

DUNS NUMBER REQUIRED FOR ALL APPLICATIONS

Dun & Bradstreet (D&B) keeps track of more than 70 million businesses worldwide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments, and national arts organizations.

First, the federal government adopted a new policy that requires all organizations to provide a DUNS number as part of their grant applications. Even Subgrantees are now required to obtain the DUNS number on their applications.

There is no fee for registering for a DUNS number. Organizations may register by phone or online. However, online registrations may take up to 30 days, so it is important that you begin the process now.

What's the easiest way to get a DUNS number?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but internet applications can take up to 30 days. Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: **1-866-705-5711**. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

- Legal name of organization
- Physical address (and PO box if you have one)
- Telephone number
- Web address
- Name of the authorizing official (e.g. president, director, etc.)
- The purpose of your organization (e.g. non-profit dance company to perform and create work)
- Total number of employees

Your organization can also register for a DUNS number via D&B's Web site (<https://www.dandb.com/product/companyupdate/companyupdateLogin?executive=e1s1>). Choose the "DUNS number only" option. **Please note that registration via the website may take up to 30 business days to complete!**