

Additional instructions for applying for a Community Grant

DUNS Number

Successful applications require a DUNS number. If your organization does not already have one, you may obtain one at no cost from <http://fedgov.dnb.com/webform>. A DUNS number is a unique nine-digit identification number that is assigned to your organization. The online process to obtain one takes only about 10 minutes.

When completing the DUNS number registration, please follow these steps:

1. Click on the top of the left hand column: "Begin D-U-N-S search Request Process"
2. Enter your organization's name and address, then click "submit". If your organization is already registered and has a DUNS number, it will appear on the next screen. If you don't, click on the button that says "Request a New D-U-N-S Number"
3. Follow the prompts and enter all of the organization's information.
4. In the box asking for "legal structure", you select "non-profit".
5. For the next box "trade style name", you can leave it blank.
6. Then a little further down the page it asks for your "primary SIC code", you enter "8399 Social Services, Not Elsewhere Classified".
7. For the box where it asks for "socioeconomic data", you select "no special ownership status"
8. For the box where it asks for "annual sale or revenue", you put "0"
9. Then you click "submit your request", you'll be taken to page 2. On page two, there is a box that asks about what type of trading you'll be doing with the US, here you want to select the second option in the drop down menu "US grant or applicant".
10. Within a few days of requesting a DUNS number you will receive an email with your DUNS number; please fill this number in on your Community Grants application form.

Application for Federal Assistance SF-424 Form

Your organization must also submit a completed SF-424 form, which should be attached with these instructions or you can contact a Community Grants office.

When completing the SF-424, note that some boxes have been pre-populated and some boxes will be left blank. Please complete only the following:

1. Section 8.a. "legal name"
2. Section 8.c. "organizational DUNS"
3. Section 8.d. "address"
4. Section 8.f. "name and contact information of person to be contacted" (only the boxes with a * are required)
5. Section 15. "Descriptive title of applicant's project"
6. Section 17.b. "end date" (our grant can be one or two years)
7. Section 18.a. and 18.g. "estimated funding" (These should be the same amount and this should be the total budget you are requesting in your application.)
8. Section 21. Check "I agree" and complete the contact information for the authorized representative
9. Submit the completed and signed 424 form with your Community Grants application