

## Help with DUNS numbers HK Information Sheet

The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed. Because Humanities Kansas grants and funding are supported by federal funds, all HK grant and funding recipients must provide a DUNS to receive funds, including HK Community Resource funding (TALK and Speakers Bureau).

You must apply for a DUNS number online at <http://fedgov.dnb.com/webform> The DUNS info line is 1-866-705-5711, but recent applicants have been told they must apply online.

### Helpful Hints for the DUNS Application

- Click on “Click here to request your D-U-N-S Number via the Web”
- Choose “United States of America” for country or entity
- Click “Continue to Government iUpdate”
- The middle box title “Find DUNS or Request New DUNS,” choose “Start Now”

Enter your organization name, city, and state.

If your organization is not listed, scroll down and click “Request of D-U-N-S Number”

### You are now in the DUNS Application

#### Personal Info Page>

- The DUNS language is business-centered. “Business” in this context refers to your organization’s name.
- At the bottom of the page, the Complete ReCaptcha ensures that a real person is applying. If you can’t read the words they ask you to identify (I had trouble), click on the refresh symbol (small square with the two arrows in a circle). This will give you new words to identify.

#### Company Info>

Again, this is a business-centric application, and in their eyes your organization is a business.

- Under Ownership > Legal Structure of the Business: Choose “Corporation”
- Under major shareholders, choose “100% of stock owned by “public”
- Executive Principal: This is the authorizing official of your organization, the one who can write checks
- Owner: You do not need to fill out Owner

Operations>SIC Code: below is a list of SIC codes that are relevant to most HK site sponsors.

Arts center: 84120102  
Art gallery or museum: 84120000  
Church: 86610121  
Civic association: 86410000  
Community center: 83220601  
Historical society: 84129901  
Library, public: 82310304  
Neighborhood development groups: 83990103  
Non-church religious organization: 86610200  
Performing arts theater: 79220203  
Senior Center: 83220103

There are many more SIC codes. Feel free to explore or call with questions.

## Review Company Details>

- At the bottom of this page, Order Reason > “Reason for needing a DUNS number”: Choose “Government Grantee”

At this point you should be able to Submit.

NOTE: Although the page states that it takes one business day to receive your DUNS number, mine arrived 6 days later. Other Kansas librarians have reported a similar wait. The American Library Association website says it can take up to 30 days. If you have applied for your DUNS number but are waiting, please email Stefanie Torres-Maksimowicz, Grants and Outreach Officer, so HK can update your file ([stefanie@humanitieskansas.org](mailto:stefanie@humanitieskansas.org))

As always, feel free to call or email with questions. Thank you!