

Workshop Worksheet: RACI Chart for Grant Management

For each activity, assign the appropriate responsibility level (R, A, C, or I) to each role.

Responsible (R): The person or role responsible for executing the activity.

Accountable (A): The person or role ultimately answerable for the activity's completion and ensuring it meets quality standards.

Consulted (C): Individuals or roles who need to provide input or expertise before the activity can be completed.

Informed (I): Individuals or roles who need to be kept informed about the progress or outcomes of the activity but are not directly involved in its execution.

Project Tasks	Program Manager	Development/ Grants Manager	Finance Officer	Executive Leader	Compliance/ Reporting Analyst
Submit grant application					
Point of Contact for funder					
Receive grant award documents and disseminate to internal stakeholders					
Review agreement and record deliverables, timeframes, and reporting requirements					
Set up and disseminate accounting tracking codes					
Track grant expenses					
Complete grant deliverables					
Program data entry					
Complete grant reports (data, financial, client success stories)					
Lead monthly/quarterly progress check ins					
Submit grant invoices					
Complete Grant Closeout					

Note: Customize the roles and activities based on the specific needs and structure of your organization. Ensure clarity and consensus among participants when assigning responsibility levels.