---

City Manager Heather Grace

---

Date

**INDEPENDENT CONTRACTOR GRANT WRITER**  
**INTERNAL MEMORANDUM OF UNDERSTANDING**

---

Community Development Director Rich Murphy

---

Date