



2024 Annual Report





What's Inside

Who we Are -----

1

Our Team and
Board
Our Story

What we Do -----

5

Our Services
Programs and
Workshops

Our Calendar -----

8

Networking
Community Events

**Our Impact in
Numbers** -----

10

**What we Envision for
the 2025** -----

15

Who We Are

The Toolbox is the go-to resource for everything small business in Wyandotte County, Kansas. All of our services are offered at no cost to local residents and businesses. We provide free support with planning, registering, funding, operating, and growing your business.

Mission statement

To help entrepreneurs start, maintain or expand their business by offering coaching, workshops, and networking opportunities.

Vision Statement

To Empower the Community to own their economic future!

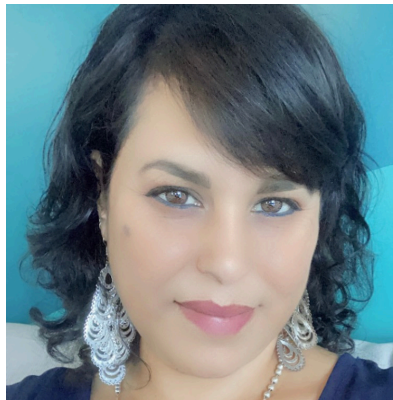
Our Team and Board

Our Team



Gabriel Munoz

Executive Director



Norma Loya

Small Business Navigator &
Facilitator



Megan Dorantes

AmeriCorps Vista Program
Marketing Coordinator

Our Team and Board

Our Board



Edgar Galicia



Jessica Johnson



Alex Ruybalid



Liley Villazan



Carlos Gomez



Ana Nubia Duin



Evette Cosby



Luis Magana

Our Story

The idea to start the Toolbox originally began in 2019 when the Ewing Marion Kauffman Foundation met with some of Kansas City's Entrepreneurial Support Organization's (ESO) to discuss and brainstorm a solution to the following four barriers that blocked BIPOC business owners from starting their business in Kansas City.

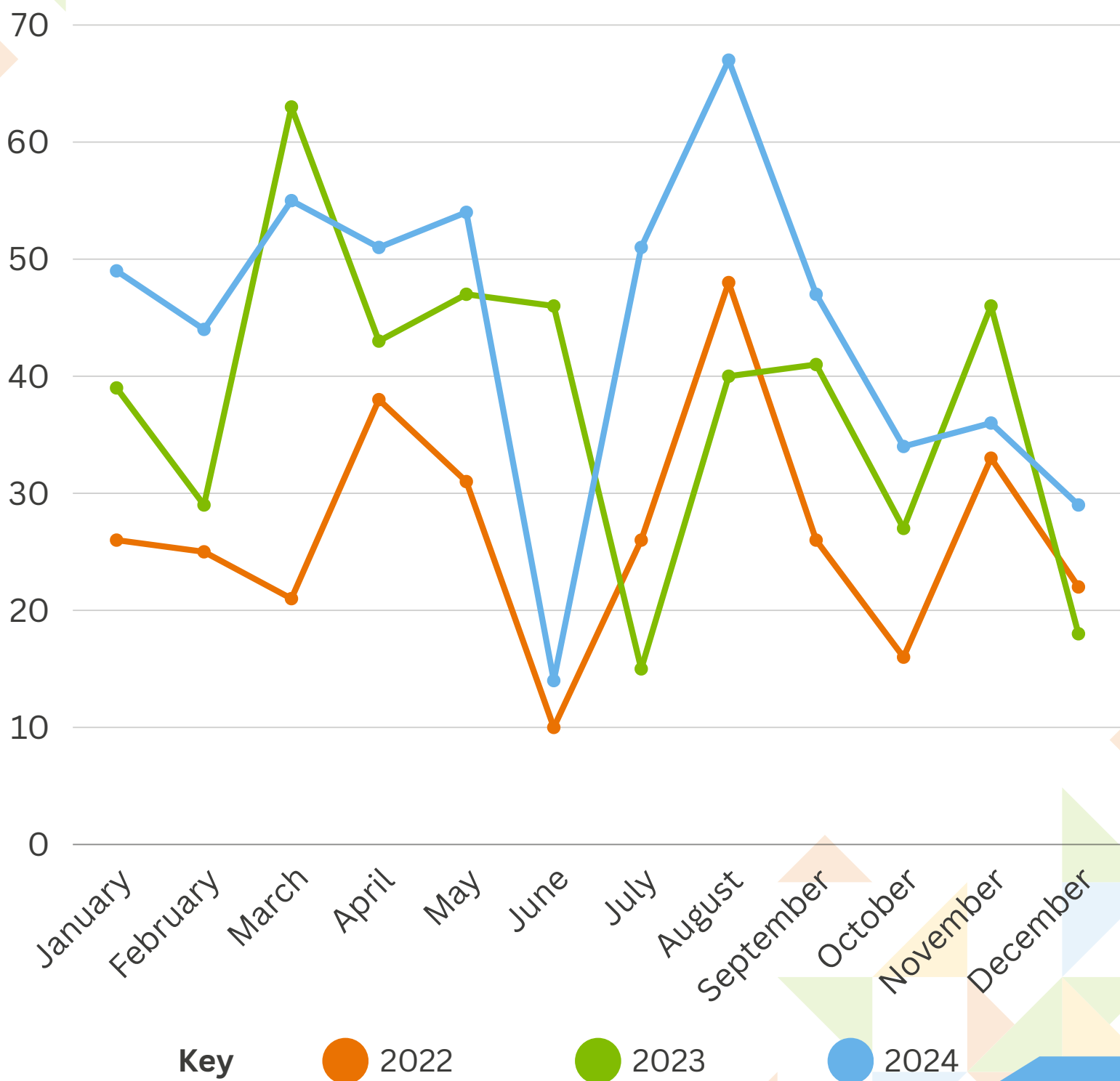
1. Trust issues amongst entrepreneurs and service providers
2. Cultural Competency issues within existing EOS's
3. Lack of Multilingual programs or workshops
4. Lack of a "One-Stop-Shop" organization for entrepreneurs to become aware of existing resources

To address these issues, The Toolbox was formed! Originally The Toolbox started as a series of events and one-on-one meetings but because of the success of these events and meetings, it was decided that the Toolbox needed to become an official organization. Despite this success, in March 2020 the COVID-19 Pandemic hit the United States and The Toolbox's programming and services moved to an online format.

A year later, The Toolbox launched in May 2021 at The Stables Co-Working Space in Kansas City, Kansas. Now in 2025 the Toolbox continues to provide its one-on-one meetings, programs, and workshops.

Throughout The Toolbox's inception, Gabriel Munoz has served as the Local Director and is now the current Executive Director. Gabriel Munoz has spent the majority of his life in the small business atmosphere. From working in his family's business in Topeka, Kansas to experiencing the issues that come with maintaining that business; Gabriel has made it his mission to provide the support and stability entrepreneurs and businesses owners need to be successful.

Since our inception we have worked with over 500 Individuals and have had over 750 individuals attend our Workshops and Programs. We have helped over 200 businesses launch, maintain or grow their business and have held 75 workshops, classes, and events to support our clients in their business endeavors.



What we Do

Our Popular Services

One-on-One
Meetings

Programs

Workshops

Our Programs

Programs are where participants have the opportunity to spend five to six weeks with us and learn about the topic. If participants attended 80% or more by the end of the program they would receive a completion certificate, celebrating their commitment to education.

In 2024, The Toolbox held five programs:



Our Workshops

Unlike Programs, Workshops typically happen once a month with no large commitment. Some workshops are a part of a singular program, and happen throughout the year or a series of months. In 2024 the Toolbox held 9 workshops, four of which had a longer program length.

The six workshops that happened once a month were:



Clase de Impuestos para su negocio
9 de Abril at 6:00pm
201 E Loula St. Olathe, KS 66061

Aprenderá a:

- Identificar y deducir gastos
- Calcular Ganancias
- Ingresos Brutos
- Perdidas Netas
- Formulario 1040
- Formulario 1099
- Anexo C

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER
El Centro KANSAS



8 PRINCIPLES OF A Healthy Home

Keep your home safe and weatherized!

Hear the most up-to-date information from HUD and Children's Mercy Hospital about potential dangers that can severely affect the air quality inside your home. Learn the latest home weatherization tips that will make your home a little more comfortable in the winter without increasing your energy bill.

Where: Toolbox KC
1203 Central Ave.
Kansas City, Kansas 66103
When: April 25th, 2024
Time: 5-7:30



Cómo utilizar WhatsApp Para Su Negocio!

¡Conecta mejor con tus clientes usando WhatsApp!

Martes, 6:00 pm de 8:00 pm
17 de Septiembre

El Centro Kansas City
650 Minnesota Ave, Kansas City, KS 66101

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER



Cómo utilizar Facebook para empresas Para Su Negocio!

Miércoles, 6:00 pm de 8:00 pm
11 de Septiembre

El Centro Kansas City
650 Minnesota Ave, Kansas City, KS 66101

¡Se recomienda a los participantes que traigan una computadora portátil cuando asistan!

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER
AMERICA'S SBDC KANSAS



THE TOOLBOX SMALL BUSINESS RESOURCE CENTER
Clase de OSHA

- ¿Qué es OSHA?
- ¿Por qué existe OSHA?
- Responsabilidades de los Empleadores
- ¿Cuáles son los Derechos de los Trabajadores?
- Inspecciones de OSHA
- Sanciones o Multas de OSHA

Regístrate GRATIS hoy:

May 2nd, 2024
6:00pm-7:30pm
1203 Central Ave.
Kansas City, KS



IRS 1099-K Info Session
March 19th at 6:00pm
ONLINE (Google Meet)

- Updates on Form 1099-K Payment Card and Third-Party network transactions
- Learn about a Business Online Account, Resumption of Collection Notices & Payment Options
- Resources for your business at IRS.gov

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER

Our Workshops

The three workshops that had a longer program length were:

TALLERES DE VERANO

¡Únase a nosotros todos los Jueves del mes de Junio. Tendremos 4 Temas esenciales para el desarrollo y crecimiento empresarial!

El desarrollo empresarial es esencial para el crecimiento y el éxito en cualquier industria. Ya sea que esté iniciando un nuevo negocio o buscando expandir uno existente, es importante contar con las herramientas necesarias. A continuación le ofrecemos cuatro talleres esenciales para el desarrollo de su negocio.

650 Minnesota Ave, Kansas City, KS 66101

Canva (Diseño Gráfico)
En esta sesión aprenderá a Crear sus propios diseños, logotipos, tarjetas de negocio, presentaciones y muchas más.
Junio 6 6pm

OSHA
En esta sesión aprenderá que es OSHA, Porqué existe OSHA, Cules son los derechos de los trabajadores, Cules son las responsabilidades de los empleadores, Inspecciones y multas de OSHA.
Junio 13 6pm

IRS Schedule C
En esta sesión aprenderá a Calcular la ganancia e ingresos brutos, Identificar y deducir gastos, Calcular ganancias y pérdida neta. Una visión general de Formulario 1040, Anexo C y Formulario 1099.
Junio 20 6pm

Invoicing (Facturación) W9, 1099
En esta sesión aprenderá a Cómo completar, completar, guardar, cargar, descargar y enviar documentos desde su laptop a cellular.
Junio 27 6pm

AMERICA'S SBDC El Centro THE TOOLBOX SMALL BUSINESS RESOURCE CENTER

Talleres de Otoño

EL CENTRO KCK - 650 MINNESOTA AVE KCK 66101

IRS SCHEDULE C
JUEVES, 14TH DE NOVIEMBRE
6:00 PM A 8:00 PM

CANVA - BUSINESS CARDS
JUEVES, 21ST DE NOVIEMBRE
6:00 PM A 8:00 PM



THE TOOLBOX El Centro SMALL BUSINESS RESOURCE CENTER

The Midwest Growers Collaborative Presents

FARMERS & FLYERS A marketing webinar series!

Canva MORE

EDUCACION SIN SALIR DE LA GRANJA.
July 11 | August 8 | September 12 | October 10

With presenters from:
The Toolbox KC & Be More Business

Grow your marketing skills! Join us for our monthly webinar series to receive expert guidance on creating print and digital marketing materials.

- Flyers
- Logos
- Business Card
- Social Media Content
- Websites
- & More!

Hosted by & funding from:

Register Today!
commongroundsg.com/farmers-training

Midwest Growers Collaborative Presents

FARMERS & FLYERS Una serie de s

Canva MORE

EDUCACION SIN SALIR DE LA GRANJA
23 de Julio | 20 de Agosto | 24 de Septiembre | 23 de Octubre

Presentado por:
The Toolbox KC y Be More Business

Mejore sus habilidades de marketing! Únase a nuestra serie de seminarios mensuales para recibir orientación experta sobre creación de marketing impresa y digital.

- Flyers
- Logos
- Targetas de negocio
- Contenido en Redes Sociales y más!
- Páginas web

Organizado y financiado por:

Register Today!
commongroundsg.com/farmers-training-2

Essential Steps to Launching Your Business

December 3rd at 6:00pm
1303 Central Ave.
Kansas City, KS 66102

Learn the different legal structures for forming a business

Learn how to register your business entity

Learn about the tax responsibilities of small businesses

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER

Pasos esenciales para lanzar su negocio

3 de Diciembre las 6:00pm
650 Minnesota Ave.
Kansas City, KS 66101

Aprender las diferentes estructuras legales para formar un negocio.

Aprenda a registrar su entidad comercial

Aprender sobre las responsabilidades fiscales de las pequeñas empresas.

THE TOOLBOX SMALL BUSINESS RESOURCE CENTER

Our Calendar



THE TOOLBOX 2024 CALENDAR

SMALL BUSINESS RESOURCE CENTER

1 JANUARY MO TU WE TH FR SA SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	2 FEBRUARY MO TU WE TH FR SA SU 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 1 2 3	3 MARCH MO TU WE TH FR SA SU 26 27 28 29 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	4 APRIL MO TU WE TH FR SA SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5
5 MAY MO TU WE TH FR SA SU 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2	6 JUNE MO TU WE TH FR SA SU 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	7 JULY MO TU WE TH FR SA SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	8 AUGUST MO TU WE TH FR SA SU 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1
9 SEPTEMBER MO TU WE TH FR SA SU 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6	10 OCTOBER MO TU WE TH FR SA SU 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3	11 NOVEMBER MO TU WE TH FR SA SU 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1	12 DECEMBER MO TU WE TH FR SA SU 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5

In 2024 the Toolbox's schedule was filled with 24 different types of events. Events varied between programs, workshops, networking events, vendor events, and other events.

Networking and Community Events

The Toolbox is apart of the Kansas City, Kansas Urban E-Community Committee. This committee is funded through Network Kansas and is filled with members from the Kansas City, Kansas Community; Businesses, Banks, and other Entrepreneurial Service Organizations (ESO's). This is the first year the KCK Urban E-Community hosted Networking events with the goal of building a stronger sense of community for Wyandotte County Businesses and Organizations. 2024's networking events were:

April

Small Business
Resource
Providers

June

Marketing Your
Business

September

Kansas city,
Kansas Downtown
Shareholders

The Toolbox continues its outreach efforts by tabling at different fairs and showcases or by participating in community events. Three of our community events for 2024 were:

March

5th Annual Youth
Entrepreneurship
Challenge

March

Food Business
Conference

September

913 Day

Our Impact in Numbers

Program and Workshops Data

**625
Students**

In 2024, The Toolbox had 362 participants in our programs with 114 graduates, and 263 participants in our workshops educating a total of 625 individuals.

Our program average graduation rate is 34.6 %

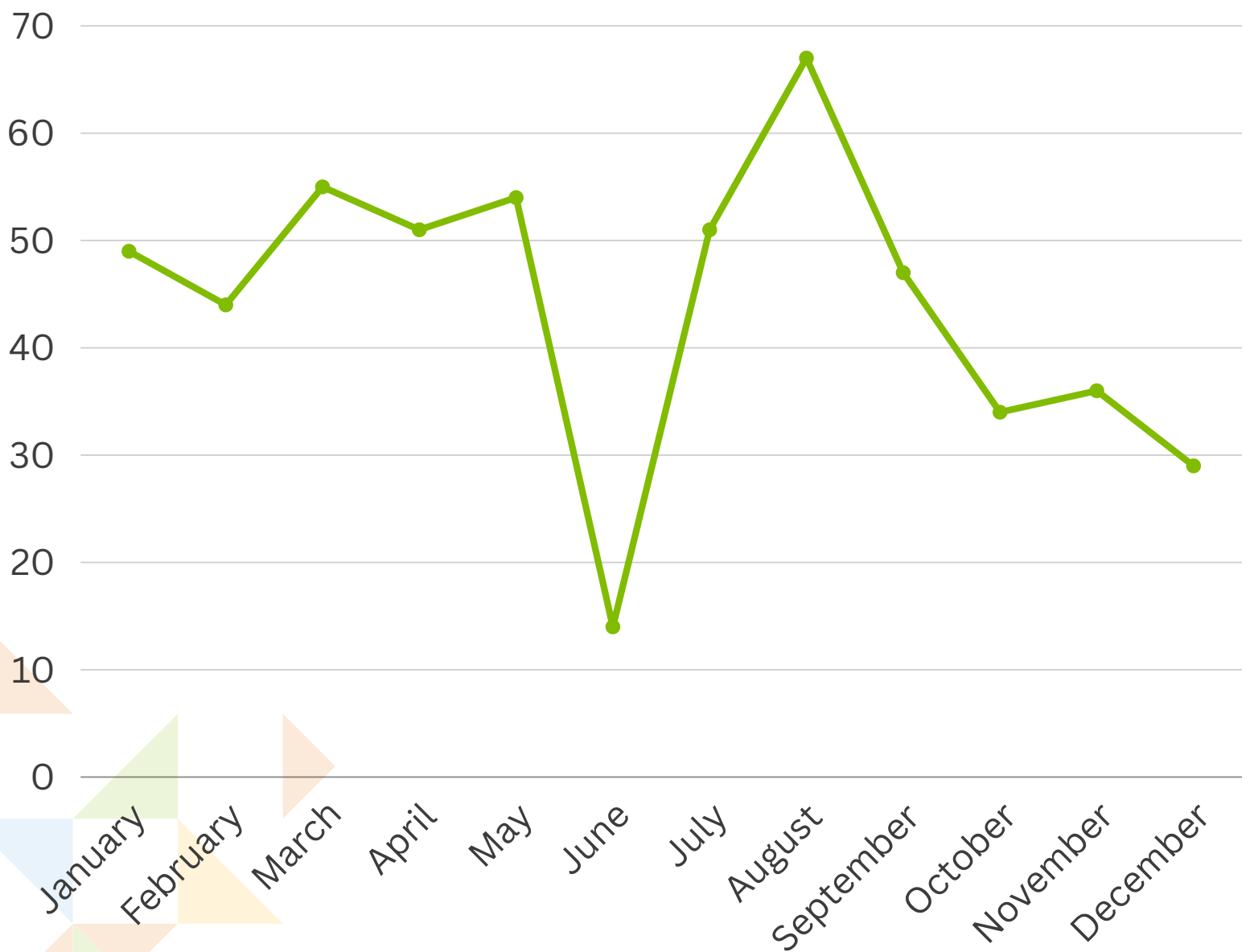
**Graduation
Rates**

**Women are
5 X's
More Likely to Graduate than
men**

68.6 % of our students are women and 25.4 % are Men. Throughout our programs, women are the most popular graduates.

One-on-One Meeting Data

531 Meetings in 2024



One-on-One Meeting Data

Top 3 Reasons for meeting

- They are starting a business and have questions
- They are looking for more resources or funding.
- They want to connect with other organizations and businesses.

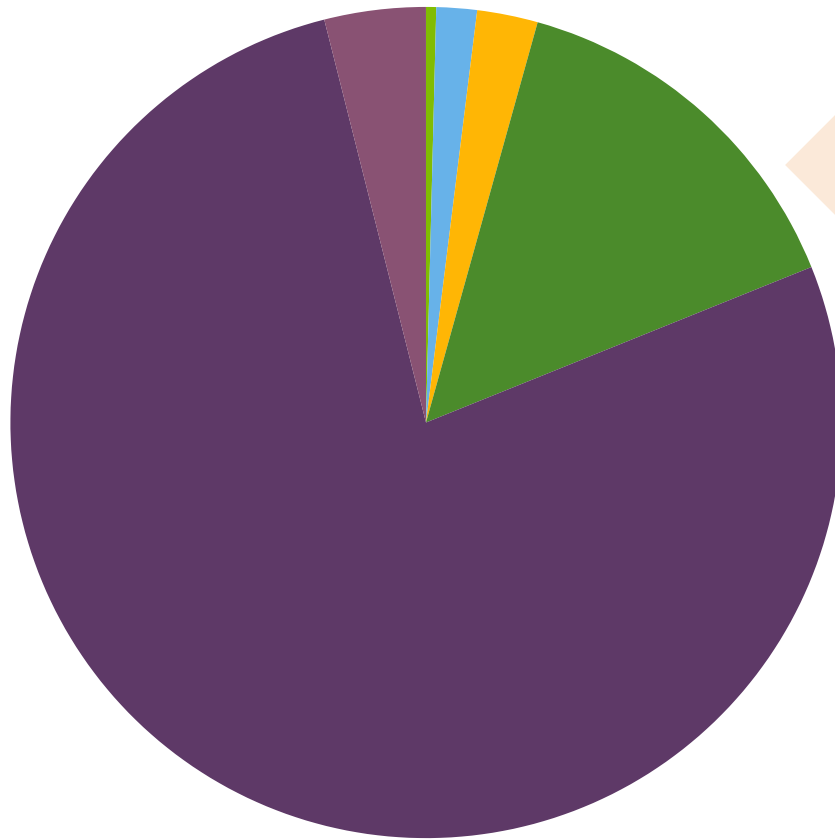
1. Construction Businesses
2. Food Related Businesses
3. Retail Businesses

Top 3 Industries

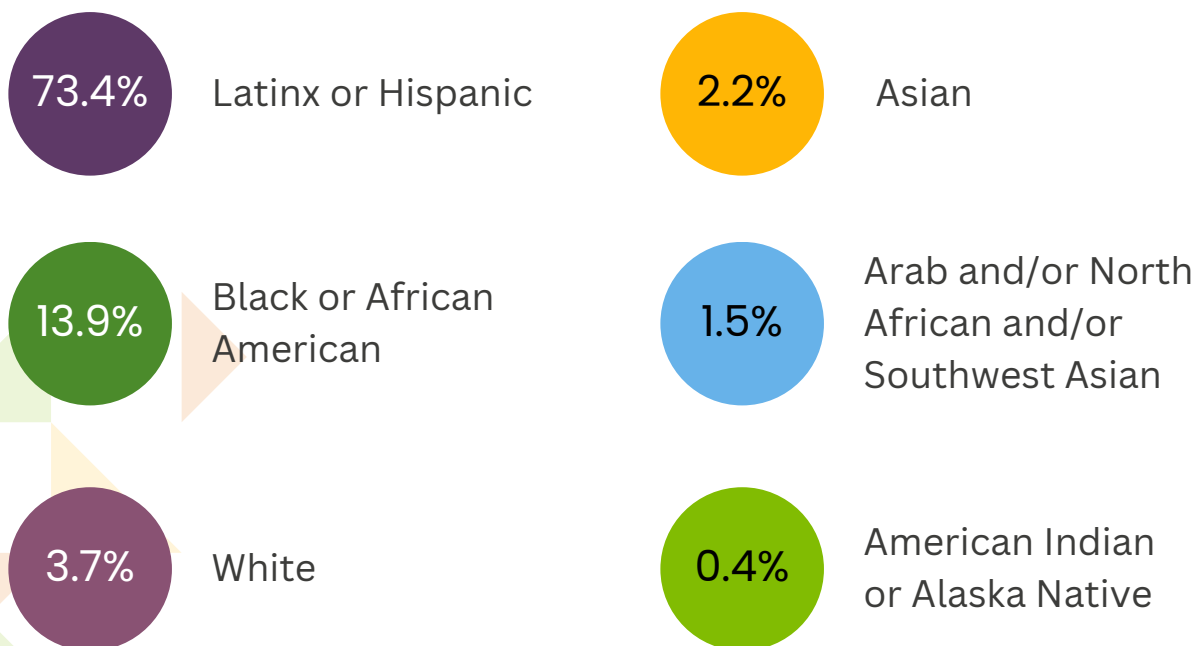
Majority Women Clients

56.8 % of our clients are Women with 43.2% of our clients being Men.

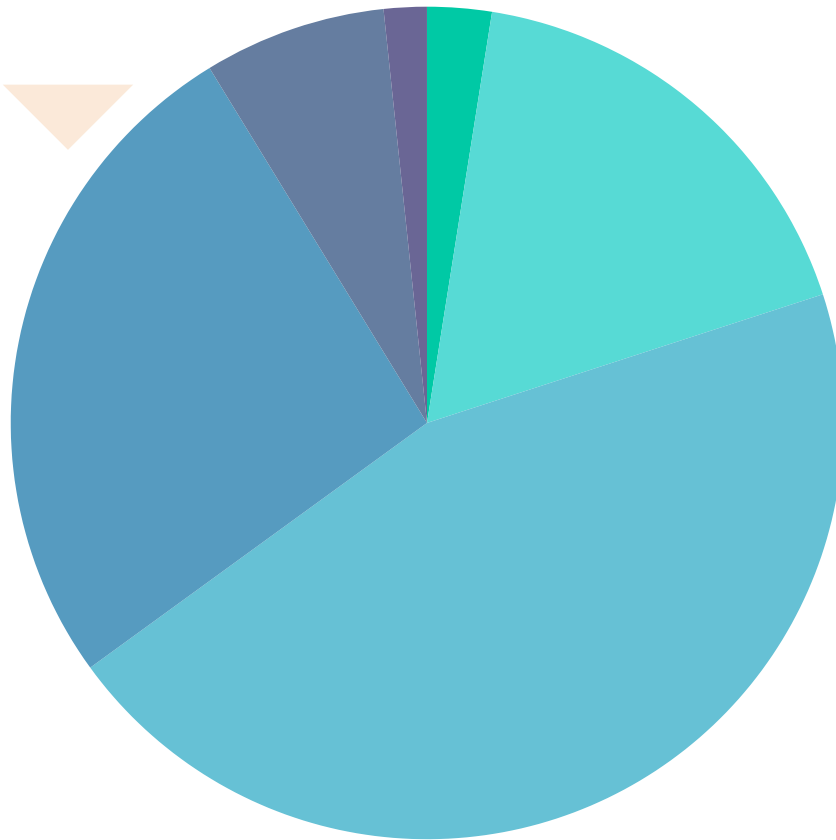
One-on-One Meeting Data



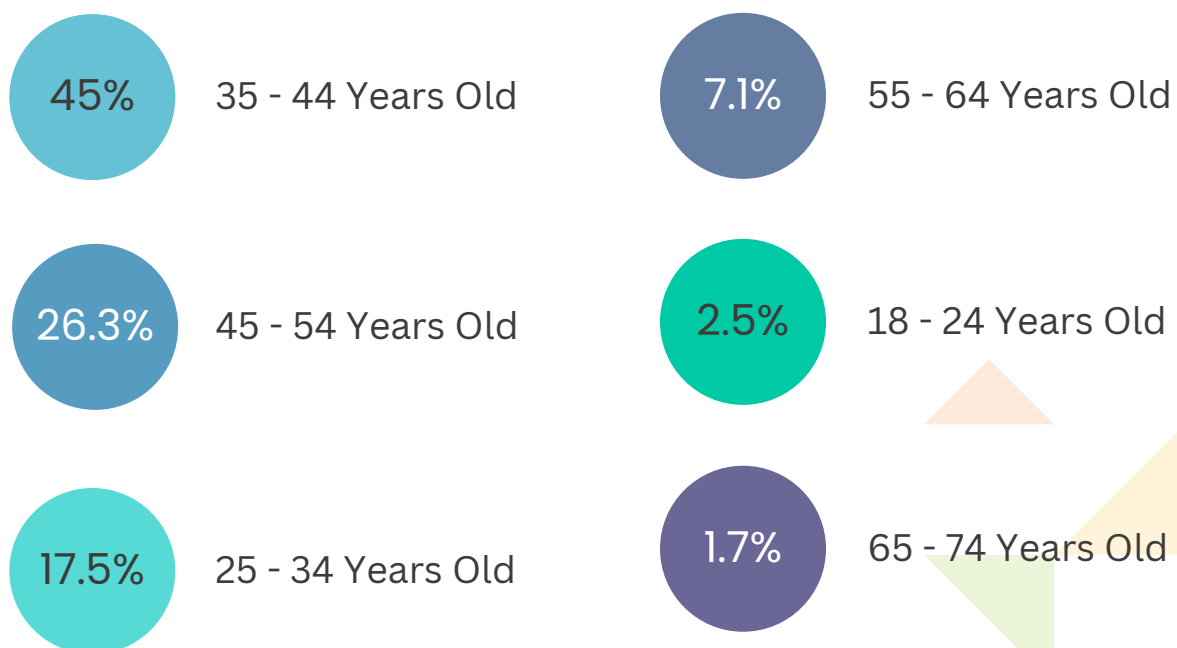
Client Racial Demographics – The Toolbox 2024



One-on-One Meeting Data



Client Age Demographics – The Toolbox 2024



Goals for 2025

As The Toolbox enters it's fifth year in business, we are excited to see what 2025 will bring to the organization. We have also taken the time to focus on goals that we have for the organization that we hope to accomplish or start this year.

Gabriel Munoz

"A goal that we have for the Toolbox is to revamp our fundraising platform and diversify our funding pool."

Norma Loya

To Empower the Community to own their economic future!

Contact Information

Website thetoolboxkc.com

Email Address

info@thetoolboxkc.com

Phone Number

913-386-5020





THE
TOOLBOX
SMALL BUSINESS RESOURCE CENTER

Let's see
what
2025
Brings!



ENCUENTRO
Kansas City



THE
TOOLBOX
SMALL BUSINESS RESOURCE CENTER