

GRANTS Memo Template

Use this template to create a clear and actionable GRANTS memo for any project or initiative.

Goals

Describe the project's objectives, expected outcomes, outputs, constraints, and requirements.

Example:

- Objective: Increase monthly active users by 20% in the next quarter.
- Constraints: Must work on mobile and desktop, budget limited to \$50k.

Resources

Outline available resources including budget, personnel, tools, and other assets.

Example:

- Budget: \$50,000
- Team: 3 engineers, 1 designer
- Tools: Figma, Jira, AWS credits

Autonomy

Clarify the level of decision-making freedom the team has and any off-limits areas.

Example:

- Team can choose technology stack
- Cannot change the user onboarding flow without approval

Next Step

State the immediate, concrete next step the team should take.

Example:

- Conduct an R&D sprint to validate assumptions

Timeline

Detail the timeline for the next step and broader milestones.

Example:

- R&D sprint: May 1–May 15
- MVP launch: July 1
- Full rollout: September 15

Stakeholders

List all relevant stakeholders and their roles, including anyone with veto power.

Example:

- Product Manager: Decision owner
- VP of Engineering: Can veto scope changes
- Marketing Lead: Provides launch support